

# Faculty Workload Allocation Module

## Recording Workload Implementation Plans (WIP)

### Table of Contents

|   |    |
|---|----|
| Creating Faculty Workload Allocation for Faculty – Multiple Entries.....                                    | 2  |
| Creating Faculty Workload Allocation for Faculty – Single Entry .....                                       | 11 |
| Update Existing Faculty Workload Allocation Information for Faculty (Chair or Designee).....                | 23 |
| Review/Approve Faculty Workload Allocation at the Dean Level (Deans).....                                   | 29 |
| Review/Approve Faculty Workload Allocation at the Administrative Approval Level (Provost/Vice Provost)..... | 36 |
| Viewing Faculty Workload Allocation Information (Department Admins and ASOs) .....                          | 41 |
| Viewing Faculty Workload Allocation Information as a Faculty Member (Faculty) .....                         | 45 |

Effective Fall 2019 Regents Rule 31006 and associated UT Tyler Handbook of Operating Procedures 3.2.0 include revised faculty workload requirements. Under the new policy, workload assignments take the form of percentages of time assigned to each area of Teaching, Leadership/Service, and Scholarship. Academic Affairs and the Office of Information Analysis are revising reporting mechanisms and data analyses accordingly. In addition to internal purposes of monitoring effective use of faculty resources, faculty workload and percentage of time allocations are reported to the THECB each semester. An effective way to manage these data on an ongoing basis is required. This custom module in the student system, Campus Solutions (aka myUTTyler) was designed for this purpose. Chairs will record the workload agreements for all full-time faculty for each semester within two weeks of the census date.

#### Important note:

THECB reporting requires percentages be broken into five categories rather than three, so Teaching and Service will be further divided as shown below.

- **Instruction:** Teaching as Instructor of Record.
- **Administration:** Directly supporting instruction. Department Chairs/Directors, Program Coordinators and others engaged in activities considered to be directly related to the teaching function (Alternate Assignment - Department).
- **Academic Support:** Deans, Associate Deans and others engaged in service within a college. (Alternate Assignment - College)
- **Research:** Research, scholarship, creative activity. (Alternate Assignment - Research)
- **Other:** Faculty serving in various administrative roles, such as director of a non-instructional unit, chair of major committees, major projects at the institutional level on in the community. (Alternate Assignment - University)

Please direct questions about this module to Cindy Strawn in the Office of Information Analysis: [cstrawn@uttyler.edu](mailto:cstrawn@uttyler.edu) or 903-565-5818.

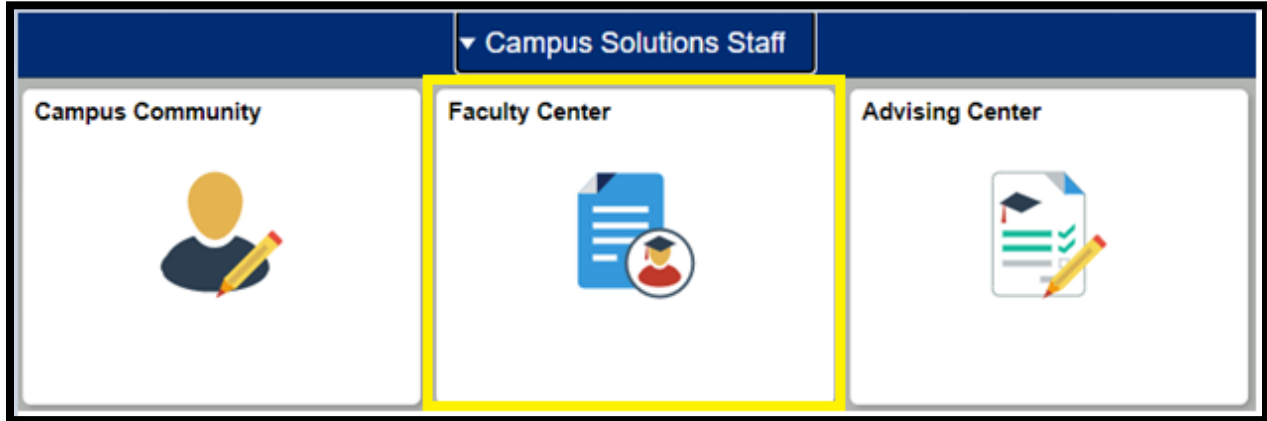
## Creating Faculty Workload Allocation for Faculty – Multiple Entries

Chairs will be required to enter workload allocation percentages for faculty who fall under their purview. If you have a multiple employees that you wish to enter information for, you may use the following steps. If you wish to enter information for a single employee at this time, you may use this section or see the section titled “Creating Faculty Workload Allocation for Faculty – Single Entry”.

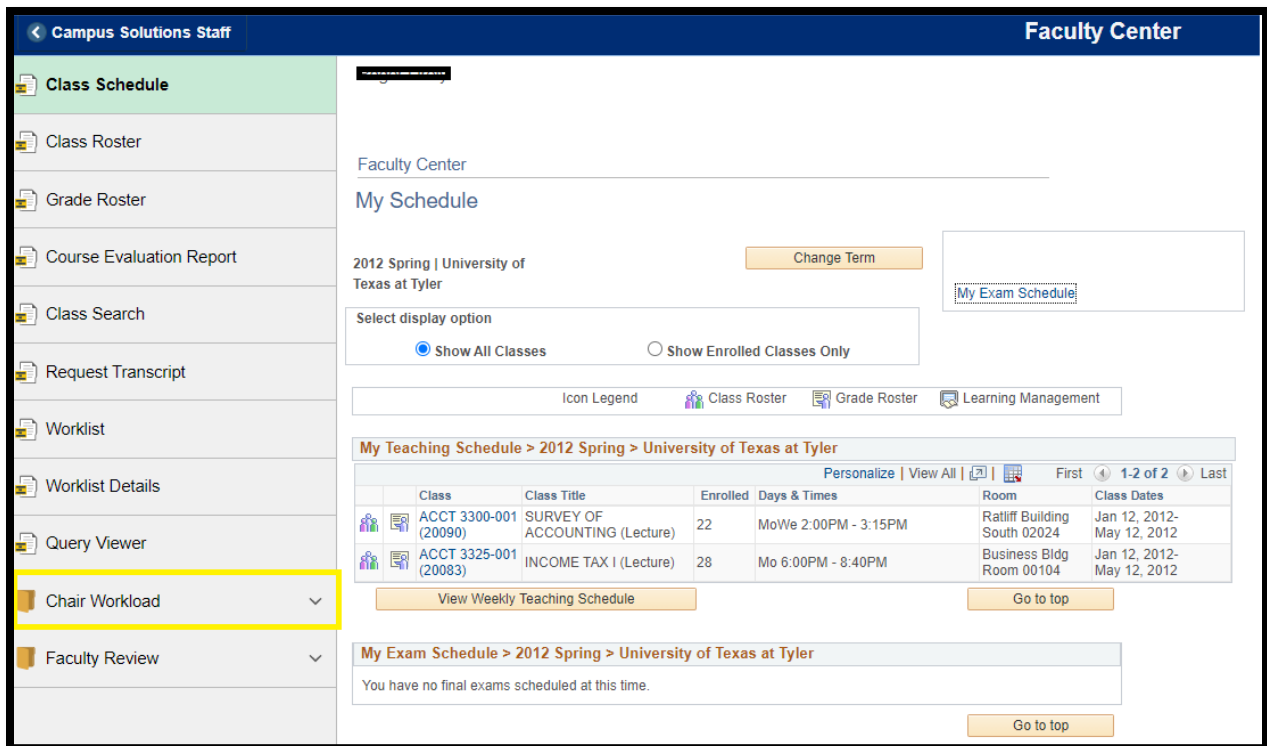
1. Within *myUTTyler*

[\(https://tycs-prd.utshare.utsystem.edu/psp/TYCSPRD/?cmd=login&languageCd=ENG&\)](https://tycs-prd.utshare.utsystem.edu/psp/TYCSPRD/?cmd=login&languageCd=ENG&)

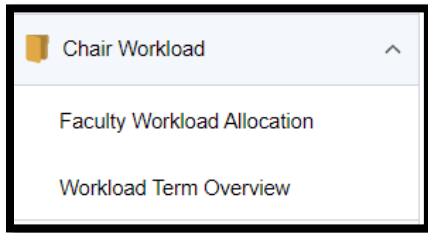
access your Faculty Center tile.



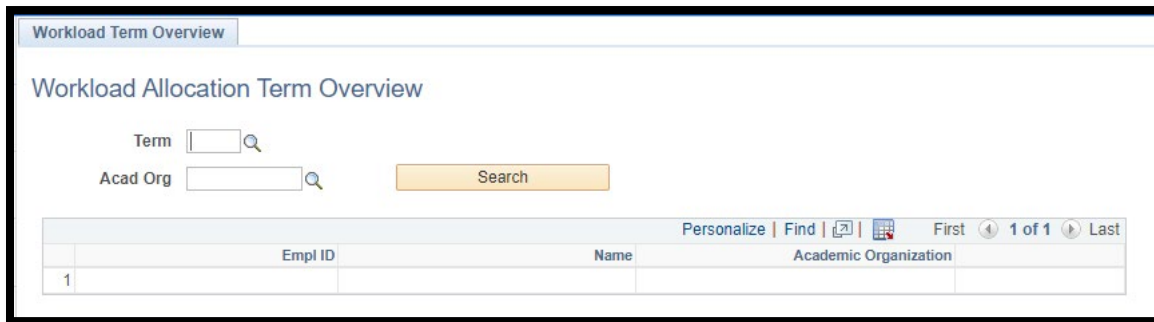
Along the left-hand navigation, select “Chair Workload”.



From that dropdown, click “Workload Term Overview”.

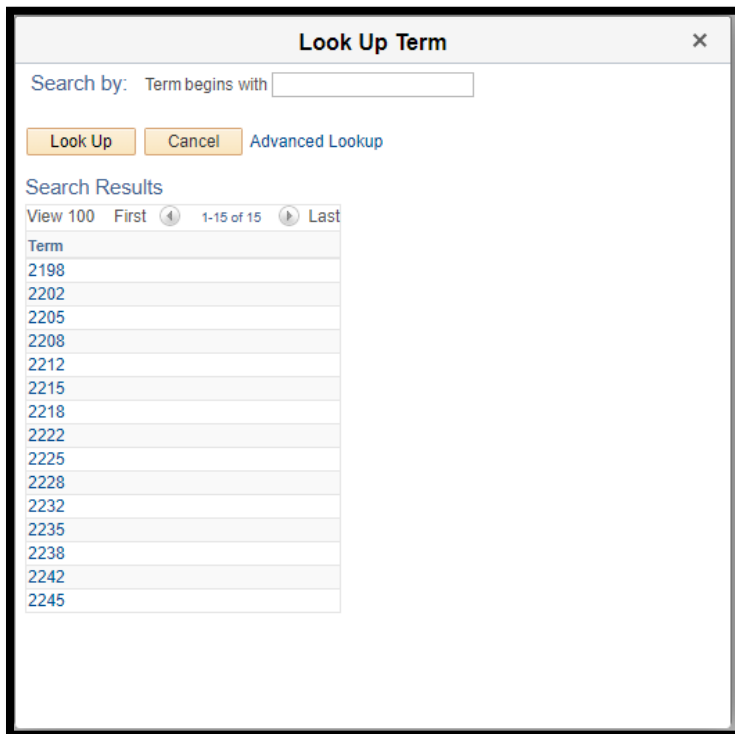


The following page will open.

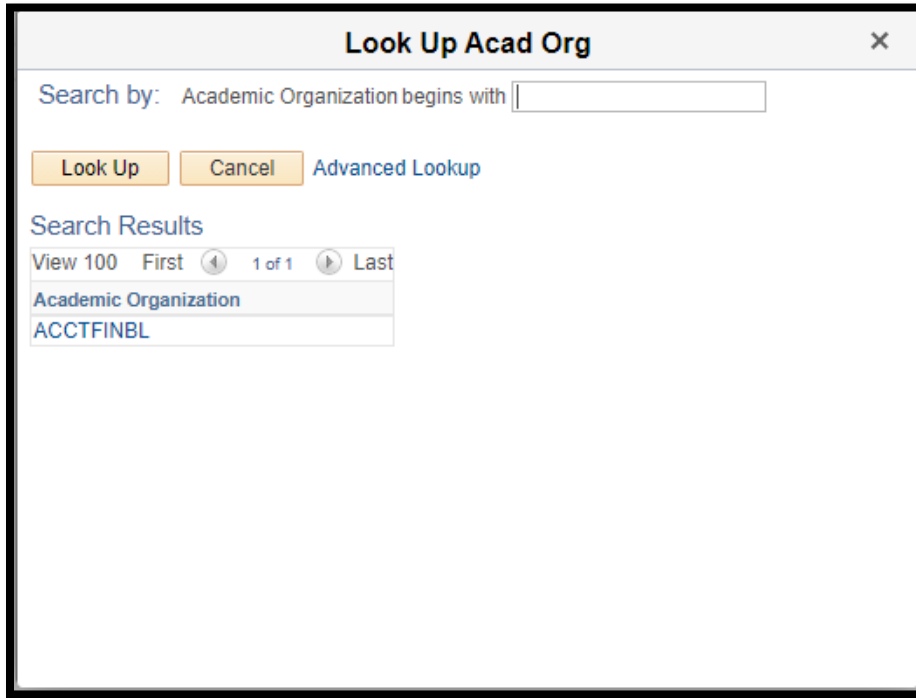


2. Fill in the required information and click “Search”.

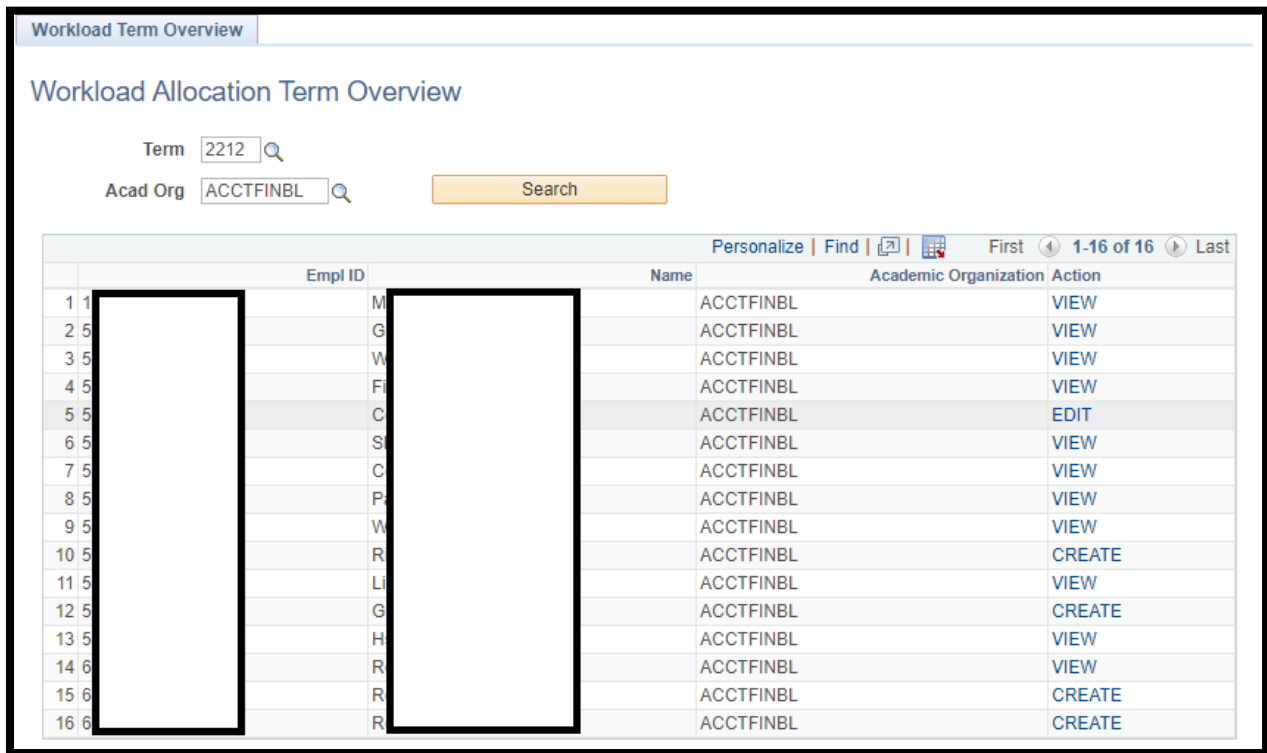
2a. Term: Enter the Term code for which you will be entering workload information. Clicking the magnifying glass will show the list of available Term codes.



2b. Acad Org: Enter the Acad Org (Department) for which you will be entering workload information. Clicking the magnifying glass will show the list of Acad Orgs which fall under your purview.



Clicking "Search" will pull up all employees that fall within the entered Term and Acad Org.



Each employee row will have an “Action” value which indicates the status of the employee’s workload information for the given Term.

- **CREATE:** this employee has no existing rows for the given Term and Acad Org. Click “CREATE” to start a row for them.
- **VIEW:** this employee has a row for the given Term and Acad Org which has been submitted for approval. Click “VIEW” to view the information entered or to add a new row for the employee to change the given information.
- **EDIT:** this employee has a row for the given Term and Acad Org which has been saved but NOT submitted for approval. Click “EDIT” to view the saved information, make changes, and/or submit the row.

3. To create workload information for a given employee, click the “CREATE” button on the respective row. The following page will pop out. You may now enter workload information for the instructor.

