Instructions for Workload Assignment
Department Chair Directions
http://provost.utsa.edu/vpafs/dm/

When the Workflow process launches, you will be notified via email when you need to review items in your Workflow inbox. Please note the Workflow tab will not be visible in the top menu bar when you log into Digital Measures until there is a task ready for your review.

1. Log into Digital Measures.
2. Click on the Workflow tab in the top menu bar.

In your Workflow inbox, you will see faculty submission(s) awaiting your review. Click on the relevant submission in your inbox.
4. **PART 1:** Enter the faculty member’s information in the Faculty Form and Click “**Route – Submit to Faculty Member**” (The “Route” button is located in the top right hand corner of the screen).

Planning for Calendar Year: January 1 - December 31, 2020

- **Tenured/Tenure-track scheduled track**

  Explanation of “Other”

- **Non-tenure track scheduled track**

  Explanation of “Other”

**COURSE LOAD FOR SELECTED TRACK**

- **Course Load Standard for Department (based on track)**

  Explanation of “Other”

- **Fall Course Total**

- **Spring Course Total**

*Justification: Only required if the workload varies from standard course load for the department*

*Note: The text boxes are smart text boxes so you can use tables, bulleted and numbered lists, bold, italics, underline, hyperlinks, etc.*
* After completing this step, the faculty member will complete their form (plan of work) and route back to you to provide optional comments and certify.

4. **PART 2:** Optional comments and signature of approval.

Once the faculty member fills out their plan of work and routes the Workload Assignment back to you, you can provide optional comments. If additional information is needed, you have the option to “send back” the document to gather the requested information from the faculty member.

5. Sign and date the form.

Type your full name in upper and lower case letters (no initials). Enter date in appropriate format (MM/DD/YYYY).
6. Route/Submit the form.

Click **"Route – Submit to Dean"** (The “Route” button is located in the top right hand corner of the screen).

After clicking Submit, there will be a pop up window asking you to confirm the action. Click “Yes” and the Workload Assignment will move to the next step in the process (Dean). *Note that this action cannot be undone.*

Once you submit the Workload Assignment, the documents will move out of your inbox and into your Workflow history. The current step column will allow you to track the document throughout the approval process.

After the entire process is completed, Workload Assignments will be re-uploaded to each faculty member’s “Workload Distribution” screen in Digital Measures for future reference.