



*Texas A&M University*

# **Faculty Workload System User Manual**

Academic and Business Performance Analytics



## Help

If you encounter an error, or if you have questions about the system, please feel free to email us at [facultyworkload@tamu.edu](mailto:facultyworkload@tamu.edu). Our team is ready to assist you in completing this process as soon as possible.

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## Summary

The Faculty Workload System exists to meet the reporting requirement specified in the Texas A&M University (TAMU) Faculty Teaching Workload Reporting Policy (12.03.99.M1).

As stated in the policy, faculty workload reporting is required for any individual assigned to teach a course for academic and/or professional credit. Each faculty member must be certified as fulfilling the minimum workload requirement established for a funded faculty position.

Classroom teaching credits and, if needed, equivalent credits are applied to instructors who are either teaching a course or employees who are in a faculty position. If an instructor is non-compliant, the department is required to provide a reason for non-compliance.

## Information Required for Workload Completion

Information has been automatically pulled into the Workload System from several sources to make the certification process as easy as possible. This information includes percent effort, salary information, and course assignments. Salary information comes from the Texas A&M University System (TAMUS) Business Objects on or after the second census of the semester but will not be displayed in the system. Course assignments and course semester credit hours are extracted from Compass on the second census date. If courses do not have an instructor assigned, the department head is assigned instead. Course information should be updated in Compass and will not be updated in the Faculty Workload system.

## Getting Started

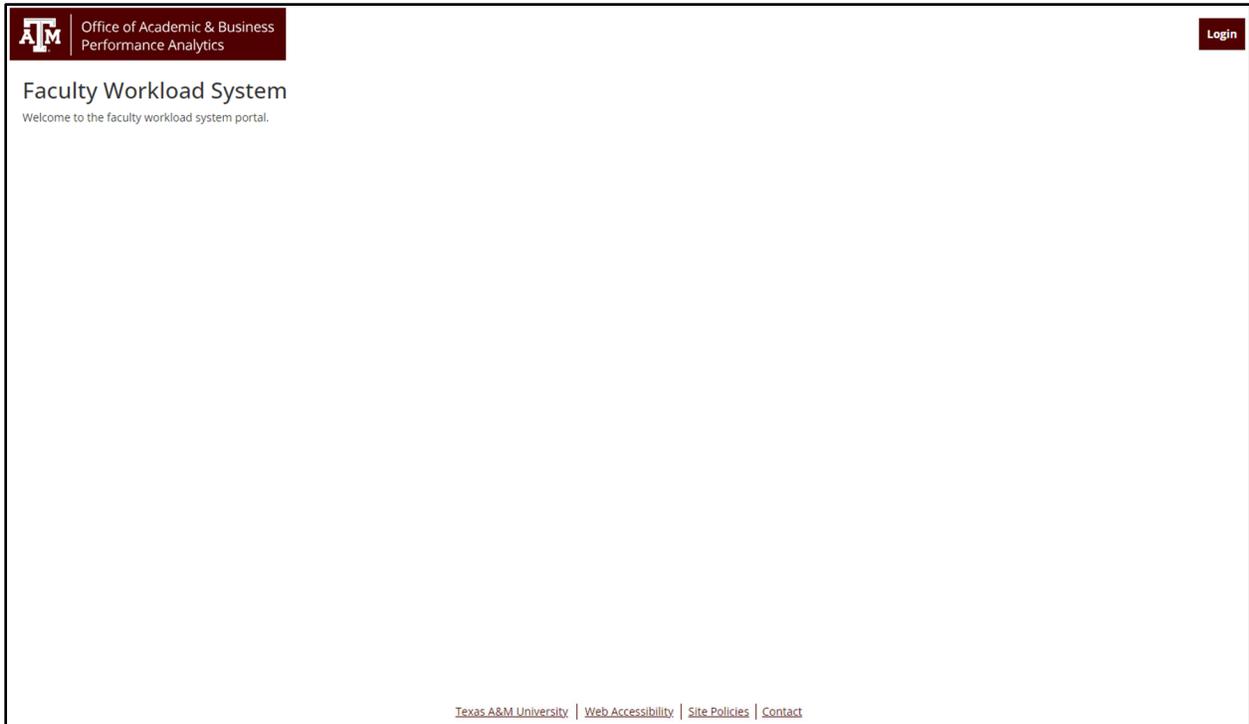
To see the compliance status of instructors, click on the “Instructors” link on the Home page. This will allow you to determine which instructors are in compliance and who needs equivalent credits added to bring them into compliance. The following screen shots will be helpful as you navigate the system.