The screenshot shows a web application window titled "Workload Allocation Main Compo". The window contains the following elements:

- Header:** "Workload Allocation Main Compo" with a close button (X) and a "Help" link.
- Navigation:** "Faculty Workload Allocation" tab.
- Form Fields:**
  - Academic Institution: UT TYL University of Texas at Tyler
  - Term: 2212 2021 Spring
  - ID: 5 [Redacted]
  - Acad Org: ACCTFINBL
  - Department: Department of Accounting, Finance, & Business Law
- Table:** "Faculty Workload Allocation" table with columns: Category, Percentage, Comments/Explanation.
 

| Category                         | Percentage           | Comments/Explanation |
|----------------------------------|----------------------|----------------------|
| <a href="#">Instruction</a>      | <input type="text"/> | <input type="text"/> |
| <a href="#">Administration</a>   | <input type="text"/> | <input type="text"/> |
| <a href="#">Academic Support</a> | <input type="text"/> | <input type="text"/> |
| <a href="#">Research</a>         | <input type="text"/> | <input type="text"/> |
| <a href="#">Other</a>            | <input type="text"/> | <input type="text"/> |
| Total                            | 0.00                 |                      |
| <a href="#">Overload</a>         | <input type="text"/> | <input type="text"/> |
- Buttons:** "Cancel Workload Allocation" (checkbox), "Submit", "Sequence 1", "NEW".
- Footer:** "Personalize | Find | [Icons] | First 1 of 1 Last" and a table with columns: Description, Subject Area, Catalog Nbr, Section, Class Nbr, Session, Comb Sects ID.
 

| Description | Subject Area | Catalog Nbr | Section | Class Nbr | Session | Comb Sects ID |
|-------------|--------------|-------------|---------|-----------|---------|---------------|
| 1           |              |             |         |           |         |               |
- Bottom Buttons:** "OK", "Cancel", "Apply".

3a. Enter percentage information for the five categories as relevant to the specific Instructor and Term. Any category which does not apply to the Instructor and Term may be left blank. All percentages must add up to 100% for the information to be Submitted for Dean approval.

The screenshot shows the 'Faculty Workload Allocation' form. At the top, there is a 'Cancel Workload Allocation' checkbox and a 'Submit' button. Below this is a table with the following structure:

| Category                         | Percentage           | Comments/Explanation |
|----------------------------------|----------------------|----------------------|
| <a href="#">Instruction</a>      | <input type="text"/> | <input type="text"/> |
| <a href="#">Administration</a>   | <input type="text"/> | <input type="text"/> |
| <a href="#">Academic Support</a> | <input type="text"/> | <input type="text"/> |
| <a href="#">Research</a>         | <input type="text"/> | <input type="text"/> |
| <a href="#">Other</a>            | <input type="text"/> | <input type="text"/> |
| Total                            | 0.00                 |                      |

A yellow callout box with the text 'Enter percentages for each applicable category in these fields.' has five arrows pointing to the percentage input boxes for the five categories.

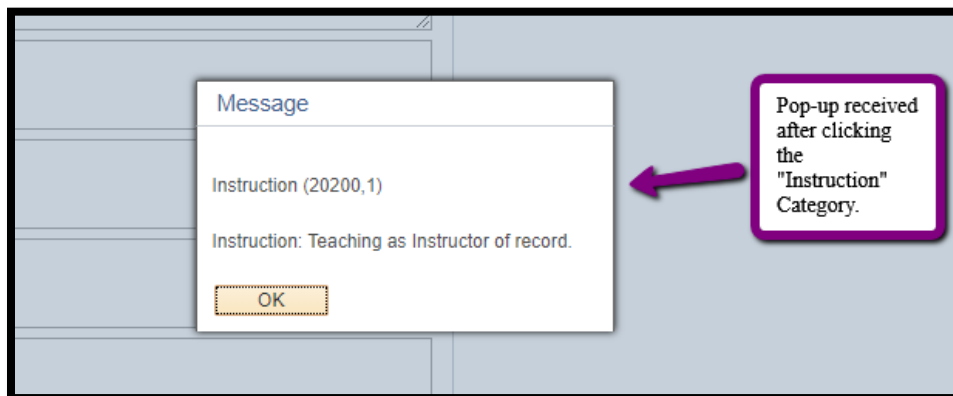
3b. Comments or explanations about the percentages can be entered via the “Comments/Explanation” boxes. Comments are required if Percentage amounts are entered for the “Other” category only.

This screenshot is similar to the one above but highlights the 'Comments/Explanation' column. A blue callout box with the text 'Enter comments or notes about the percentages in these boxes.' has five arrows pointing to the text input areas for each category.

3c. Category descriptions can be accessed at any time by clicking the Category name.

| Category                         | Percentage           | Comments/Explanation |
|----------------------------------|----------------------|----------------------|
| <a href="#">Instruction</a>      | <input type="text"/> |                      |
| <a href="#">Administration</a>   | <input type="text"/> |                      |
| <a href="#">Academic Support</a> | <input type="text"/> |                      |
| <a href="#">Research</a>         | <input type="text"/> |                      |
| <a href="#">Other</a>            | <input type="text"/> |                      |
| Total                            | 0.00                 |                      |

Clicking the Category names will produce pop-up boxes with descriptions of the categories.

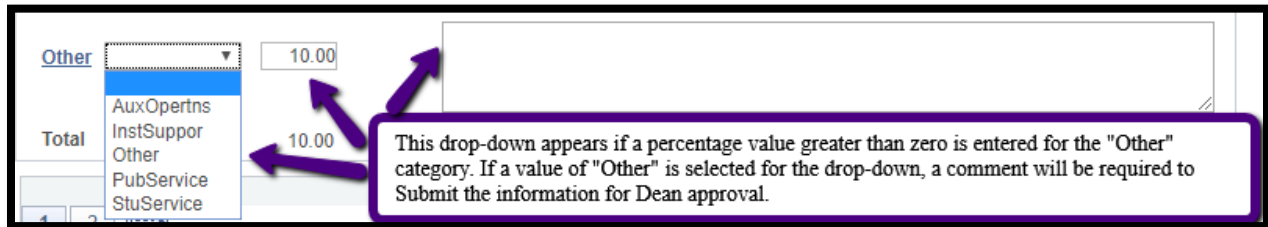


3d. Available categories are:

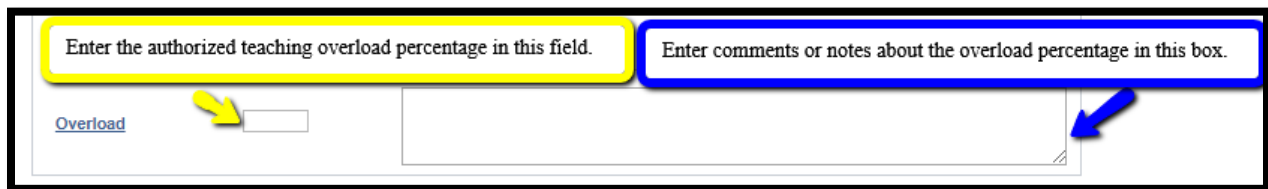
- **Instruction:** Teaching as Instructor of Record.
- **Administration:** Directly supporting instruction. Department Chairs/Directors, Program Coordinators and others engaged in activities considered to be directly related to the teaching function (Alternate Assignment - Department).
- **Academic Support:** Deans, Associate Deans and others engaged in service within a college. (Alternate Assignment - College)
- **Research:** Research, scholarship, creative activity. (Alternate Assignment - Research)
- **Other:** Faculty serving in various administrative roles, such as director of a non-instructional unit, chair of major committees, major projects at the institutional level. (Alternate Assignment - University)

3d. If a Percentage amount greater than zero is entered for the “Other” category, an additional selection box will apply which is required. The values available in that selection box are:

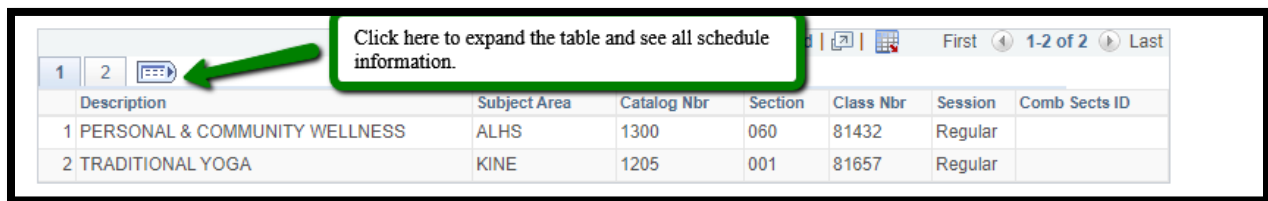
- **AuxOpertns:** Auxiliary Enterprise Operations
- **InstSupport:** Institutional Support
- **PubService:** Public Service
- **StuService:** Student Services
- **Other:** Other – if this value is selected a comment is required to Submit the information.



3e. Enter percentage information for any authorized teaching overload as relevant to the specific Instructor and Term. This percentage is on top of the 100% for the five categories above and would be in addition to that total. Comments or explanations about the percentage can be entered via the “Comments/Explanation” box.



3f. The instructor’s current teaching schedule for the term will be displayed below the Workload Allocation area. Information is for reference only and includes: Course Description, Subject Area, Catalog Number, Section Number, Class Number, Session, Combined Sections ID, Load Factor, Class Status, Enrollment Capacity (Cap Enrl), and Current Enrollment (Tot Enrl).



3g. Three buttons are available along the bottom of the page.

- **OK:** clicking this button will save the information currently entered and return you to the list of employees. This button and the “Apply” button function the same way.
- **Cancel:** clicking this button will delete the pending row and return you to the employee list.
- **Apply:** clicking this button will save the information currently entered but will allow you to stay on the employee’s workload entry page.



4. If you want to save the row as is to finish later, click the “OK”. If the information entered is correct and complete, you may submit the row using the “Submit” button. Once information has been submitted, it cannot be changed. A new entry for the faculty member would need to be created to make any adjustments. The “Submit” button will only available to you if you are authorized by your role to submit for the designated faculty member.

**Faculty Workload Allocation**

Academic Institution UTTYL University of Texas at Tyler  
 Term 2198 2019 Fall

ID: 5 [REDACTED]  
 Acad Org HEALTHKINE  
 Department Department of Health & Kinesiology

**Faculty Workload Allocation** Find | View All First 1 of 1 Last

Cancel Workload Allocation  Sequence 1 SAV

| Category   | Percentage           | Comments/Explanation                                     |
|--|----------------------|--|
| <a href="#">Instruction</a>  | 40.00                |  |
| <a href="#">Administration</a>                                       | <input type="text"/> |  |
| <a href="#">Academic Support</a>                                     | <input type="text"/> |  |
| <a href="#">Research</a>   | 40.00                |  |
| <a href="#">Other</a> <span style="font-size: small;">Other ▼</span> | 20.00                | Other duties as assigned.                                |
| <b>Total</b>   | <b>100.00</b>        | Last Updated On 2020-04-29-10.17.02.000000 By [REDACTED] |
| <a href="#">Overload</a>   | 5.00                 | Overload   |

Personalize | Find | First 1-2 of 2 Last

| Description                     | Subject Area | Catalog Nbr | Section | Class Nbr | Session | Comb Sects ID |
|---------------------------------|--------------|-------------|---------|-----------|---------|---------------|
| 1 PERSONAL & COMMUNITY WELLNESS | ALHS         | 1300        | 060     | 81432     | Regular |               |
| 2 TRADITIONAL YOGA              | KINE         | 1205        | 001     | 81657     | Regular |               |

Once all information has been entered correctly and is ready for Dean review, click the "Submit" button.

5. After clicking “Submit”, “OK”, or “Cancel”, you will be returned to the list of employees. You may now move on to creating or editing additional rows for other employees.

Workload Term Overview

Workload Allocation Term Overview

Term

Acad Org

|    |         | Personalize | Find                  | Print  | Refresh | First | 1-16 of 16 | Last |
|----|---------|-------------|-----------------------|--------|---------|-------|------------|------|
|    | Empl ID | Name        | Academic Organization | Action |         |       |            |      |
| 1  | M       |             | ACCTFINBL             | VIEW   |         |       |            |      |
| 2  | G       |             | ACCTFINBL             | VIEW   |         |       |            |      |
| 3  | W       |             | ACCTFINBL             | VIEW   |         |       |            |      |
| 4  | F       |             | ACCTFINBL             | VIEW   |         |       |            |      |
| 5  | C       |             | ACCTFINBL             | EDIT   |         |       |            |      |
| 6  | S       |             | ACCTFINBL             | VIEW   |         |       |            |      |
| 7  | C       |             | ACCTFINBL             | VIEW   |         |       |            |      |
| 8  | P       |             | ACCTFINBL             | VIEW   |         |       |            |      |
| 9  | W       |             | ACCTFINBL             | VIEW   |         |       |            |      |
| 10 | R       |             | ACCTFINBL             | CREATE |         |       |            |      |
| 11 | L       |             | ACCTFINBL             | VIEW   |         |       |            |      |
| 12 | G       |             | ACCTFINBL             | CREATE |         |       |            |      |
| 13 | H       |             | ACCTFINBL             | VIEW   |         |       |            |      |
| 14 | R       |             | ACCTFINBL             | VIEW   |         |       |            |      |
| 15 | R       |             | ACCTFINBL             | CREATE |         |       |            |      |
| 16 | R       |             | ACCTFINBL             | CREATE |         |       |            |      |

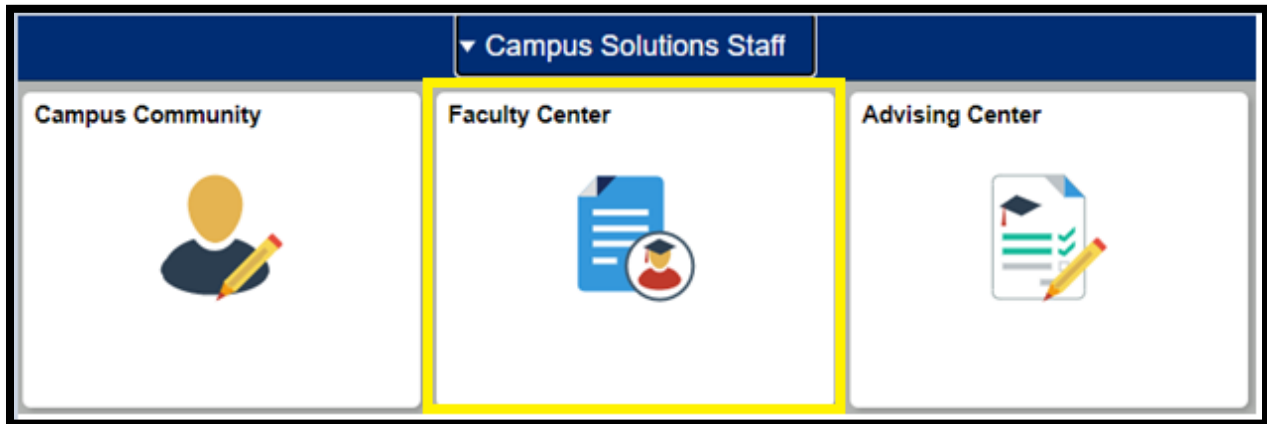
## Creating Faculty Workload Allocation for Faculty – Single Entry

Chairs will be required to enter workload allocation percentages for faculty who fall under their purview. If you have a single employee that you wish to enter information for, you may use the following steps. If you wish to enter information for several employees at this time, see the section titled “Creating Faculty Workload Allocation for Faculty – Multiple Entries”.

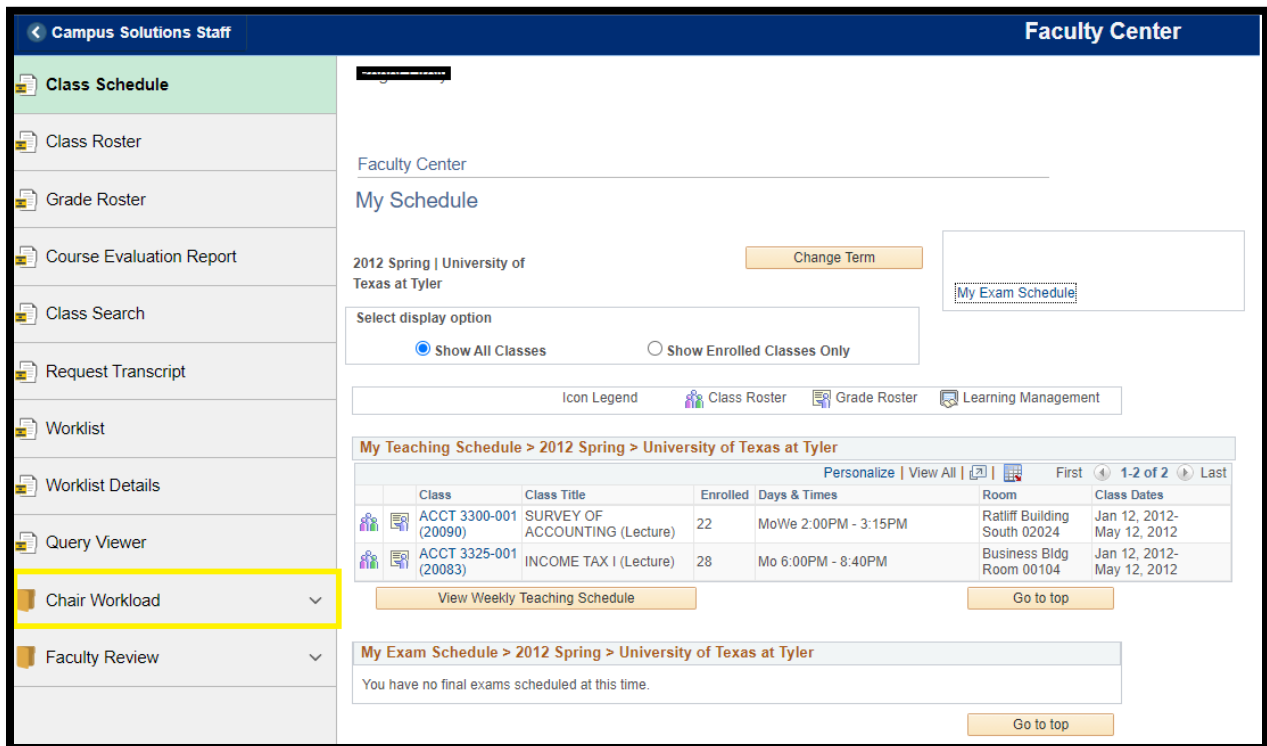
1. Within *myUTTyler*

(<https://tycs-prd.utshare.utsystem.edu/psp/TYCSPRD/?cmd=login&languageCd=ENG&>)

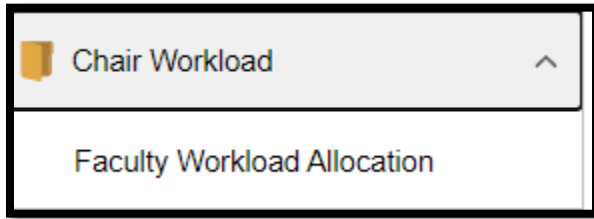
access your Faculty Center tile.



