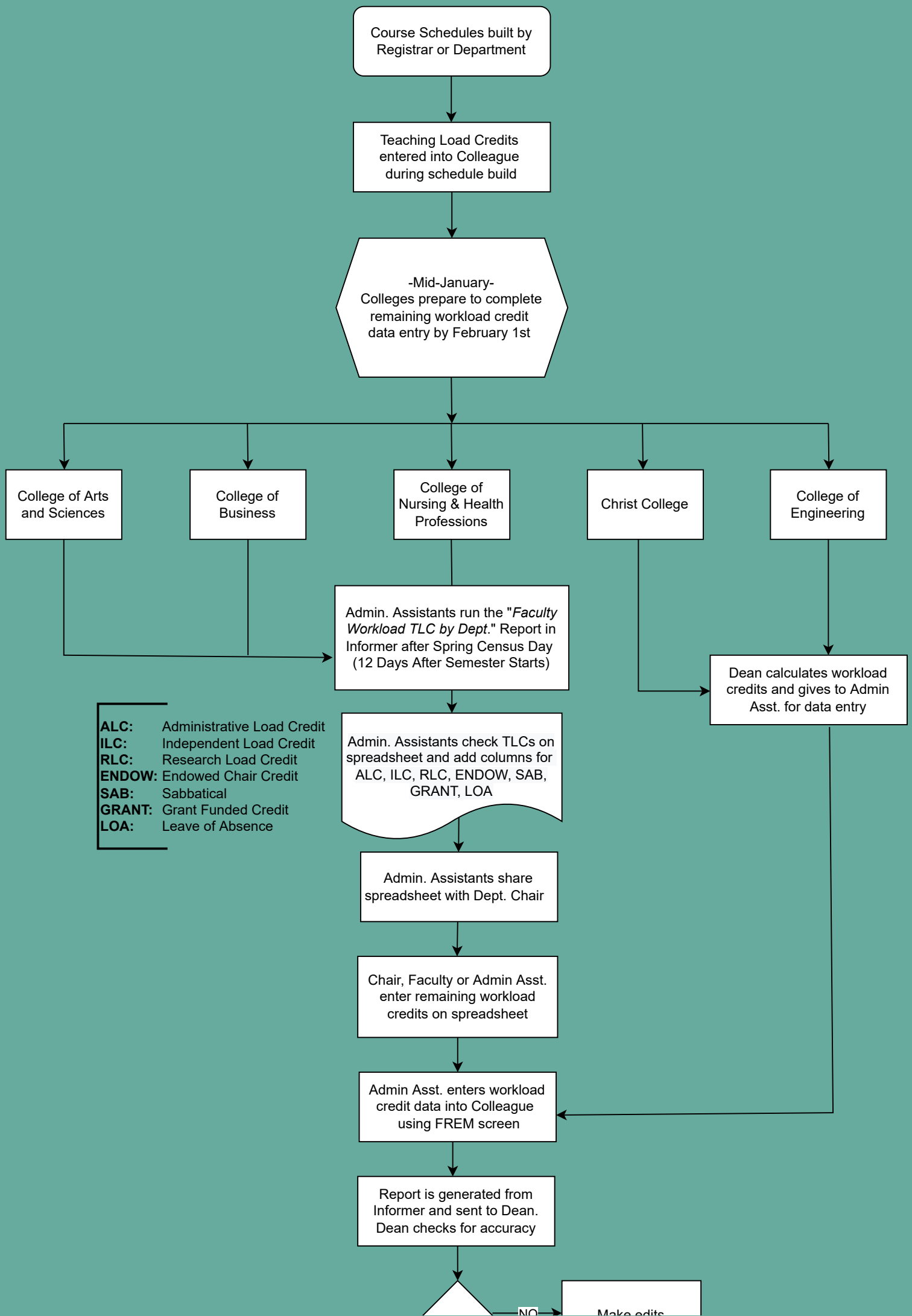
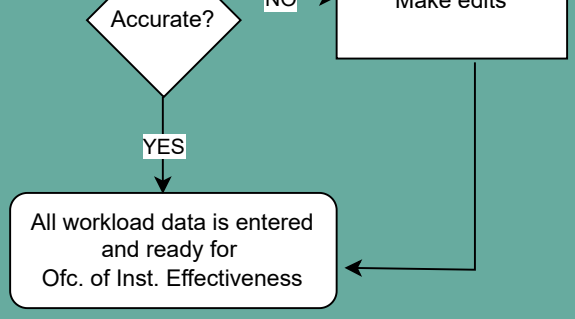

Course Schedules built by Registrar or Department
Teaching Load Credits entered into Colleague during schedule build
-Mid-January-
Colleges prepare to complete remaining workload credit data entry by February 1st
College of Arts and Sciences
College of Business
College of Nursing & Health Professions
Christ College
College of Engineering
Admin. Assistants run the "Faculty Workload TLC by Dept." Report in Informer after Spring Census Day (12 Days After Semester Starts)
Dean calculates workload credits and gives to Admin Asst. for data entry
ALC: Administrative Load Credit
ILC: Independent Load Credit
RLC: Research Load Credit
ENDOW: Endowed Chair Credit
SAB: Sabbatical
GRANT: Grant Funded Credit
LOA: Leave of Absence
Admin. Assistants check TLCs on spreadsheet and add columns for ALC, ILC, RLC, ENDOW, SAB, GRANT, LOA
Admin. Assistants share spreadsheet with Dept. Chair
Chair, Faculty or Admin Asst. enter remaining workload credits on spreadsheet
Admin Asst. enters workload credit data into Colleague using FREM screen
Report is generated from Informer and sent to Dean. Dean checks for accuracy
NO
Make edits


Accurate?
NO
Make edits
YES
All workload data is entered
and ready for
Ofc. of Inst. Effectiveness