



Texas A&M University

2023 Faculty Workload System User Manual

Academic and Business Performance Analytics



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SUMMARY

The Faculty Workload System to meet the reporting requires specified in the Texas A&M University (TAMU) Faculty Teaching Workload Reporting Policy (12.03.99.M1). A draft of the new policy is available at:

<https://abpa.tamu.edu/TAMU-workload-policy>

As stated in the policy, faculty workload reporting is required for any individual assigned to teach a course for academic and/or professional credit, or any individual whose salary is paid in full or part from faculty salaries. 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 whose budget salary sources indicate teaching responsibilities to bring them into compliance with the policy. If an instructor is non-compliant, the department is required to provide a reason for non-compliance.

Information Required for Workload Completion

In order to review and edit the information in the Workload system, you will need budget sources for each faculty member in your department. This information includes the budget account, percent effort, salary information, and course assignments. Budget sources come from the Texas A&M University System (TAMUS) Business Objects on or after the second census of the semester. Course assignments and course semester credit hours are extracted from Compass on the second census. If courses do not have an instructor assigned, the department head is assigned if the instructor is not listed in the schedule.

Getting Started

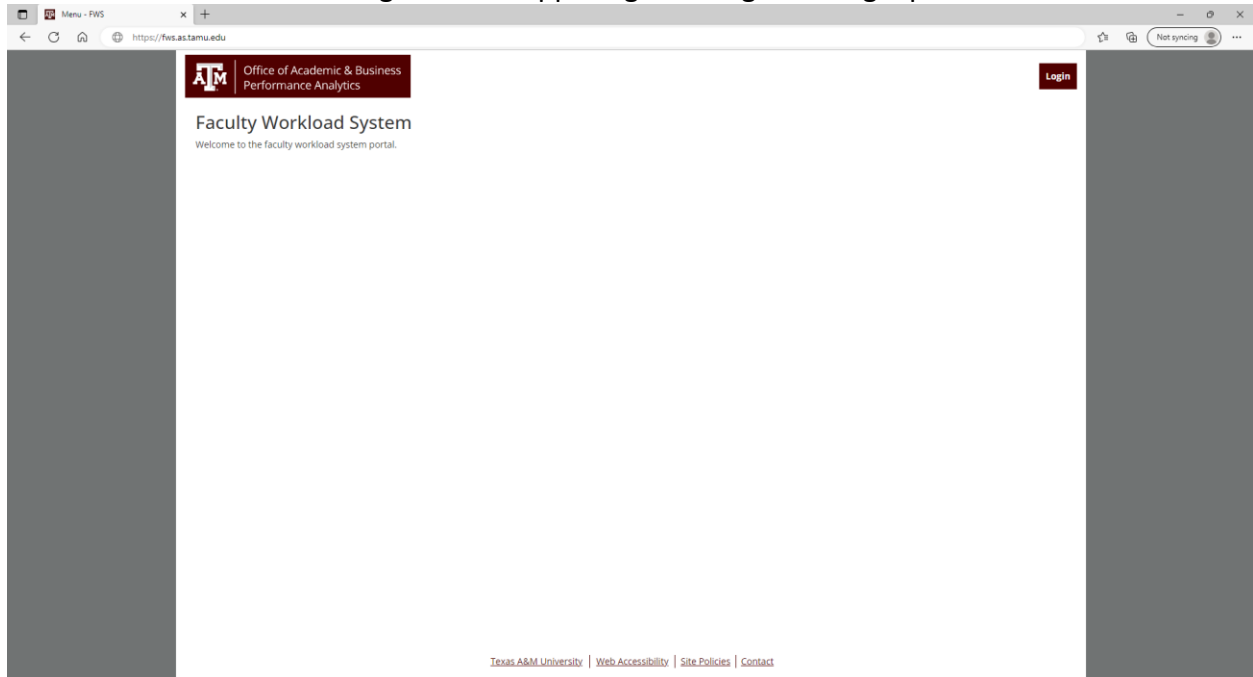
To see the compliance status of instructors, click on the “Instructors” link on the Home page. This will allow you to determine which instructors are not in compliance and who need work. The following screen shots will be helpful as you navigate the system.