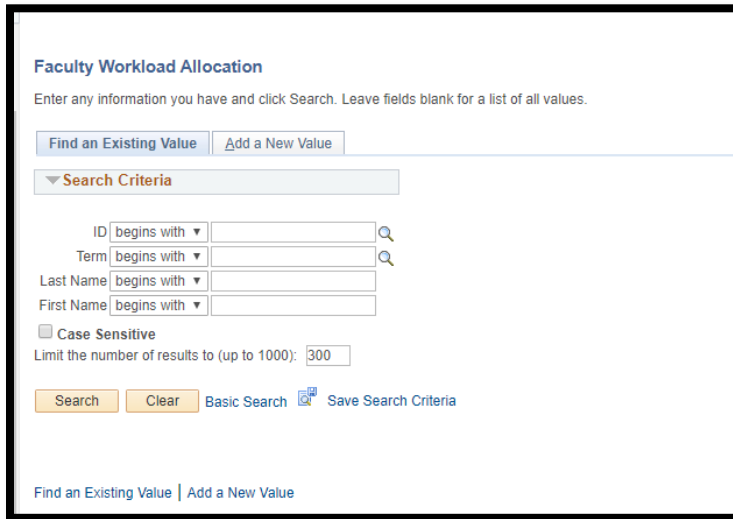
Along the left-hand navigation, select “Chair Workload”.



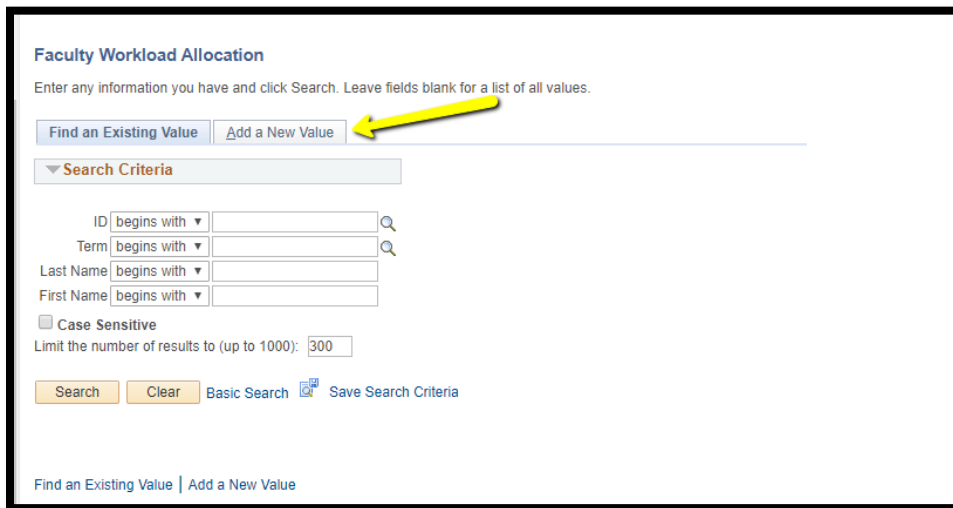
From that dropdown, click “Faculty Workload Allocation”.



The following page will open.



2. Click “Add a New Value”.



3. Enter the instructor's Employee Id.

The screenshot shows the 'Faculty Workload Allocation' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are three input fields: 'ID', 'Term', and 'Academic Organization', each with a magnifying glass icon to its right. An 'Add' button is located below the input fields. At the bottom left, there are links for 'Find an Existing Value' and 'Add a New Value'.

3a. If the ID is not known, you can click on the magnifying glass to search.

This screenshot is identical to the previous one, but a yellow arrow points to the magnifying glass icon on the 'ID' input field.

3b. First and Last Name are available as search fields. Enter any information known into the fields and click "Look Up". All faculty who are active a Department that falls under the Chair's purview will be available. Once you have located the correct faculty member, click the line with their information.

The screenshot shows the 'Look Up ID' dialog box. It has three input fields: 'Empl ID begins with', 'First Name begins with', and 'Last Name begins with'. Below these are buttons for 'Look Up', 'Clear', and 'Cancel', along with a 'Basic Lookup' link. A yellow box highlights the 'Look Up' button with the text: 'Enter known information into these two fields and click "Look Up"'. Below the buttons is a 'Search Results' section with a table. A yellow arrow points to the 'Look Up' button.

| Empl ID    | First Name | Last Name  | Academic Organization |
|------------|------------|------------|-----------------------|
| [REDACTED] | [REDACTED] | [REDACTED] | HEALTHKINE            |
| [REDACTED] | [REDACTED] | [REDACTED] | HEALTHKINE            |
| [REDACTED] | [REDACTED] | [REDACTED] | HEALTHKINE            |

4. Enter or select the appropriate Term code.

The screenshot shows the 'Faculty Workload Allocation' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are three input fields: 'ID' with the value '5', 'Term', and 'Academic Organization'. Each field has a magnifying glass icon to its right. A yellow arrow points to the magnifying glass icon for the 'Term' field. Below the input fields is an 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

4a. Clicking the magnifying glass will show the list of available Term codes as well as the Term Descriptions.

The screenshot shows the 'Look Up Term' dialog box. It has a title bar with a close button and a 'Help' link. The 'Empl ID' field contains '5'. Below it is a 'Term begins with' dropdown menu. There are three buttons: 'Look Up', 'Clear', and 'Cancel', followed by the text 'Basic Lookup'. Below the buttons is a 'Search Results' section. It includes a 'View 100' label and navigation buttons for 'First', '1-15 of 15', and 'Last'. The search results are displayed in a table with two columns: 'Term' and 'Description'.

| Term | Description |
|------|-------------|
| 2198 | 2019 Fall   |
| 2202 | 2020 Spring |
| 2205 | 2020 Summer |
| 2208 | 2020 Fall   |
| 2212 | 2021 Spring |
| 2215 | 2021 Summer |
| 2218 | 2021 Fall   |
| 2222 | 2022 Spring |
| 2225 | 2022 Summer |
| 2228 | 2022 Fall   |
| 2232 | 2023 Spring |
| 2235 | 2023 Summer |
| 2238 | 2023 Fall   |
| 2242 | 2024 Spring |
| 2245 | 2024 Summer |

5. Enter or select the appropriate Academic Organization.

The screenshot shows the 'Faculty Workload Allocation' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are three input fields: 'ID' with the value '5', 'Term' with the value '2198', and 'Academic Organization' which is currently empty. Each field has a magnifying glass icon to its right. A yellow arrow points to the magnifying glass icon for the 'Academic Organization' field. Below the fields is an 'Add' button. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

5a. Clicking the magnifying glass will show the list of available Academic Organizations for the faculty member as well as the Academic Organization Descriptions.

The screenshot shows a 'Look Up Academic Organization' dialog box. It contains the same 'Empl ID' (5) and 'Term' (2198) information. There is a dropdown menu for 'Academic Organization' set to 'begins with' and an empty search input field. Below this are 'Look Up', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. The 'Search Results' section shows 'View 100' and 'First 1 of 1 Last'. A table displays the search results:

| Academic Organization Description             |
|---|
| HEALTHKINE Department of Health & Kinesiology |

6. Once all three fields have been filled in, click "Add".

The screenshot shows the 'Faculty Workload Allocation' form with the 'Academic Organization' field now containing the value 'HEALTHKINE'. A yellow arrow points to the 'Add' button.

7. You can now enter the Workload Allocation information for this instructor.

Faculty Workload Allocation

Academic Institution UT TYL University of Texas at Tyler  
 Term 2198 2019 Fall

ID: 5  
 Acad Org HEALTHKINE  
 Department Department of Health & Kinesiology

Faculty Workload Allocation Find | View All First 1 of 1 Last

Cancel Workload Allocation Submit Sequence 1 NEW

| Category                         | Percentage           | Comments/Explanation |
|----------------------------------|----------------------|----------------------|
| <a href="#">Instruction</a>      | <input type="text"/> | <input type="text"/> |
| <a href="#">Administration</a>   | <input type="text"/> | <input type="text"/> |
| <a href="#">Academic Support</a> | <input type="text"/> | <input type="text"/> |
| <a href="#">Research</a>         | <input type="text"/> | <input type="text"/> |
| <a href="#">Other</a>            | <input type="text"/> | <input type="text"/> |
| Total                            | 0.00                 |                      |
| <a href="#">Overload</a>         | <input type="text"/> | <input type="text"/> |

Personalize | Find | First 1-2 of 2 Last

| 1                               | 2            | ...         |         |           |         |               |
|---------------------------------|--------------|-------------|---------|-----------|---------|---------------|
| Description                     | Subject Area | Catalog Nbr | Section | Class Nbr | Session | Comb Sects ID |
| 1 PERSONAL & COMMUNITY WELLNESS | ALHS         | 1300        | 060     | 81432     | Regular |               |
| 2 TRADITIONAL YOGA              | KINE         | 1205        | 001     | 81657     | Regular |               |

Save Notify Add Update/Display

7a. Enter percentage information for the five categories as relevant to the specific Instructor and Term. Any category which does not apply to the Instructor and Term may be left blank. All percentages must add up to 100% for the information to be Submitted for Dean approval.

Faculty Workload Allocation Find | View All First 1 of 1 Last

Cancel Workload Allocation Submit Sequence 1 NEW

| Category                         | Percentage           | Comments/Explanation |
|----------------------------------|----------------------|----------------------|
| <a href="#">Instruction</a>      | <input type="text"/> | <input type="text"/> |
| <a href="#">Administration</a>   | <input type="text"/> | <input type="text"/> |
| <a href="#">Academic Support</a> | <input type="text"/> | <input type="text"/> |
| <a href="#">Research</a>         | <input type="text"/> | <input type="text"/> |
| <a href="#">Other</a>            | <input type="text"/> | <input type="text"/> |
| Total                            | 0.00                 |                      |

Enter percentages for each applicable category in these fields.



7b. Comments or explanations about the percentages can be entered via the “Comments/Explanation” boxes. Comments are required if Percentage amounts are entered for the “Other” category only.

| Category                         | Percent              | Comments/Explanation |
|----------------------------------|----------------------|----------------------|
| <a href="#">Instruction</a>      | <input type="text"/> | <input type="text"/> |
| <a href="#">Administration</a>   | <input type="text"/> | <input type="text"/> |
| <a href="#">Academic Support</a> | <input type="text"/> | <input type="text"/> |
| <a href="#">Research</a>         | <input type="text"/> | <input type="text"/> |
| <a href="#">Other</a>            | <input type="text"/> | <input type="text"/> |
| Total                            | 0.00                 |                      |

7c. Category descriptions can be accessed at any time by clicking the Category name.

| Category                         | Percentage           | Comments/Explanation |
|----------------------------------|----------------------|----------------------|
| <a href="#">Instruction</a>      | <input type="text"/> | <input type="text"/> |
| <a href="#">Administration</a>   | <input type="text"/> | <input type="text"/> |
| <a href="#">Academic Support</a> | <input type="text"/> | <input type="text"/> |
| <a href="#">Research</a>         | <input type="text"/> | <input type="text"/> |
| <a href="#">Other</a>            | <input type="text"/> | <input type="text"/> |
| Total                            | 0.00                 |                      |

Message

Instruction (20200,1)

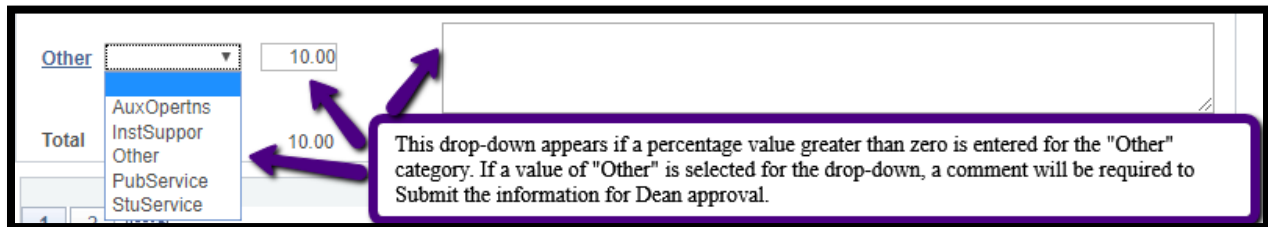
Instruction: Teaching as Instructor of record.

7d. Available categories are:

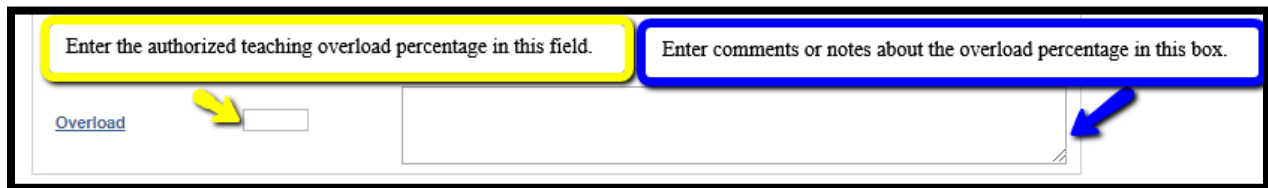
- **Instruction:** Teaching as Instructor of Record.
- **Administration:** Directly supporting instruction. Department Chairs/Directors, Program Coordinators and others engaged in activities considered to be directly related to the teaching function (Alternate Assignment - Department).
- **Academic Support:** Deans, Associate Deans and others engaged in service within a college. (Alternate Assignment - College)
- **Research:** Research, scholarship, creative activity. (Alternate Assignment - Research)
- **Other:** Faculty serving in various administrative roles, such as director of a non-instructional unit, chair of major committees, major projects at the institutional level. (Alternate Assignment - University)

7d1. If a Percentage amount greater than zero is entered for the “Other” category, an additional selection box will apply which is required. The values available in that selection box are:

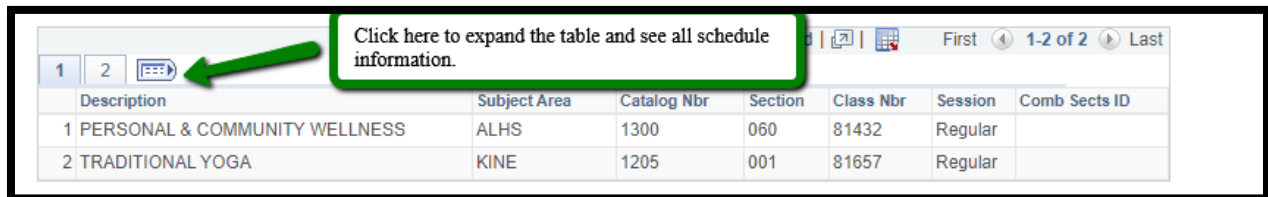
- **AuxOpertns:** Auxiliary Enterprise Operations
- **InstSupport:** Institutional Support
- **PubService:** Public Service
- **StuService:** Student Services
- **Other:** Other – if this value is selected a comment is required to Submit the information.



7e. Enter percentage information for any authorized teaching overload as relevant to the specific Instructor and Term. This percentage is on top of the 100% for the five categories above and would be in addition to that total. Comments or explanations about the percentage can be entered via the “Comments/Explanation” box.



7f. The instructor’s current teaching schedule for the term will be displayed below the Workload Allocation area. Information is for reference only and includes: Course Description, Subject Area, Catalog Number, Section Number, Class Number, Session, Combined Sections ID, Load Factor, Class Status, Enrollment Capacity (Cap Enrl), and Current Enrollment (Tot Enrl).



7g. Information entered can be saved at any time and returned to later as needed. To save the information, use the “Save” button along the bottom of the page.

The screenshot shows a table with the following data:

| Description                     | Subject Area | Catalog Nbr | Section | Class Nbr | Session | Comb Sects ID | Load Factor | Class Status | Cap Enrl | Tot Enrl |
|---------------------------------|--------------|-------------|---------|-----------|---------|---------------|-------------|--------------|----------|----------|
| 1 PERSONAL & COMMUNITY WELLNESS | ALHS         | 1300        | 060     | 81432     | Regular |               | 100.0000    | Active       | 50       | 49       |
| 2 TRADITIONAL YOGA              | KINE         | 1205        | 001     | 81657     | Regular |               | 100.0000    | Active       | 20       | 20       |

Below the table are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. A green arrow points to the 'Save' button.

