Instructions for Workload Agreement

Dean Directions

http://provost.utsa.edu/vpafs/dm/

Deans will receive an email containing instructions and a general timeline for this process before the Workflow launches. Please note the Workflow tab will not be visible in the top menu bar in Digital Measures until the Workflow has launched and there is a task ready for your review.

The Dean’s step is set up as a committee so that Deans, Associate Deans, and college staff contacts will all have access to review each submission in their college. The individual designated as the Committee Chair is the only one who can enter data into the Workflow form.

In order to complete the Dean portion of the Workload Agreement:

1. Log into Digital Measures by following the link and clicking on the orange box to log in: http://provost.utsa.edu/vpafs/dm/.

2. Click on the Workflow tab in the top menu bar.

3. Access your Workflow (Tasks) inbox.

In your Workflow inbox, you will see item(s) awaiting your review. Click on the relevant item in your inbox.

4. Review the Workload Agreement file(s) and confirm agreement.

Review the faculty member’s Workload Agreement. If additional information is needed, you have the option to “send back” the document to gather the requested information from the department chair.
5. Provide any optional comments and changes, if needed.

6. 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).
7. Submit the form.

Click “Actions – Submit” (The “Actions” 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 Agreement will be finalized. *Note that this action cannot be undone.*

Once you submit the Workload Agreement, the documents will move out of your inbox and into your Workflow history.

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