## FACULTY WORKLOAD SYSTEM PAGES

Login

Page/URL: <https://fws.as.tamu.edu/>

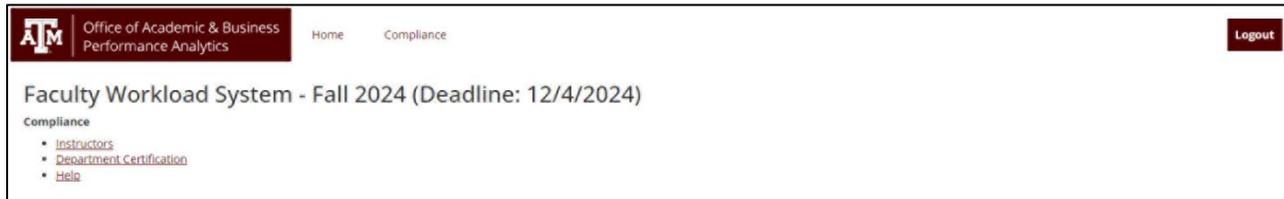
Purpose: The login page is the first page the workload user accesses and references the TAMU CAS for credentials. Click “Login” in the upper right to begin the login process.



Home

Page/URL: <https://fws.as.tamu.edu/Home/Menu>

Purpose: Home page lists pages available to the workload user in the Faculty Workload System.



The screenshot shows the top navigation bar of the Faculty Workload System. On the left, there is the TAMU logo and the text "Office of Academic & Business Performance Analytics". In the center, there are two menu items: "Home" and "Compliance". On the right, there is a "Logout" button. Below the navigation bar, the main heading reads "Faculty Workload System - Fall 2024 (Deadline: 12/4/2024)". Underneath this heading, there is a sub-section titled "Compliance" with a bulleted list of links: "Instructors", "Department Certification", and "Help".

## User Profile

Page/URL: <https://fws.as.tamu.edu/Admin/UserProfile>

Purpose: Starting in the Fall of 2024, it is now possible for a user to enter Equivalent Credits as credits or as % effort. Picking one or the other does not produce a different outcome to this process and you should feel free to use whichever you are more comfortable with.

To switch between credits and % effort, click your NetID on the top of the page and then select User Profile. Next, select either Credits or Percent in the Equivalent Credit Type dropdown. Click Save.

The screenshot displays the 'User Profile' page. At the top, there is a navigation bar with the TAMU logo and 'Office of Academic & Business Performance Analytics'. To the right of the logo are links for 'Home' and 'Compliance'. Further right is a 'Logout' button. Below the navigation bar, there are links for 'User Profile' and 'Logout'. The main content area is titled 'User Settings' and contains the following fields:

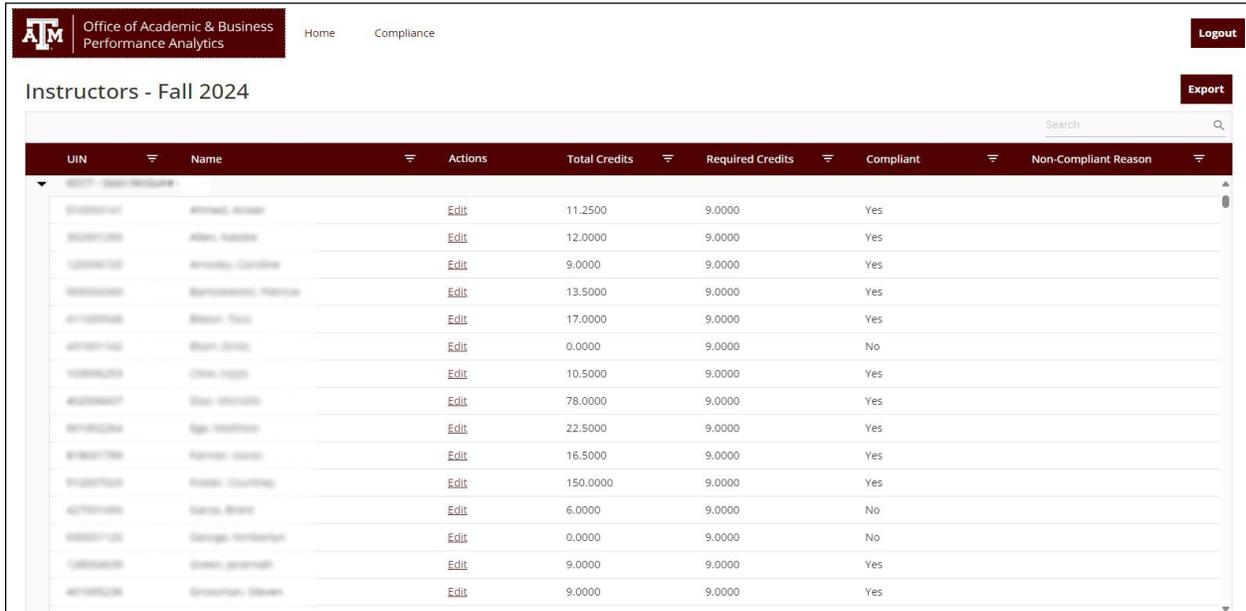
- Title:
- First Name:
- Last Name:
- Email:
- Phone:
- Equivalent Credit Type:
- Temp UIN:
- Temp Role:

A 'Save' button is located at the bottom right of the form.