- You can return to saved information at any time by searching from the Faculty Workload Allocation landing page. Enter faculty information and click “Search”. Applicable rows will appear and allow you to select and make changes as needed.

The screenshot shows the 'Faculty Workload Allocation' search interface. It includes a search criteria section with the following fields:

- ID: begins with [ ]
- Term: begins with [ ]
- Last Name: begins with [ c ]
- First Name: begins with [ s ]
- Case Sensitive
- Limit the number of results to (up to 1000): [ 300 ]

At the bottom of the search criteria section, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A yellow arrow points to the 'Search' button.

8. Once all the information has been entered and is ready for Dean review, the page can be submitted via the “Submit” button. Once information has been submitted, it cannot be changed. A new entry for the faculty member would need to be created to make any adjustments. The “Submit” button will only be available to you if you are authorized by your role to submit for the designated faculty member.

Faculty Workload Allocation

Academic Institution UT TYL University of Texas at Tyler  
 Term 2198 2019 Fall

ID: 5  
 Acad Org HEALTHKINE  
 Department Department of Health & Kinesiology

Faculty Workload Allocation Find | View All First 1 of 1 Last

Cancel Workload Allocation Submit Sequence 1 SAV

| Category                         | Percentage    | Comments/Explanation                          |
|----------------------------------|---------------|---|
| <a href="#">Instruction</a>      | 40.00         |   |
| <a href="#">Administration</a>   |               |   |
| <a href="#">Academic Support</a> |               |   |
| <a href="#">Research</a>         | 40.00         |   |
| <a href="#">Other</a> Other      | 20.00         | Other duties as assigned.                     |
| <b>Total</b>                     | <b>100.00</b> | Last Updated On 2020-04-29-10.17.02.000000 By |
| <a href="#">Overload</a>         | 5.00          | Overload                                      |

Personalize | Find | First 1-2 of 2 Last

| Description                     | Subject Area | Catalog Nbr | Section | Class Nbr | Session | Comb Sects ID |
|---------------------------------|--------------|-------------|---------|-----------|---------|---------------|
| 1 PERSONAL & COMMUNITY WELLNESS | ALHS         | 1300        | 060     | 81432     | Regular |               |
| 2 TRADITIONAL YOGA              | KINE         | 1205        | 001     | 81657     | Regular |               |

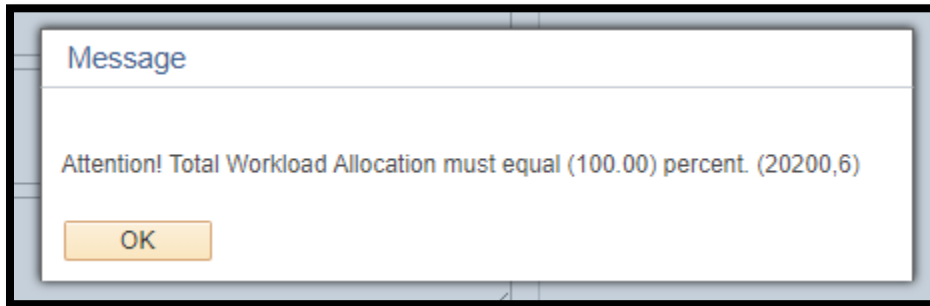
Save Notify Add Update/Display

8a. **Chairs** – you will have the ability to enter, save, and submit information for all faculty in departments that fall under your purview EXCEPT for yourself. You will not be able to enter information regarding your own allocations – a designee will need to enter and submit this for you.

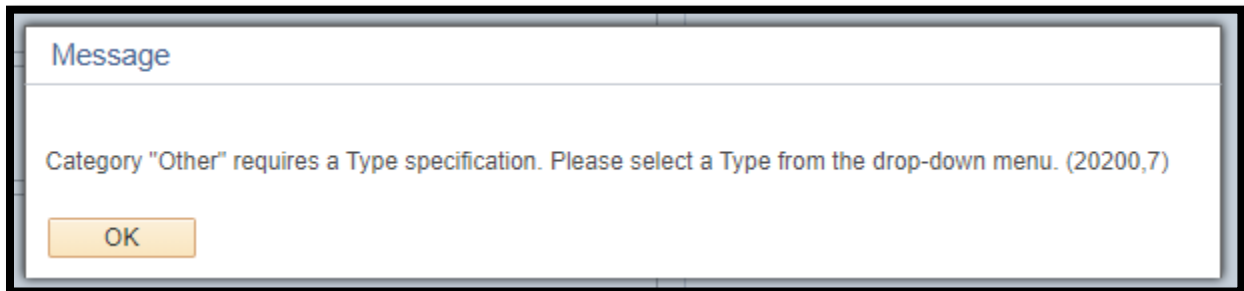
8b. **Designees** – you will only have the ability to enter, save, and submit information for the Chair for whom you are a designee. If you attempt to enter information for any other faculty, you will only be able to save the information and WILL NOT be able to submit it for Dean review.

9. Certain situations will produce errors upon submission.

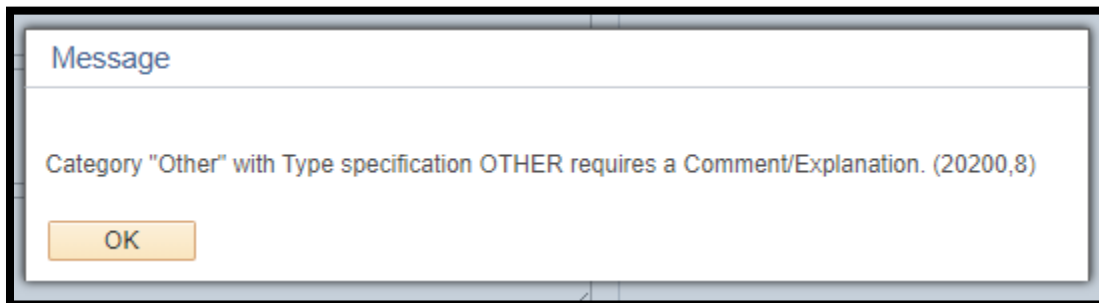
9a. **Total Workload Allocation less than 100.00:** If the total percentage does not equal 100.00, the following error will appear. Information cannot be submitted for Dean review if the percentages do not total 100.00.



9b. **“Other” type not chosen:** If a percentage amount of greater than zero has been entered in the “Other” category and a value has not been chosen from the additional drop-down box that appeared, the following error will appear. Information cannot be submitted for Dean review if the “Other” percentage is greater than zero and a value has not been selected in the drop-down box.



9c. **“Other” explanation missing:** If a value of “Other” is selected from the drop-down box and an explanation has not been added to the corresponding “Comments/Explanation” box, the following error will appear. Information cannot be submitted for Dean review if a value of “OTHER” has been selected in the “Other” category drop-down box and no information has been provided in the corresponding “Comments/Explanation” box.



10. Once information has been successfully submitted, the status will change to "SUB" and the information will be locked. Any changes that need to be made will require a new Faculty Workload Allocation entry being created for the faculty member and Term.

Faculty Workload Allocation

Academic Institution UT TYL University of Texas at Tyler  
 Term 2198 2019 Fall

ID: 5 [REDACTED]  
 Acad Org HEALTHKINE  
 Department Department of Health & Kinesiology

Faculty Workload Allocation Find | View All First 1 of 1 Last

Cancel Workload Allocation Submit Sequence 1 SUB

| Category                         | Percentage    | Comments/Explanation                                     |
|----------------------------------|---------------|--|
| <a href="#">Instruction</a>      | 40.00         |  |
| <a href="#">Administration</a>   |               |  |
| <a href="#">Academic Support</a> |               |  |
| <a href="#">Research</a>         | 40.00         |  |
| <a href="#">Other</a> Other      | 20.00         | Other duties as assigned.                                |
| <b>Total</b>                     | <b>100.00</b> | Last Updated On 2020-04-29-10.21.01.000000 By [REDACTED] |
| <a href="#">Overload</a>         | 5.00          | Overload   |

Personalize | Find | First 1-2 of 2 Last

| Description                     | Subject Area | Catalog Nbr | Section | Class Nbr | Session | Comb Sects ID |
|---------------------------------|--------------|-------------|---------|-----------|---------|---------------|
| 1 PERSONAL & COMMUNITY WELLNESS | ALHS         | 1300        | 060     | 81432     | Regular |               |
| 2 TRADITIONAL YOGA              | KINE         | 1205        | 001     | 81657     | Regular |               |

Save Notify Add Update/Display

Status is now "SUB" for submitted. Any additional changes will require a new entry for this employee.

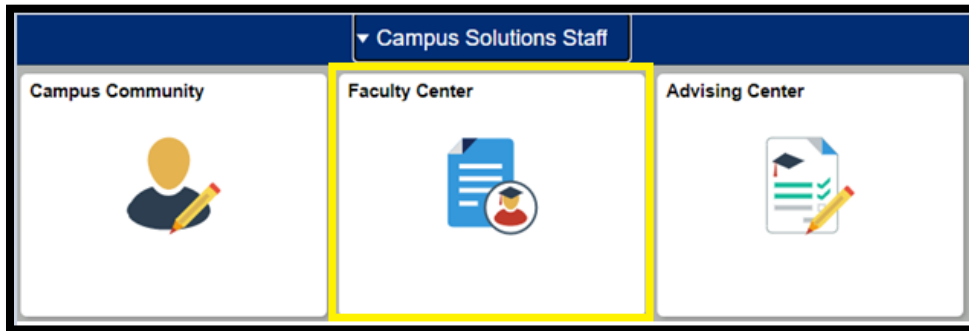
## Update Existing Faculty Workload Allocation Information for Faculty (Chair or Designee)

If incorrect workload allocation information has been submitted for faculty, new information can be entered and re-submitted for Dean review. See below for instructions.

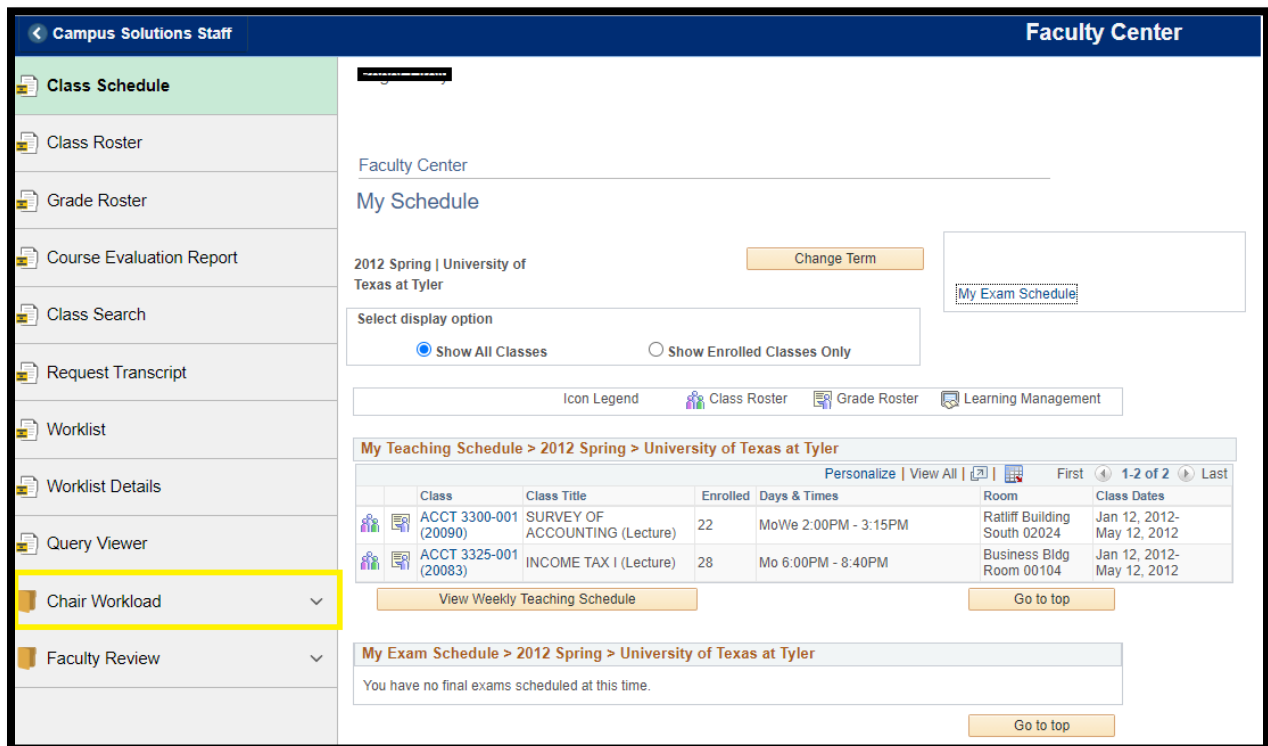
1. Within *myUTTyler*

(<https://tycs-prd.utshare.utsystem.edu/psp/TYCSPRD/?cmd=login&languageCd=ENG&>)

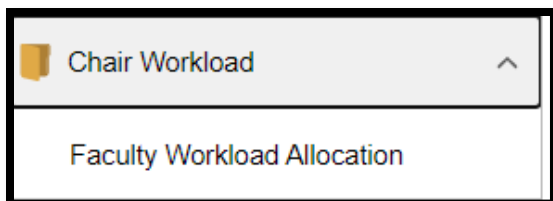
access your Faculty Center tile.



Along the left-hand navigation, select "Chair Workload".



From that dropdown, click "Faculty Workload Allocation".



The following page will open.

**Faculty Workload Allocation**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

ID begins with

Term begins with

Last Name begins with

First Name begins with

Case Sensitive

Limit the number of results to (up to 1000):

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. Enter any known faculty information and click "Search".

**Faculty Workload Allocation**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

ID begins with

Term begins with

Last Name begins with

First Name begins with

Case Sensitive

Limit the number of results to (up to 1000):

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

3. Select the correct faculty row.

**Faculty Workload Allocation**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

ID begins with

Term begins with

Last Name begins with

First Name begins with

Case Sensitive

Limit the number of results to (up to 1000):

[Basic Search](#)

**Search Results**

View All  1 of 1

| ID | Term | Academic Organization | Last Name | First Name |
|----|------|-----------------------|-----------|------------|
| 5  | 2198 | HEALTHKINE            |           |            |

[Find an Existing Value](#) | [Add a New Value](#)



4. Click the “+” button to create a new entry for the faculty member.

Faculty Workload Allocation

Academic Institution UT TYL University of Texas at Tyler  
Term 2198 2019 Fall

ID: [REDACTED]  
Acad Org HEALTHKINE  
Department Department of Health & Kinesiology

Faculty Workload Allocation Find | View All First 1 of 1 Last

Cancel Workload Allocation Submit Sequence 1 SUB

| Category                         | Percentage | Comments/Explanation                                     |
|----------------------------------|------------|--|
| <a href="#">Instruction</a>      | 40.00      |  |
| <a href="#">Administration</a>   |            |  |
| <a href="#">Academic Support</a> |            |  |
| <a href="#">Research</a>         | 40.00      |  |
| <a href="#">Other</a> Other      | 20.00      | Other duties as assigned.                                |
| <b>Total</b>                     | 100.00     | Last Updated On 2020-04-29-10.21.01.000000 By [REDACTED] |
| <a href="#">Overload</a>         | 5.00       | Overload   |

Personalize | Find | First 1-2 of 2 Last

| Description                     | Subject Area | Catalog Nbr | Section | Class Nbr | Session | Comb Sects ID |
|---------------------------------|--------------|-------------|---------|-----------|---------|---------------|
| 1 PERSONAL & COMMUNITY WELLNESS | ALHS         | 1300        | 060     | 81432     | Regular |               |
| 2 TRADITIONAL YOGA              | KINE         | 1205        | 001     | 81657     | Regular |               |

Save Return to Search Previous in List Next in List Notify Add Update/Display

5. A new row will now exist for the faculty member which can be adjusted as needed with regards to percentages and comments.

Faculty Workload Allocation

Academic Institution UT TYL University of Texas at Tyler  
Term 2198 2019 Fall

ID: [REDACTED]  
Acad Org HEALTHKINE  
Department Department of Health & Kinesiology

Faculty Workload Allocation Find | View All First 2 of 2 Last

Cancel Workload Allocation Submit Sequence 2 NEW

| Category                         | Percentage | Comments/Explanation |
|----------------------------------|------------|----------------------|
| <a href="#">Instruction</a>      |            |                      |
| <a href="#">Administration</a>   |            |                      |
| <a href="#">Academic Support</a> |            |                      |
| <a href="#">Research</a>         |            |                      |
| <a href="#">Other</a>            |            |                      |
| <b>Total</b>                     | 0.00       | Last Updated On By   |
| <a href="#">Overload</a>         |            |                      |

Personalize | Find | First 1-2 of 2 Last

| Description                     | Subject Area | Catalog Nbr | Section | Class Nbr | Session | Comb Sects ID |
|---------------------------------|--------------|-------------|---------|-----------|---------|---------------|
| 1 PERSONAL & COMMUNITY WELLNESS | ALHS         | 1300        | 060     | 81432     | Regular |               |
| 2 TRADITIONAL YOGA              | KINE         | 1205        | 001     | 81657     | Regular |               |

Save Return to Search Previous in List Next in List Notify Add Update/Display

5a. **Adjusting existing percentages or comments:** If the reason for the new row is to adjust percentages and/or comments from the previous row, the new information can now be entered and submitted. Once the new row has been submitted, it will go to the Dean for review in place of the original information entered. This row can also be saved before being submitted as needed.

