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

Department chairs 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.

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 automatically generated reports.

You will see the faculty member’s current workload agreement(s) and most recent annual review report generated within the form.
5. **PART 1:** Enter the faculty member’s information - scheduled track, course load, and expected course releases (if currently known).
Before continuing, please ensure that total faculty assignment entered above equals 100%.

- Does faculty assignment equal 100%? Yes ☐ No ☐

**COURSE LOAD FOR SELECTED TRACK**

- Course Load Standard for Department (based on track)

Explanation of "Other" (must be numerical value)

Fall Course Total

Spring Course Total

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

**FALL COURSE RELEASES**

First Course Release [If applicable]

Second Course Release [If applicable]

Third Course Release [If applicable]

**SPRING COURSE RELEASES**

First Course Release [If applicable]

Second Course Release [If applicable]

Third Course Release [If applicable]
After completing the form, Click “Actions – Save Draft” then Click “Actions – Submit to Faculty Member” (The “Actions” button is located in the top right hand corner of the screen).

* 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.

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

Once the faculty member fills out their plan of work and routes the Workload Agreement 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.

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 to Dean**" (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 move to the next step in the process (Dean). *Note that this action cannot be undone.*

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

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.