## Instructors

Page/URL: <https://fws.as.tamu.edu/Compliance/Instructors>

Purpose: Allows the workload user to view instructors in their department(s) and to export a copy of the data. The “Compliant” indicator is on this page.



The screenshot displays the 'Instructors - Fall 2024' page from the Office of Academic & Business Performance Analytics. The page includes a search bar and an 'Export' button. The main content is a table with the following columns: UIN, Name, Actions, Total Credits, Required Credits, Compliant, and Non-Compliant Reason. The table lists 14 instructors with their respective credit counts and compliance status.

UIN	Name	Actions	Total Credits	Required Credits	Compliant	Non-Compliant Reason
010000001	Alfred, Alfred	Edit	11.2500	9.0000	Yes	
010000002	Allen, Allen	Edit	12.0000	9.0000	Yes	
010000003	Arnold, Arnold	Edit	9.0000	9.0000	Yes	
010000004	Barnes, Barnes	Edit	13.5000	9.0000	Yes	
010000005	Beck, Beck	Edit	17.0000	9.0000	Yes	
010000006	Bell, Bell	Edit	0.0000	9.0000	No	
010000007	Black, Black	Edit	10.5000	9.0000	Yes	
010000008	Blair, Blair	Edit	78.0000	9.0000	Yes	
010000009	Bly, Bly	Edit	22.5000	9.0000	Yes	
010000010	Brown, Brown	Edit	16.5000	9.0000	Yes	
010000011	Brown, Courtney	Edit	150.0000	9.0000	Yes	
010000012	Carroll, Carroll	Edit	6.0000	9.0000	No	
010000013	George, George	Edit	0.0000	9.0000	No	
010000014	Green, Green	Edit	9.0000	9.0000	Yes	
010000015	Green, Steven	Edit	9.0000	9.0000	Yes	

## Department Certification

Page/URL: <https://fws.as.tamu.edu/Compliance/Certification>

Purpose: After all instructors are compliant or have a valid reason for non-compliance, the workload user can certify all authorized departments.

Department Certification - Fall 2024

- Certification status of "Not Ready" indicates the department contains non-compliant instructors with no reason for non-compliance provided.

Department Code	Department	College	Certification	Actions
▼	COLLEGE OF ENGINEERING	ENGINEERING	Ready to Certify	<a href="#">Certify</a>
Name	Compliant	Actions	Non-Compliant Reason	
Agustin Hernandez Galderano	Yes	<a href="#">Edit</a>		
Alfonso Alcantar	Yes	<a href="#">Edit</a>		
Blas Garcia Torres	Yes	<a href="#">Edit</a>		
Charmaine Hernandez Jimenez	Yes	<a href="#">Edit</a>		
Concepcion Perez	Yes	<a href="#">Edit</a>		
Maribel Lopez	Yes	<a href="#">Edit</a>		
Marissa Alvarez	Yes	<a href="#">Edit</a>		
Michelle Garcia	Yes	<a href="#">Edit</a>		
Yajaira Perez	Yes	<a href="#">Edit</a>		
Yanely Trevino	Yes	<a href="#">Edit</a>		
Yazmin Rodriguez	Yes	<a href="#">Edit</a>		
Yazmin Rodriguez	Yes	<a href="#">Edit</a>		
Yolanda Perez	Yes	<a href="#">Edit</a>		
Yolanda Perez	Yes	<a href="#">Edit</a>		

## User Management

Page/URL: <https://fws.as.tamu.edu/Admin/UserManagement>

Purpose: Workload users may add other workload users as a Department User or College user and select which departments the workload user may view and edit. To do so, click the Add User button at the bottom of the screen.

The screenshot shows the TAMU Office of Academic & Business Performance Analytics interface. The top navigation bar includes 'Home' and 'Compliance' links, and a 'Logout' button. The main heading is 'User Management'. Below the heading is a search bar and a table with columns: UIN, Name, Email, Role, Colleges / Departments, Active, and Actions. The table is currently empty. An 'Add User' link is visible at the bottom left of the table area.

[Add User](#)

Next, type in the new user's UIN and select the role and department of the user. Then click Add.

### Add User ✕

UIN	Title	First Name	Last Name	Email	Phone	Role	Active
<input type="text"/>	<input type="text" value="###-###-####"/>	<input type="text" value="Select"/>	<input checked="" type="checkbox"/>				

[Cancel](#)