**Faculty Workload Allocation**

Academic Institution **UTTYL** University of Texas at Tyler  
 Term **2198** 2019 Fall

ID: 5 [REDACTED]

Acad Org **HEALTHKINE**  
 Department **Department of Health & Kinesiology**

Find | View All    First 2 of 2 Last

Cancel Workload Allocation        Sequence 2    **NEW**

| Category                         | Percentage           | Comments/Explanation                                    |
|----------------------------------|----------------------|---|
| <a href="#">Instruction</a>      | <input type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> |
| <a href="#">Administration</a>   | <input type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> |
| <a href="#">Academic Support</a> | <input type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> |
| <a href="#">Research</a>         | <input type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> |
| <a href="#">Other</a>            | <input type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> |
| <b>Total</b>                     | 0.00                 | Last Updated On By                                      |
| <a href="#">Overload</a>         | <input type="text"/> | <input style="width: 100%; height: 30px;" type="text"/> |

Enter new information as needed in the "Percentage" and "Comments/Explanataion" fields and submit when ready for Dean review.

Personalize | Find |    First 1-2 of 2 Last

| 1 | 2 | [...] | Description                   | Subject Area | Catalog Nbr | Section | Class Nbr | Session | Comb Sects ID |
|---|---|-------|-------------------------------|--------------|-------------|---------|-----------|---------|---------------|
| 1 |   |       | PERSONAL & COMMUNITY WELLNESS | ALHS         | 1300        | 060     | 81432     | Regular |               |
| 2 |   |       | TRADITIONAL YOGA              | KINE         | 1205        | 001     | 81657     | Regular |               |

5b. **Zeroing out allocations for faculty:** If the reason for the new row is that the faculty member should have NO allocation percentages for the given Term and Academic Organization, select the “Cancel Workload Allocation” check box.

Faculty Workload Allocation

Academic Institution UT TYL University of Texas at Tyler ID: 5 [REDACTED]  
 Term 2198 2019 Fall Acad Org HEALTHKINE  
 Department Department of Health & Kinesiology

Faculty Workload Allocation Find | View All First 2 of 2 Last

Cancel Workload Allocation Submit Sequence 2 NEW

| Category                         | Percentage           | Comments/Explanation |
|----------------------------------|----------------------|----------------------|
| <a href="#">Instruction</a>      | <input type="text"/> | <input type="text"/> |
| <a href="#">Administration</a>   | <input type="text"/> | <input type="text"/> |
| <a href="#">Academic Support</a> | <input type="text"/> | <input type="text"/> |
| <a href="#">Research</a>         | <input type="text"/> | <input type="text"/> |
| <a href="#">Other</a>            | <input type="text"/> | <input type="text"/> |
| Total                            | 0.00                 | Last Updated On By   |
| <a href="#">Overload</a>         | <input type="text"/> | <input type="text"/> |

Personalize | Find | First 1-2 of 2 Last

| 1 | 2 | Description                   | Subject Area | Catalog Nbr | Section | Class Nbr | Session | Comb Sects ID |
|---|---|-------------------------------|--------------|-------------|---------|-----------|---------|---------------|
| 1 |   | PERSONAL & COMMUNITY WELLNESS | ALHS         | 1300        | 060     | 81432     | Regular |               |
| 2 |   | TRADITIONAL YOGA              | KINE         | 1205        | 001     | 81657     | Regular |               |

Save Return to Search Previous in List Next in List Notify Add Update/Display

5b1. The following Message box will appear.

Message

Submission will result in a 0.00 Faculty Workload Allocation total being reported for this EMPLID. (20200,9)

Click YES to finish submitting, or NO to make further changes.

Yes No

5b2. If “Yes” is selected, the information will automatically resubmit, and the faculty information will be presented for review a second time as having NO allocations for a given Term and Academic Organization. **\*Note: Once “Yes” is clicked, the zero-allocation information will be submitted to the Dean for review automatically. Any changes from that point will require an additional row being added for the faculty member.\***

The screenshot shows the 'Faculty Workload Allocation' form for a faculty member at the University of Texas at Tyler. The form includes fields for 'Cancel Workload Allocation' (checked), 'Submit', and 'Sequence 2' with a dropdown menu set to 'SUB'. A yellow callout box points to the 'SUB' dropdown with the text: 'Status is submitted with the total allocation being 0.00.' Below the form, a table lists two courses: 'PERSONAL & COMMUNITY WELLNESS' and 'TRADITIONAL YOGA'. The 'Total' field shows '0.00'.

5b3. If “No” is selected, you will be returned to the new row still in pending status and will have the ability to make changes and save or leave the page.

The screenshot shows the 'Faculty Workload Allocation' form with the 'Cancel Workload Allocation' checkbox unchecked and the 'Sequence 2' dropdown menu set to 'NEW'. The 'Total' field shows '0.00'. The table below the form lists the same two courses as in the previous screenshot.

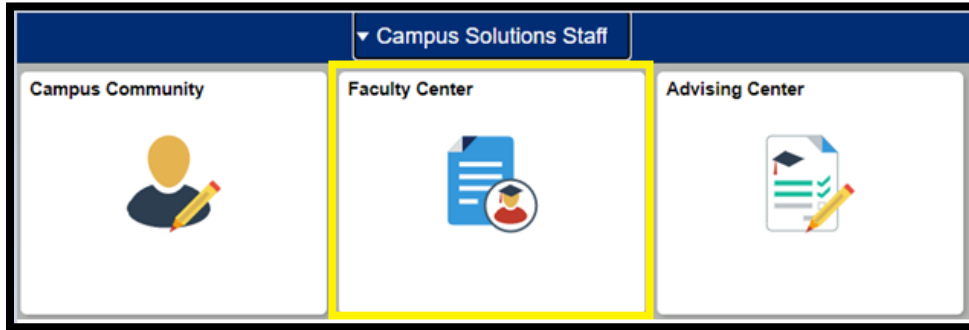
## Review/Approve Faculty Workload Allocation at the Dean Level (Deans)

Deans will be required to review and approve workload allocation information submitted for faculty within their colleges. See below for instructions.

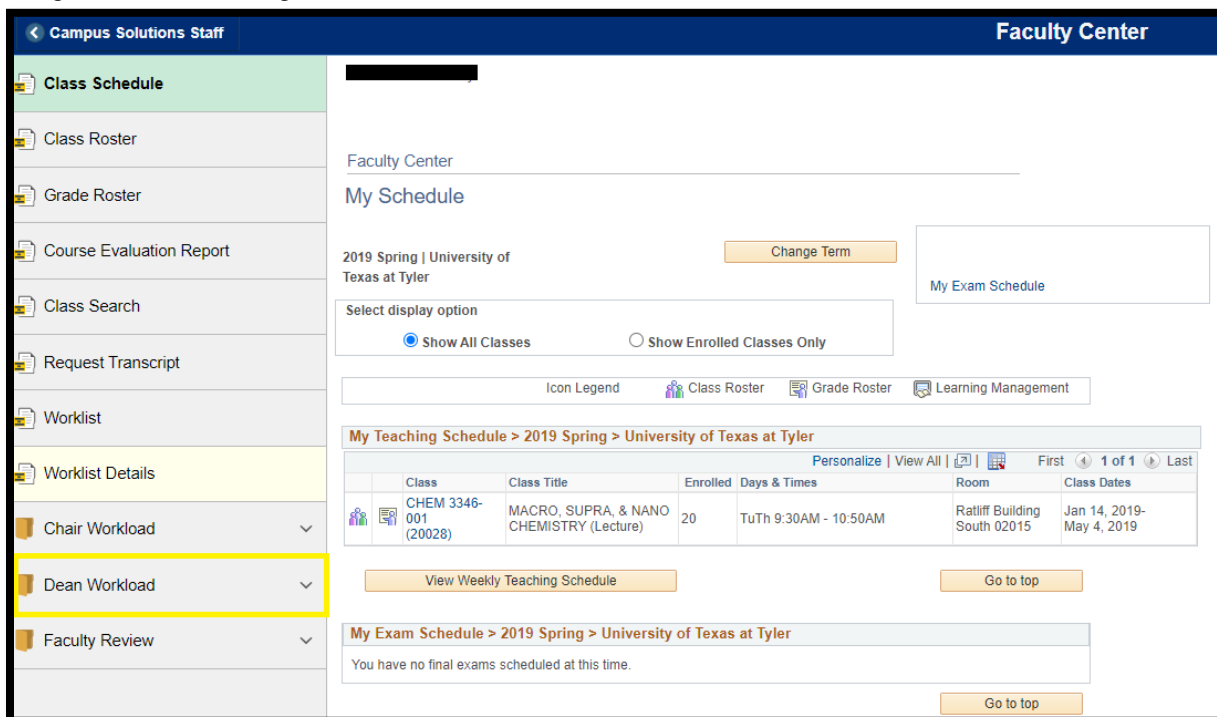
### 1. Within *myUTTyler*

(<https://tycs-prd.utshare.utsystem.edu/psp/TYCSPRD/?cmd=login&languageCd=ENG&>)

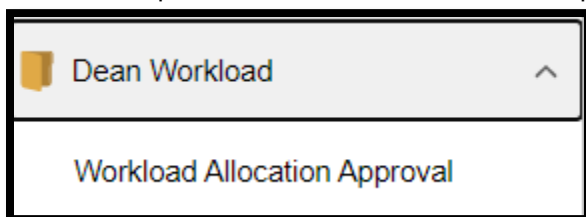
access your Faculty Center tile.



Along the left-hand navigation, select “Dean Workload”.



From that dropdown, click “Workload Allocation Approval”.



The following page will open.

### Workload Allocation Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

---

**▼ Search Criteria**

Academic Organization

Approval Status

Limit the number of results to (up to 1000):

[Basic Search](#)
[Save Search Criteria](#)

2. To see all the records that have been entered and fall under your purview, click “Search”. Records will be split across Terms and Academic Organizations. Select the Term and Academic Organization that you are interested in reviewing.

### Workload Allocation Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

---

**▼ Search Criteria**

Academic Organization

Approval Status

Limit the number of results to (up to 1000):

[Basic Search](#)
[Save Search Criteria](#)

**Search Results**

View All First ◀ 1-14 of 14 ▶ Last

| Term | Academic Organization | Description                                       | Approval Status |
|------|-----------------------|---|-----------------|
| 2198 | ACCTFINBL             | Department of Accounting, Finance, & Business Law | Approved        |
| 2198 | COMPSCI               | Department of Computer Science                    | Approved        |
| 2198 | MANAMARK              | Department of Management & Marketing              | Approved        |
| 2202 | ACCTFINBL             | Department of Accounting, Finance, & Business Law | Approved        |
| 2202 | COMPSCI               | Department of Computer Science                    | Approved        |
| 2202 | MANAMARK              | Department of Management & Marketing              | Approved        |
| 2208 | ACCTFINBL             | Department of Accounting, Finance, & Business Law | Approved        |
| 2208 | COMPSCI               | Department of Computer Science                    | Approved        |
| 2208 | MANAMARK              | Department of Management & Marketing              | Approved        |
| 2212 | ACCTFINBL             | Department of Accounting, Finance, & Business Law | Approved        |
| 2212 | COMPSCI               | Department of Computer Science                    | Approved        |
| 2212 | MANAMARK              | Department of Management & Marketing              | Approved        |
| 2215 | ACCTFINBL             | Department of Accounting, Finance, & Business Law | Not Approv      |
| 2215 | ACCTFINBL             | Department of Accounting, Finance, & Business Law | Pending         |

2a. To see records related to a specific Academic Organization, you may enter the Academic Organization code that you wish to see and click “Search”.

▼ Search Criteria

Academic Organization begins with  ←

Approval Status =

Limit the number of results to (up to 1000):

2b. To see records in a specific status, you may select a status from the Approval Status dropdown box and click “Search”. Options include:

- **Approved:** this will limit the view to Academic Organizations that are currently fully approved for the listed term.
- **Not Approved:** this will limit the view to Academic Organizations that have at least one row in “Not Approved” status for the listed term.
- **Pending:** this will limit the view to Academic Organizations that have at least one row in “Pending” status for the listed term.

▼ Search Criteria

Academic Organization begins with

Approval Status =  ←

Limit the number of results to (up to 1000)

Search Clear Basic Search

Approved  
Not Approved  
Pending

3. All faculty allocation information that has been submitted for the specific Academic Organization and Term will be visible. You can view the information by tab or you can expand the view to see all information at once.

Workload Allocation Approval

Dean Workload Allocation Approval

Academic Institution: UTTYL University of Texas at Tyler Acad Org HEALTHKINE Department of Health & Kinesiology

Term 2198 2019 Fall

Approve All Submit

Personalize Find View All First 1-2 of 2 Last

| Instruction | Administration | Academic Support | Research | Other | Overload               | Approval | Instruction Cor |
|-------------|----------------|------------------|----------|-------|------------------------|----------|-----------------|
| Submitter   | Faculty ID     | Faculty Name     |          |       | Instruction Percentage |          |                 |
| 1           |                |                  |          |       | 0.00                   |          |                 |
| 2           |                |                  |          |       | 0.00                   |          |                 |

Click here to expand view.

Save Return to Search Previous in List Next in List Notify

## 3a. Expanded view

The screenshot displays the 'Dean Workload Allocation Approval' interface. At the top, it shows the academic institution as 'UTTYL University of Texas at Tyler', the academic organization as 'HEALTHKINE Department of Health & Kinesiology', and the term as '2198 2019 Fall'. There are 'Approve All' and 'Submit' buttons. Below this is a table with the following columns: Submitter, Faculty ID, Faculty Name, Instruction Percentage, Instruction Comment, Administration Percentage, Administration Comment, Academic Support Percentage, Academic Support Comment, Research Percentage, Research Comment, Other Percentage, Other Reason, Other Comment, Overload Percentage, Overload Comment, Date Submitted, and Approval Status. Two rows of data are visible, both with a 'Pending' status and a submission date of 04/29/2020. The first row has 0.00 for Instruction, Administration, and Academic Support percentages. The second row has 100.00 for Administration Percentage and 0.00 for the other percentages.

| Submitter | Faculty ID | Faculty Name | Instruction Percentage | Instruction Comment | Administration Percentage | Administration Comment | Academic Support Percentage | Academic Support Comment | Research Percentage | Research Comment | Other Percentage | Other Reason | Other Comment | Overload Percentage | Overload Comment | Date Submitted | Approval Status |
|-----------|------------|--------------|------------------------|---------------------|---------------------------|------------------------|-----------------------------|--------------------------|---------------------|------------------|------------------|--------------|---------------|---------------------|------------------|----------------|-----------------|
| 1         |            |              | 0.00                   |                     | 0.00                      |                        | 0.00                        |                          | 0.00                |                  | 0.00             |              |               |                     |                  | 04/29/2020     | Pending         |
| 2         |            |              | 0.00                   |                     | 100.00                    |                        | 0.00                        |                          | 0.00                |                  | 0.00             |              |               |                     |                  | 04/29/2020     | Pending         |

## 3b. The following information will be available:

- **Term**
- **Acad Org**: The Academic Organization under which the faculty member works.
- **Submitter**: the person who submitted the information for review.
- **Faculty ID**: the employee ID of the faculty member whose allocations are being reviewed.
- **Faculty Name**: the name of the faculty whose allocations are being reviewed.
- **Instruction Percentage**: Teaching as Instructor of record.
- **Instruction Comment**: comments or explanation for the Instruction percentage listed.
- **Administration Percentage**: Directly supporting instruction. Department Chairs/Directors, Program Coordinators and others engaged in activities considered to be directly related to the teaching function (Alternate Assignment - Department).
- **Administration Comment**: comments or explanation for the Administration percentage listed.
- **Academic Support Percentage**: Deans, Associate Deans and others engaged in service within a college. (Alternate Assignment - College)
- **Academic Support Comment**: comments or explanation for the Academic Support percentage listed.
- **Research Percentage**: Research, scholarship, creative activity. (Alternate Assignment - Research).
- **Research Comment**: comments or explanation for the Research percentage listed.
- **Other Percentage**: Faculty serving in various administrative roles, such as director of a non-instructional unit, chair of major committees, major projects at the institutional level. (Alternate Assignment - University).
- **Other Reason**: additional duties that fall into the "Other" category.
  - **AuxOpertns**: Auxiliary Enterprise Operations
  - **InstSupport**: Institutional Support
  - **PubService**: Public Service
  - **StuService**: Student Services
  - **Other**: Other – if this value is selected a comment is required.
- **Other Comment**
- **Overload Percentage**: Faculty who have an approved teaching overload.
- **Overload Comment**
- **Date Submitted**



4. After reviewing the submitted information, select a value for the “Approval Status” column for each row that has been reviewed.

Workload Allocation Approval

Dean Workload Allocation Approval

Academic Institution: UT TYL University of Texas at Tyler Acad Org HEALTHKINE Department of Health & Kinesiology

Term 2198 2019 Fall

Approve All Submit

Personalize | Find | View All | First 1-2 of 2 Last

| Submitter | Faculty ID | Faculty Name | Instruction Percentage | Instruction Comment | Administration Percentage | Administration Comment | Academic Support Percentage | Academic Support Comment | Research Percentage | Research Comment | Other Percentage | Other Reason | Other Comment | Overload Percentage | Overload Comment | Date Submitted | *Approval Status |
|-----------|------------|--------------|------------------------|---------------------|---------------------------|------------------------|-----------------------------|--------------------------|---------------------|------------------|------------------|--------------|---------------|---------------------|------------------|----------------|------------------|
| 1         |            |              | 0.00                   |                     | 0.00                      |                        | 0.00                        |                          | 0.00                |                  | 0.00             |              |               |                     |                  | 04/29/2020     | Pending          |
| 2         |            |              | 0.00                   |                     | 100.00                    |                        | 0.00                        |                          | 0.00                |                  | 0.00             |              |               |                     |                  | 04/29/2020     | Pending          |

Save Return to Search Previous in List Next in List Notify

4a. Available Approval Status values are:

- **Pending:** This is the default value and comes pre-populated when a new row is submitted for review.
- **Approved:** This value means that the allocation information submitted for the given faculty member, Term, and Academic Organization is approved.
- **Not Approv:** This value means that allocation information submitted for the given faculty member, Term, and Academic Organization is incorrect and is therefore not approved.

4b. If all rows are approved, click the “Approve All” button and all statuses will automatically display as “Approved”.

Workload Allocation Approval

Dean Workload Allocation Approval

Academic Institution: UT TYL University of Texas at Tyler Acad Org HEALTHKINE Department of Health & Kinesiology

Term 2198 2019 Fall

Approve All Submit

Personalize | Find | View All | First 1-2 of 2 Last

| Submitter | Faculty ID | Faculty Name | Instruction Percentage | Instruction Comment | Administration Percentage | Administration Comment | Academic Support Percentage | Academic Support Comment | Research Percentage | Research Comment | Other Percentage | Other Reason | Other Comment | Overload Percentage | Overload Comment | Date Submitted | *Approval Status |
|-----------|------------|--------------|------------------------|---------------------|---------------------------|------------------------|-----------------------------|--------------------------|---------------------|------------------|------------------|--------------|---------------|---------------------|------------------|----------------|------------------|
| 1         |            |              | 0.00                   |                     | 0.00                      |                        | 0.00                        |                          | 0.00                |                  | 0.00             |              |               |                     |                  | 04/29/2020     | Pending          |
| 2         |            |              | 0.00                   |                     | 100.00                    |                        | 0.00                        |                          | 0.00                |                  | 0.00             |              |               |                     |                  | 04/29/2020     | Pending          |

Save Return to Search Previous in List Next in List Notify

5. Once the appropriate approval status has been chosen for each row, click “Submit”. All rows do not have to have the same “Approval Status” for the page to be submitted. Additionally, all rows do not have to be reviewed and submitted at the same time.

Workload Allocation Approval

Dean Workload Allocation Approval

Academic Institution: UT TYL University of Texas at Tyler Acad Org HEALTHKINE Department of Health & Kinesiology

Term 2198 2019 Fall

Approve All Submit

Personalize | Find | View All | First 1-2 of 2 Last

Instruction Administration Academic Support Research Other Overload Approval

| Submitter | Faculty ID | Faculty Name | Date Submitted | *Approval Status |
|-----------|------------|--------------|----------------|------------------|
| 1         | 5          |              | 04/29/2020     | Pending          |
| 2         | 5          |              | 04/29/2020     | Approved         |

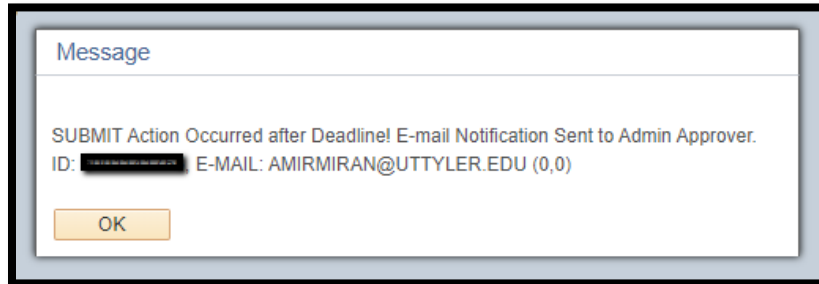
Save Return to Search Previous in List Next in List Notify

5a. Upon submission:

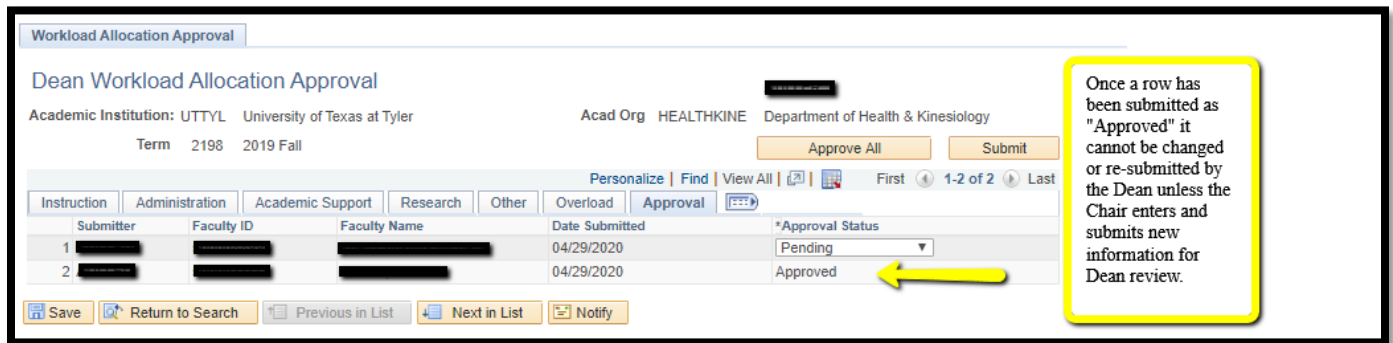
- **Approved rows:**

If the approval is submitted prior to the Term deadline, the process is completed, and no additional approvals are needed unless changes are made.

If the approval is submitted after the Term deadline, the approved rows will proceed to the Provost and/or Vice Provost for final review and approval. In this case, the following Message will appear.

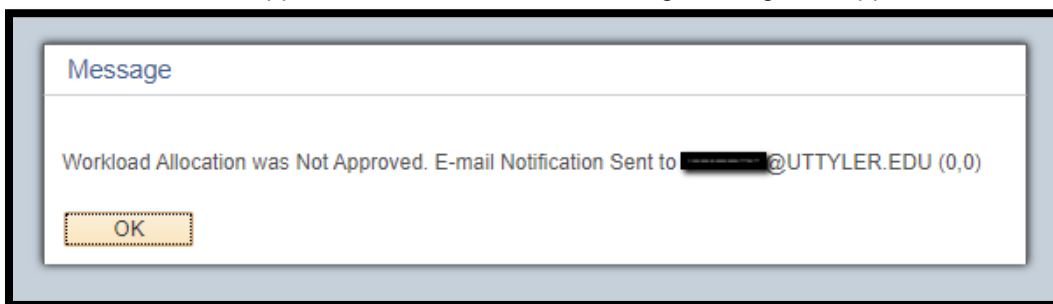


Once a faculty allocation has been approved, its approval status cannot be changed unless the Chair submits new allocation information. It will remain in the Dean Workload Allocation Approval page in "Approved" status but will not be resubmitted when the "Submit" button is selected again.



- **Not Approv rows:**

The Chair who submitted the allocation information will receive an email notifying them that the information was not approved. In this case, the following Message will appear.



- If a row is submitted as "Not Approv" it will remain in that status and continue to appear for Dean review.
- If the information is later determined to be correct, the row can be changed to "Approved" and resubmitted.
- If the information is incorrect, the Chair can submit new information for the faculty member. Upon the Chair's submission of the corrected information, the data will appear for Dean review again with the "Approval Status" set to "Pending".

- **Pending rows:** Rows submitted in “Pending” status will remain in that status until another status is selected and will continue to appear for Dean review.

5b. If multiple Terms or Academic Organizations are available for Dean review, you can move back and forth between them using the “Previous in List” and “Next in List” buttons.

The screenshot displays the 'Workload Allocation Approval' interface. At the top, it shows the title 'Dean Workload Allocation Approval' and the user's name. Below this, the 'Academic Institution' is listed as 'UTTYL University of Texas at Tyler' and the 'Acad Org' as 'HEALTHKINE Department of Health & Kinesiology'. The 'Term' is '2198 2019 Fall'. There are 'Approve All' and 'Submit' buttons. A navigation bar includes 'Personalize | Find | View All | First | 1-2 of 2 | Last'. Below the navigation bar is a table with columns: 'Submitter', 'Faculty ID', 'Faculty Name', 'Date Submitted', and '\*Approval Status'. The table contains two rows: Row 1 is 'Approved' and Row 2 is 'Pending'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. Two yellow arrows point to the 'Previous in List' and 'Next in List' buttons.

| Submitter | Faculty ID | Faculty Name | Date Submitted | *Approval Status |
|-----------|------------|--------------|----------------|------------------|
| 1         |            |              | 04/29/2020     | Approved         |
| 2         |            |              | 04/29/2020     | Pending          |

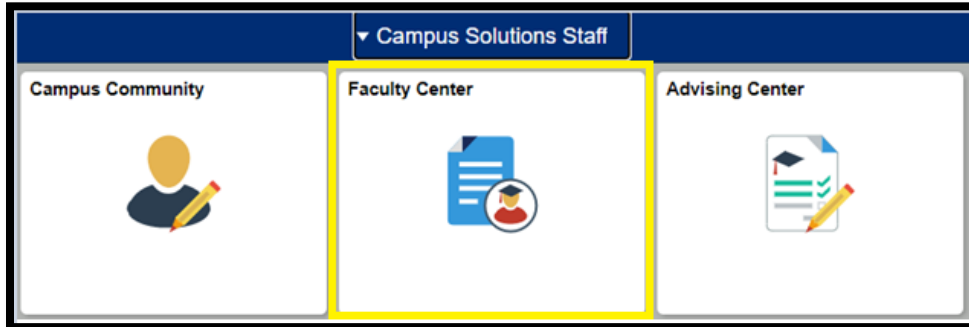
## Review/Approve Faculty Workload Allocation at the Administrative Approval Level (Provost/Vice Provost)

Faculty Workload Allocations are expected to be entered and reviewed by the Dean by a certain point in the semester. Information that is approved by the Dean after the deadline for a particular term requires approval by the Provost or Vice Provost.

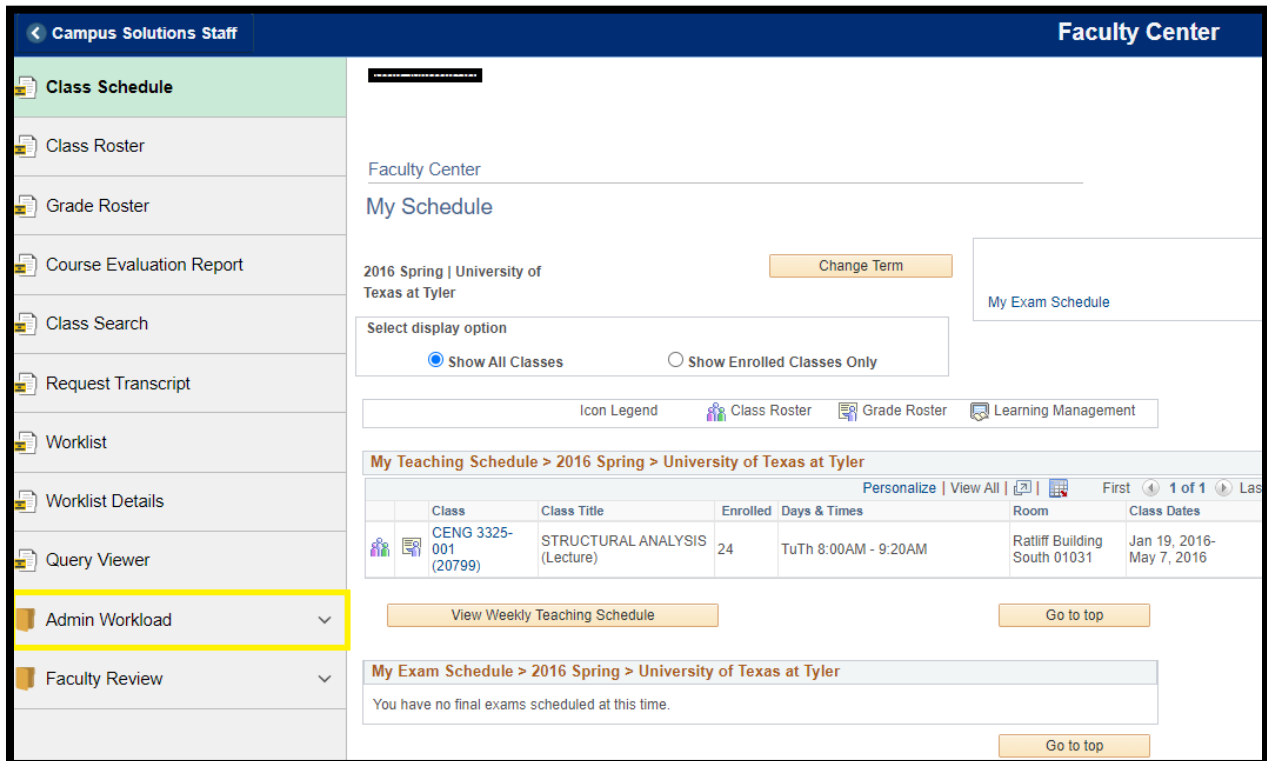
1. Within *myUTTyler*

[\(https://tycs-prd.utshare.utsystem.edu/psp/TYCSPRD/?cmd=login&languageCd=ENG&\)](https://tycs-prd.utshare.utsystem.edu/psp/TYCSPRD/?cmd=login&languageCd=ENG&)

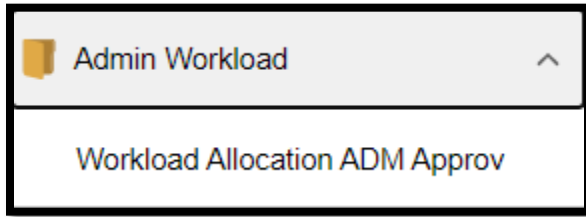
access your Faculty Center tile.



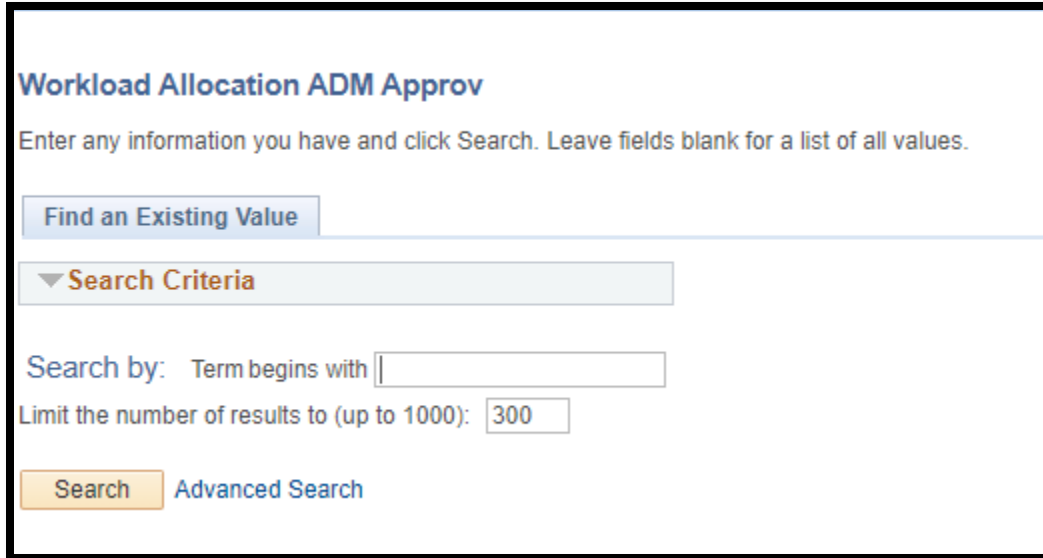
Along the left-hand navigation, select “Admin Workload”.



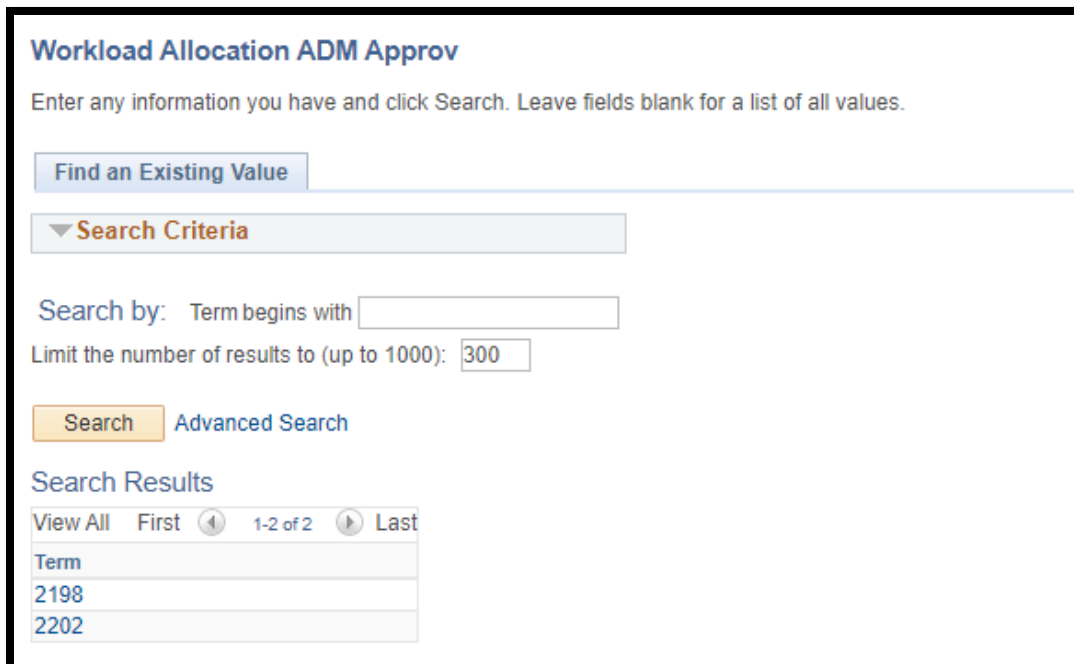
From that dropdown, click “Workload Allocation ADM Approval”.



The following page will open.



2. Click “Search” to pull up all records that are waiting for review. Records are available by Term. Select the Term that you wish to review.



3. All faculty allocation information which was submitted after the deadline for the Term will be visible. You can view the information by tab or you can expand the view to all information at once.



3a. Expanded View

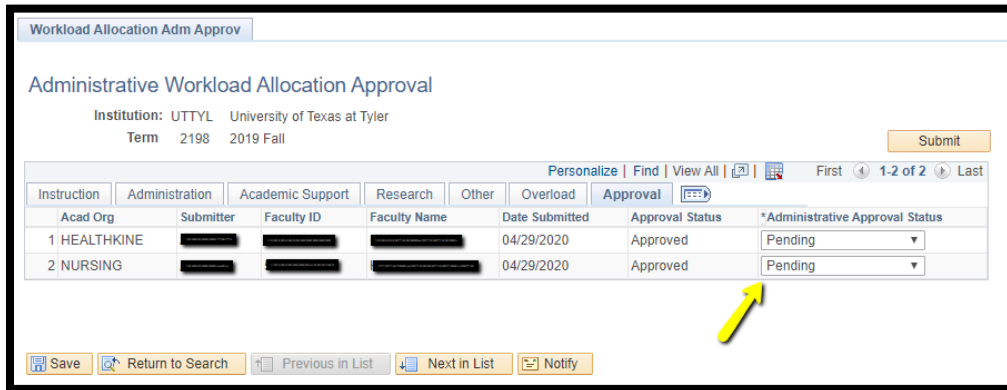


3b. The following information will be available:

- **Term**
- **Acad Org**: The Academic Organization under which the faculty member works.
- **Submitter**: the person who submitted the information for review.
- **Faculty ID**: the employee ID of the faculty member whose allocations are being reviewed.
- **Faculty Name**: the name of the faculty member whose allocations are being reviewed.
- **Instruction Percentage**: Teaching as Instructor of record.
- **Instruction Comment**: comments or explanation for the Instruction percentage listed.
- **Administration Percentage**: Directly supporting instruction. Department Chairs/Directors, Program Coordinators and others engaged in activities considered to be directly related to the teaching function (Alternate Assignment - Department).
- **Administration Comment**: comments or explanation for the Administration percentage listed.
- **Academic Support Percentage**: Deans, Associate Deans and others engaged in service within a college. (Alternate Assignment - College)
- **Academic Support Comment**: comments or explanation for the Academic Support percentage listed.
- **Research Percentage**: Research, scholarship, creative activity. (Alternate Assignment - Research).
- **Research Comment**: comments or explanation for the Research percentage listed.
- **Other Percentage**: Faculty serving in various administrative roles, such as director of a non-instructional unit, chair of major committees, major projects at the institutional level. (Alternate Assignment - University).

- **Other Reason:** additional duties that fall into the “Other” category.
  - **AuxOpertns:** Auxiliary Enterprise Operations
  - **InstSupport:** Institutional Support
  - **PubService:** Public Service
  - **StuService:** Student Services
  - **Other:** Other – if this value is selected a comment is required.
- **Other Comment**
- **Overload:** Faculty who have an approved teaching overload.
- **Overload Comment**
- **Date Submitted**

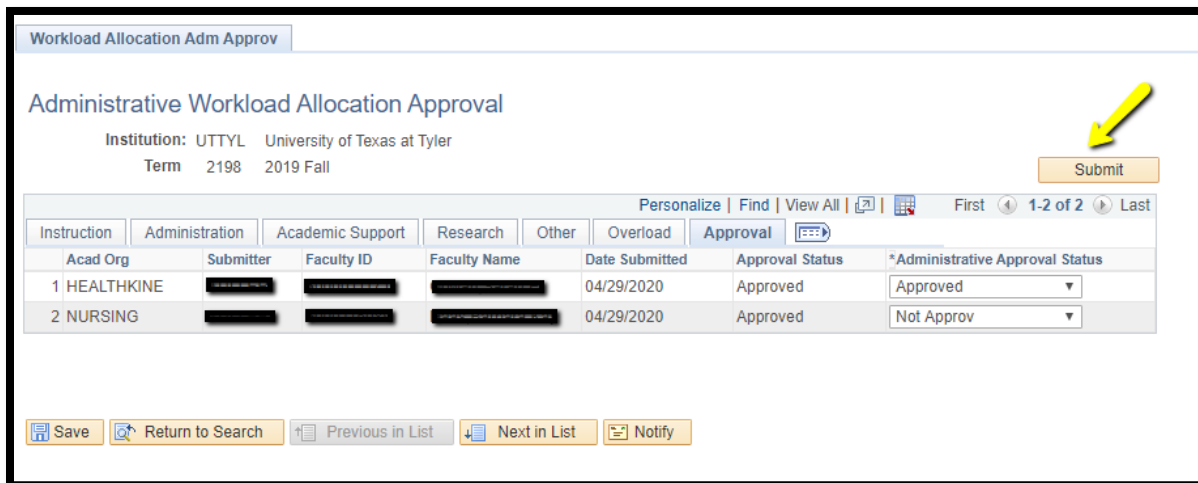
4. After reviewing the submitted information, select a value for the “Administrative Approval Status” column for each row that has been reviewed.



4a. Available Approval Status values are:

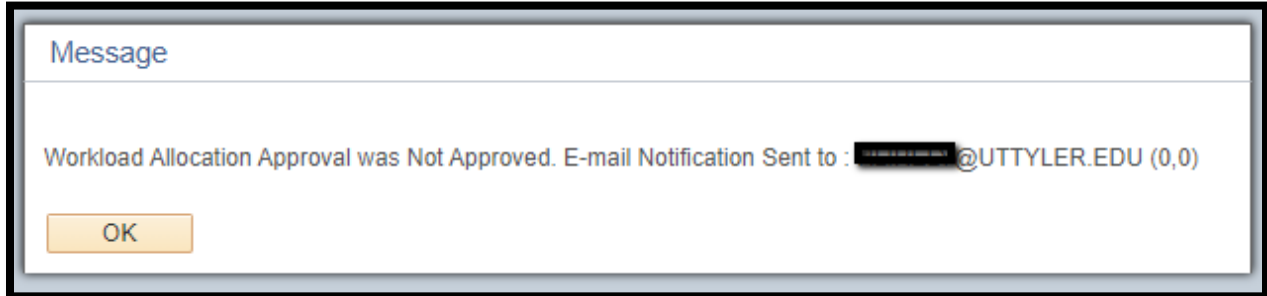
- **Pending:** This is the default value and comes pre-populated when a new row is submitted for review.
- **Approved:** This value means that the allocation information submitted for the given faculty member, Term, and Academic Organization is approved.
- **Not Approv:** This value means that allocation information submitted for the given faculty member, Term, and Academic Organization is incorrect and is therefore not approved.

5. Once the appropriate approval status has been chosen for each row, click “Submit”. All rows do not have to have the same “Approval Status” for the page to be submitted. Additionally, all rows do not have to be reviewed and submitted at the same time.



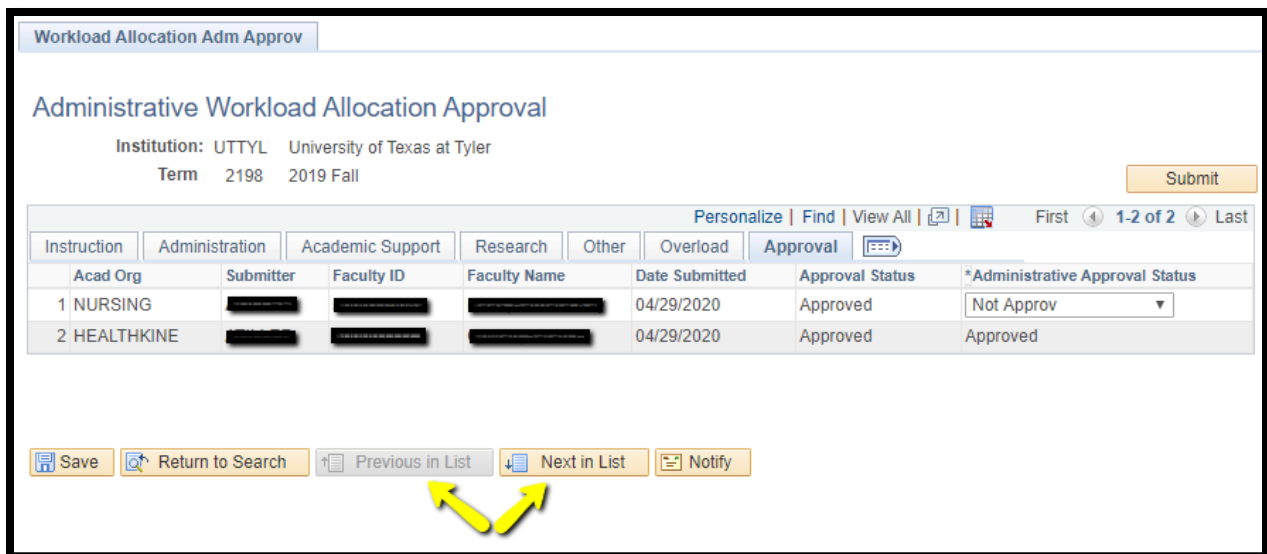
5a. Upon submission:

- **Approved rows:** Rows are considered complete and no further review will be necessary unless changes are made to the information by the Chair.
- **Not Approved rows:** The Dean who submitted the allocation information for review will receive an email notifying them that the information was not approved. In this case, the following Message will appear.



- If a row is submitted as “Not Approv” it will remain in that status and continue to appear for Administrative review.
- If the information is later determined to be correct, the row can be changed to “Approved” and resubmitted.
- If the information is incorrect, the Chair can submit new information for the faculty member. Upon the Dean’s approval of this new information, the data will appear for Administrative review again with the “Approval Status” set to “Pending”.
- **Pending rows:** Rows submitted in “Pending” status will remain in that status until another status is selected and will continue to appear for Administrative review.

5b. If multiple Terms are available for Administrative review, you can move back and forth between them using the “Previous in List” and “Next in List” buttons.

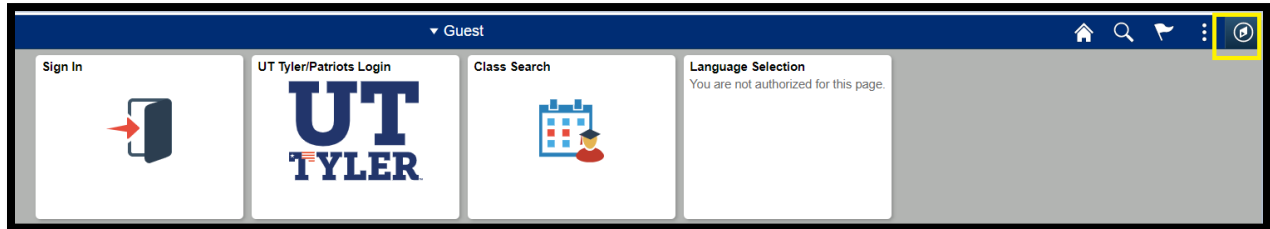




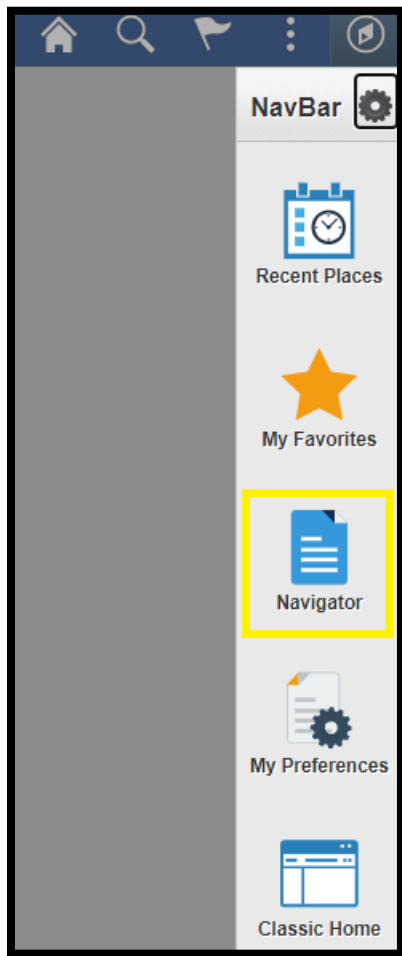
## Viewing Faculty Workload Allocation Information (Department Admins and ASOs)

ASOs will have the opportunity to view workload allocation information that has been submitted for faculty who work within their college. See below for instructions.

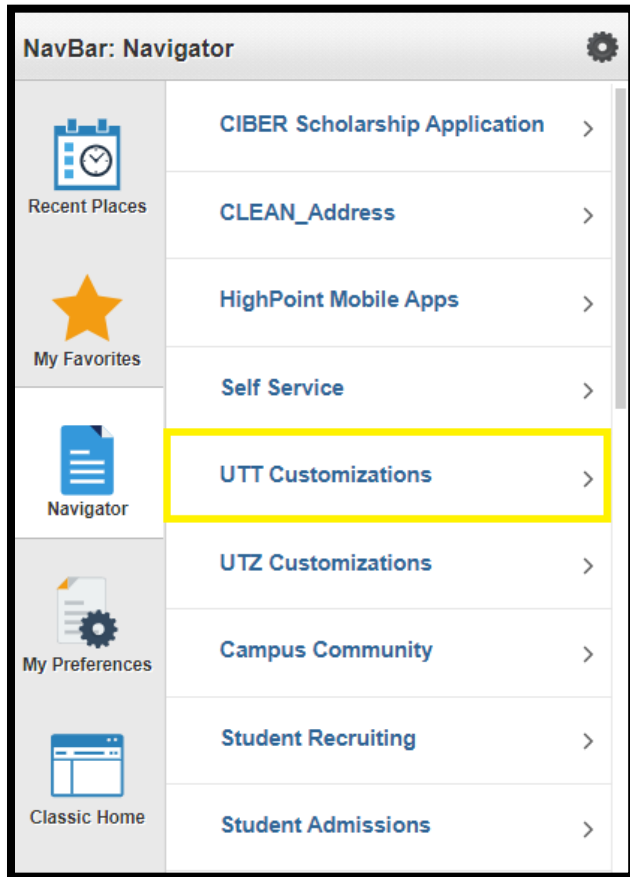
1. Within *myUTTyler*, click the compass icon in the top right-hand corner.



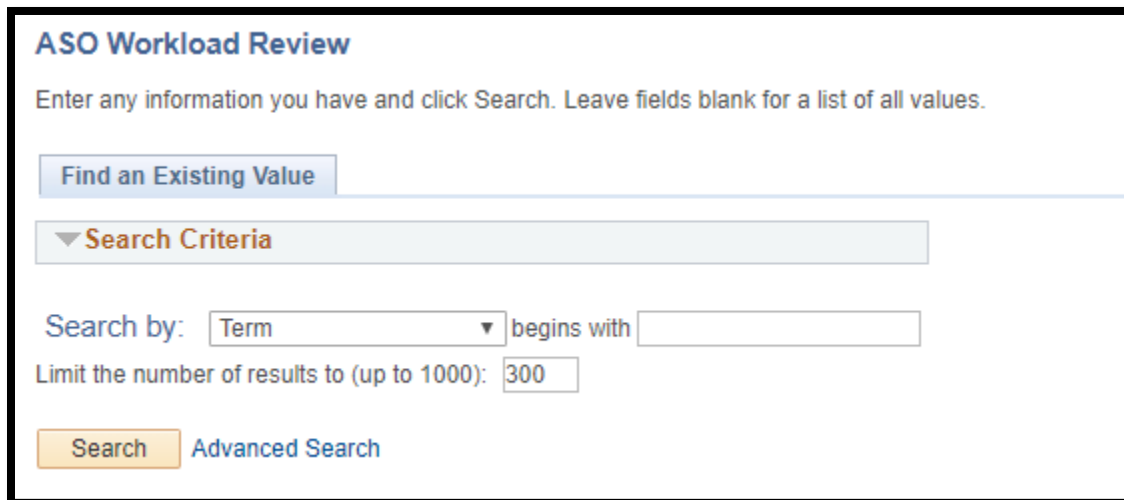
From the dropdown, click "Navigator"



From the available menu, use the following navigation:  
UTT Customizations>UTT Institutional Analysis>Faculty Workload Allocation>ASO Workload>ASO Workload Review



The following page will open.



2. Click "Search" to pull all Term and Academic Organization information that are available for your viewing. You will only see Academic Organizations for which you have been granted access based on your position. Select the Term and Academic Organization that you are interested in viewing.

**ASO Workload Review**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by:  begins with

Limit the number of results to (up to 1000):

[Advanced Search](#)

**Search Results**

View All First 1-2 of 2 Last

| Term | Academic Organization |
|------|-----------------------|
| 2198 | HRDDEPT               |
| 2205 | HRDDEPT               |

3. All faculty allocation information that has been submitted for the specific Academic Organization and Term will be visible. You can view the information by tab or you can expand the view to see all information at once.

**ASO Workload Review**

Academic Institution: UT TYL University of Texas at Tyler Acad Org TECHNOLOGY Department of Technology

Term 2198 2019 Fall

Personalize | Find | View All | First 1-2 of 2 Last

| Instruction | Administration | Academic Support | Research | Other | Overload | Approval | Instruction Percentage | Instruction |
|-------------|----------------|------------------|----------|-------|----------|----------|------------------------|-------------|
| Submitter   | Faculty ID     | Faculty Name     |          |       |          |          |                        |             |
| 1           |                |                  |          |       |          |          | 50.00                  |             |
| 2           |                |                  |          |       |          |          | 10.00                  |             |

3a. Expanded view

ASO Workload Review

Academic Institution: UT Tyler University of Texas at Tyler      Acad Org: TECHNOLOGY Department of Technology

Term: 2198 2019 Fall

Personalize | Find | View All | First 1-2 of 2 Last

| Submitter | Faculty ID | Faculty Name | Instruction Percentage | Instruction Comment | Administration Percentage | Administration Comment | Academic Support Percentage | Academic Support Comment | Research Percentage | Research Comment | Other Percentage | Other Reason | Other Comment | Overload Percentage | Overload Comment | Date Submitted | Approval Status |
|-----------|------------|--------------|------------------------|---------------------|---------------------------|------------------------|-----------------------------|--------------------------|---------------------|------------------|------------------|--------------|---------------|---------------------|------------------|----------------|-----------------|
| 1         |            |              | 50.00                  |                     | 20.00                     |                        | 30.00                       |                          |                     |                  |                  |              |               | 10.00               | More!            | 04/29/2020     | Pending         |
| 2         |            |              | 10.00                  |                     | 30.00                     |                        |                             |                          | 60.00               |                  |                  |              |               | 100.00              |                  | 04/29/2020     | Pending         |

Return to Search   Previous in List   Next in List   Notify

3b. The following information will be available:

- **Term**
- **Acad Org:** The Academic Organization under which the faculty member works.
- **Submitter:** the person who submitted the information for review.
- **Faculty ID:** the employee ID of the faculty whose allocations are being reviewed.
- **Faculty Name:** the name of the faculty whose allocations are being reviewed.
- **Instruction Percentage:** Teaching as Instructor of record.
- **Instruction Comment:** comments or explanation for the Instruction percentage listed.
- **Administration Percentage:** Directly supporting instruction. Department Chairs/Directors, Program Coordinators and others engaged in activities considered to be directly related to the teaching function (Alternate Assignment - Department).
- **Administration Comment:** comments or explanation for the Administration percentage listed.
- **Academic Support Percentage:** Deans, Associate Deans and others engaged in service within a college. (Alternate Assignment - College)
- **Academic Support Comment:** comments or explanation for the Academic Support percentage listed.
- **Research Percentage:** Research, scholarship, creative activity. (Alternate Assignment - Research).
- **Research Comment:** comments or explanation for the Research percentage listed.
- **Other Percentage:** Faculty serving in various administrative roles, such as director of a non-instructional unit, chair of major committees, major projects at the institutional level. (Alternate Assignment - University).
- **Other Reason:** additional duties that fall into the "Other" category.
  - **AuxOpertns:** Auxiliary Enterprise Operations
  - **InstSupport:** Institutional Support
  - **PubService:** Public Service
  - **StuService:** Student Services
  - **Other:** Other – if this value is selected a comment is required.
- **Other Comment**
- **Overload:** Faculty who have an approved teaching overload.
- **Overload Comment**
- **Date Submitted**
- **Approval Status**

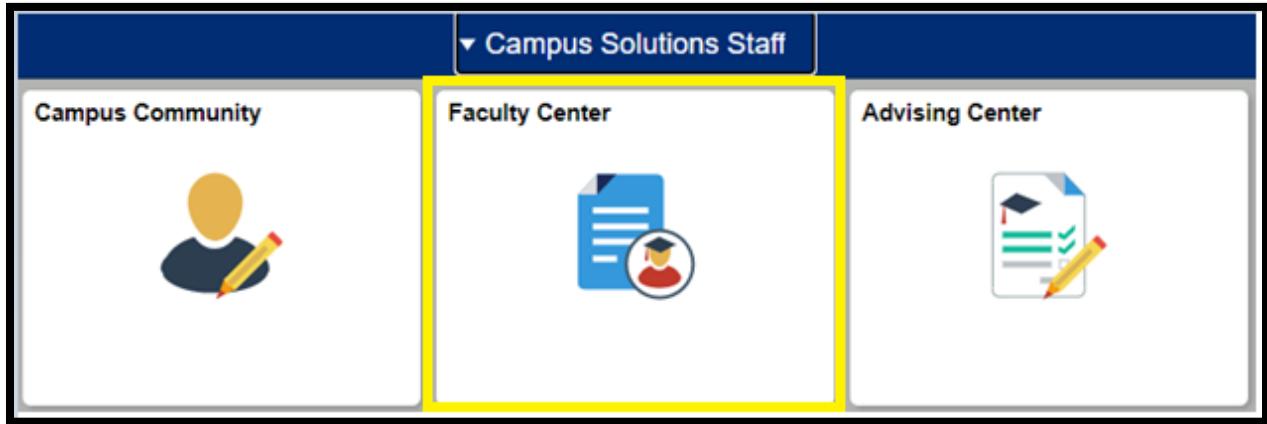
## Viewing Faculty Workload Allocation Information as a Faculty Member (Faculty)

Faculty members will have the ability to view the Faculty Workload Allocation information that has been submitted for them. See below for instructions.

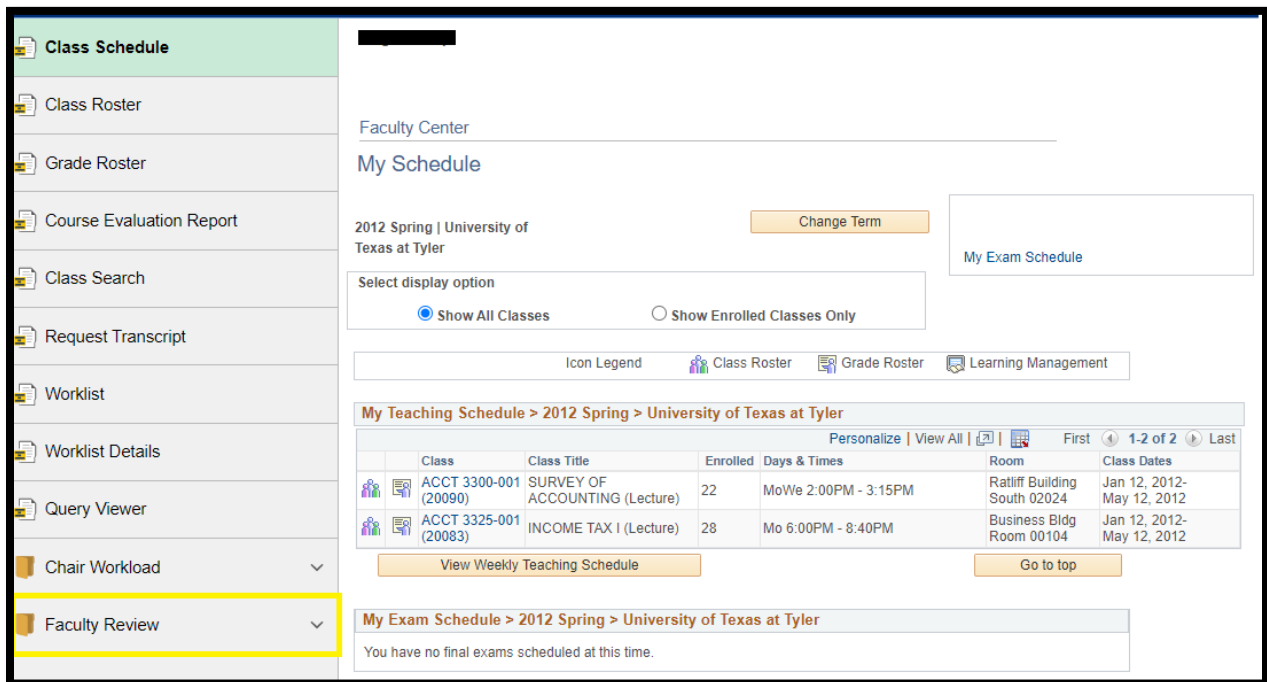
1. Within *myUTTyler*

[\(https://tycs-prd.utshare.utsystem.edu/psp/TYCSPRD/?cmd=login&languageCd=ENG&\)](https://tycs-prd.utshare.utsystem.edu/psp/TYCSPRD/?cmd=login&languageCd=ENG&)

access your Faculty Center tile.



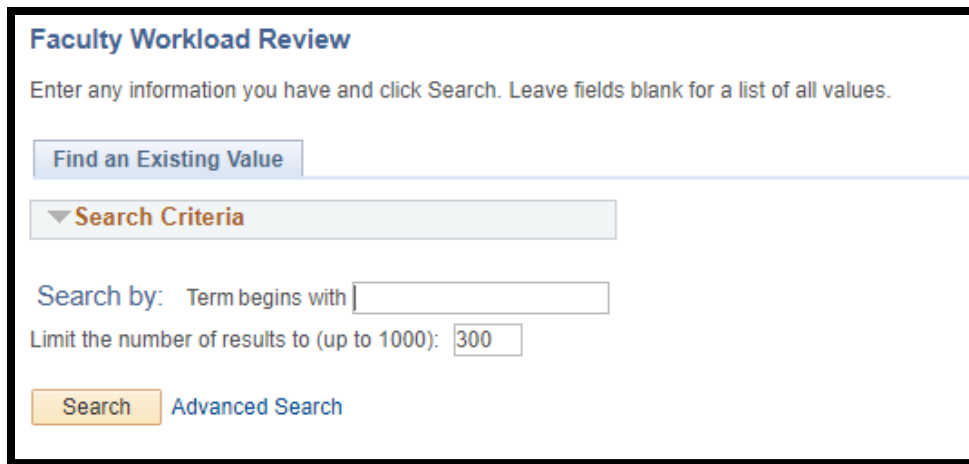
Along the left-hand navigation, select “Faculty Review”.



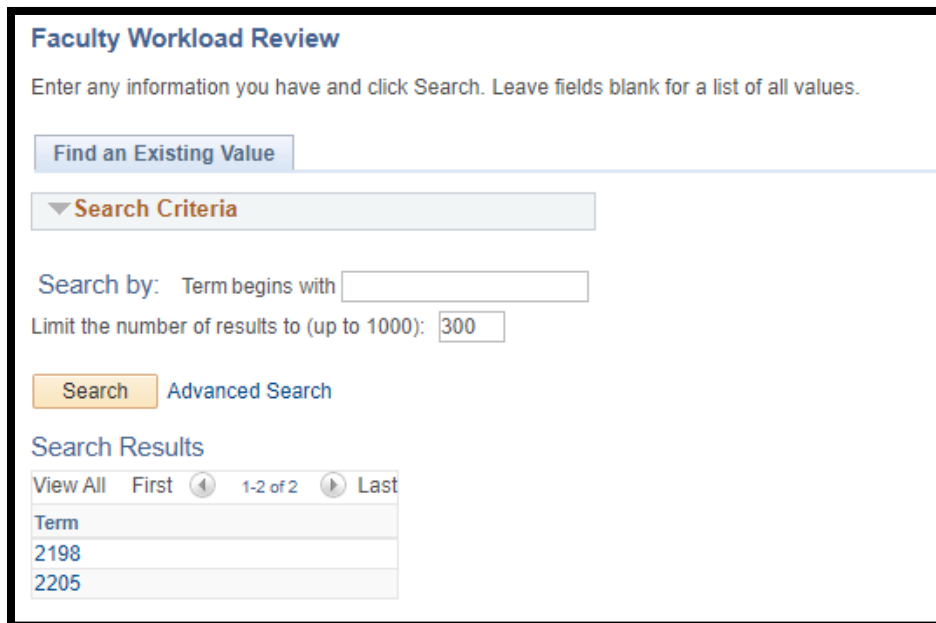
From that dropdown, click “Faculty Workload Allocation”.



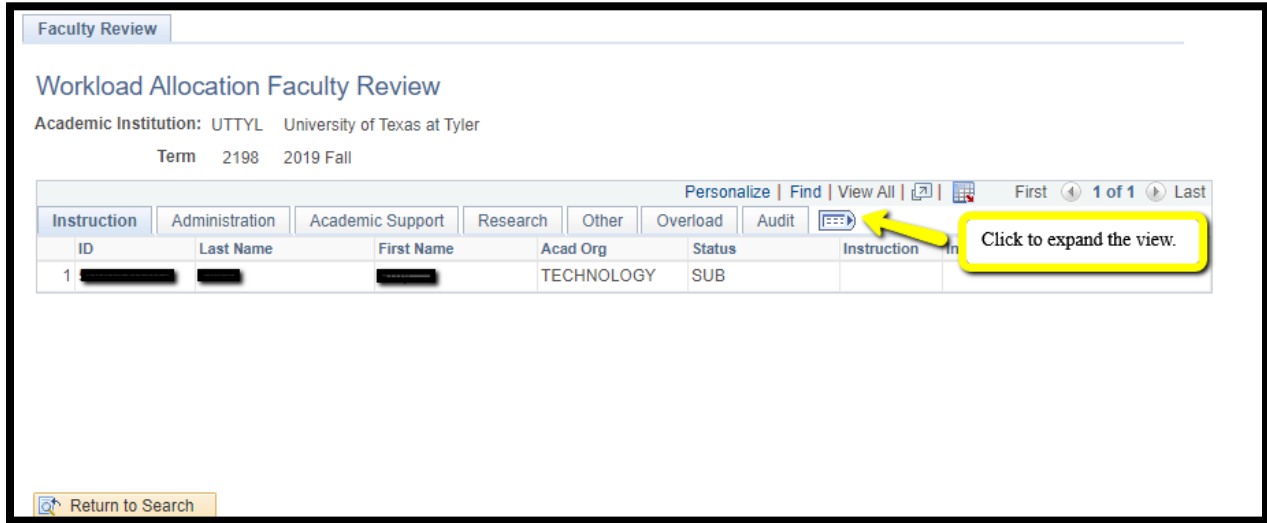
The following page will open.



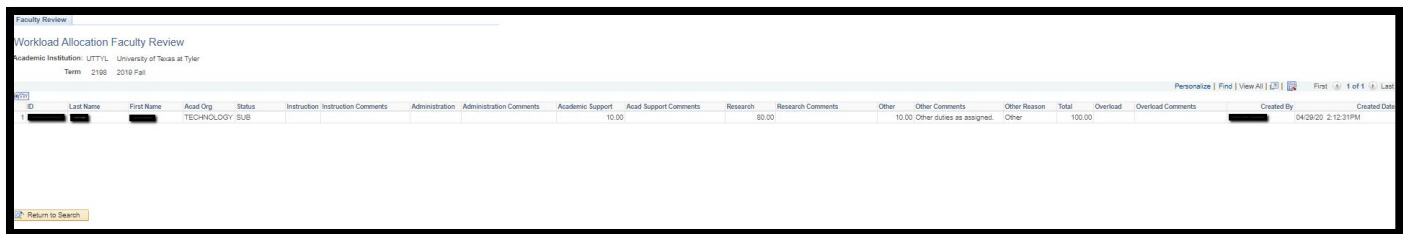
2. Click “Search” to pull all Term information that has been entered for you. Select the Term that you are interested in viewing.



3. All faculty allocation information that has been submitted for you for the specific Term will be visible. You can view the information by tab or you can expand the view to see all information at once.



3a. Expanded view



3a. The following information will be available.

- **Term**
- **ID**
- **Last Name**
- **First Name**
- **Acad Org**: The Academic Organization for which the workload allocation applies.
- **Status**
- **Instruction Percentage**: Teaching as Instructor of record.
- **Instruction Comment**: comments or explanation for the Instruction percentage listed.
- **Administration Percentage**: Directly supporting instruction. Department Chairs/Directors, Program Coordinators and others engaged in activities considered to be directly related to the teaching function (Alternate Assignment - Department).
- **Administration Comment**: comments or explanation for the Administration percentage listed.
- **Academic Support Percentage**: Deans, Associate Deans and others engaged in service within a college. (Alternate Assignment - College)
- **Academic Support Comment**: comments or explanation for the Academic Support percentage listed.
- **Research Percentage**: Research, scholarship, creative activity. (Alternate Assignment - Research).
- **Research Comment**: comments or explanation for the Research percentage listed.
- **Other Percentage**: Faculty serving in various administrative roles, such as director of a non-instructional unit, chair of major committees, major projects at the institutional level. (Alternate Assignment - University).
- **Other Reason**: additional duties that fall into the "Other" category.
  - **AuxOpertns**: Auxiliary Enterprise Operations

- **InstSupport:** Institutional Support
- **PubService:** Public Service
- **StuService:** Student Services
- **Other:** Other – if this value is selected a comment is required.
- **Total**
- **Overload:** Faculty who have an approved teaching overload.
- **Overload Comment**
- **Created By:** The person (Chair) who submitted the information.
- **Created Date:** The date that the information was submitted.