FACULTY WOKRLOAD SYSTEM PAGES

Login

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

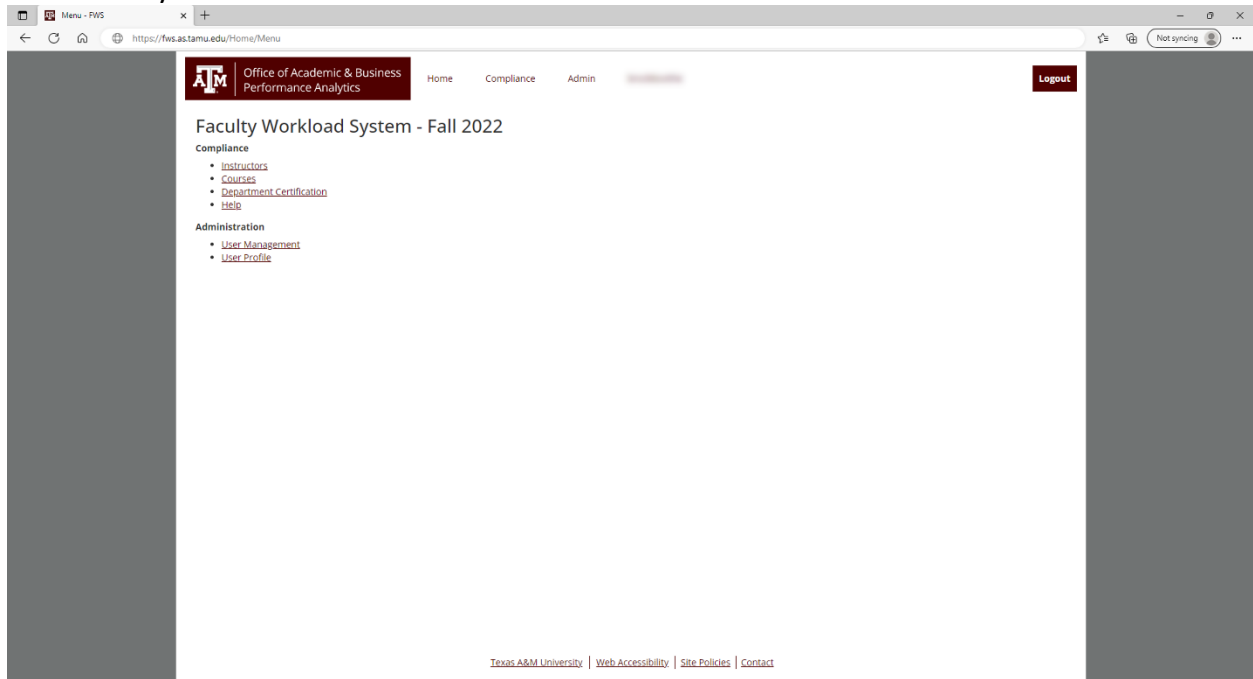
Purpose: The login page is the first page the workload user accesses and references the TAMU CAS for credentials. Click “Login” in the upper right to begin the login process.



Home

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

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



The screenshot shows a web browser window displaying the 'Faculty Workload System - Fall 2022' home page. The browser's address bar shows the URL 'https://fws.as.tamu.edu/Home/Menu'. The page header includes the Texas A&M University logo, the text 'Office of Academic & Business Performance Analytics', and navigation links for 'Home', 'Compliance', and 'Admin'. A 'Logout' button is visible in the top right corner. The main content area is titled 'Faculty Workload System - Fall 2022' and contains two sections: 'Compliance' with links for 'Instructors', 'Courses', 'Department Certification', and 'Help'; and 'Administration' with links for 'User Management' and 'User Profile'. At the bottom of the page, there is a footer with links for 'Texas A&M University', 'Web Accessibility', 'Site Policies', and 'Contact'.

Office of Academic & Business
Performance Analytics

Home Compliance Admin

Logout

Faculty Workload System - Fall 2022

Compliance

- [Instructors](#)
- [Courses](#)
- [Department Certification](#)
- [Help](#)

Administration

- [User Management](#)
- [User Profile](#)

[Texas A&M University](#) | [Web Accessibility](#) | [Site Policies](#) | [Contact](#)

Instructors

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

Purpose: Allows the workload user to view all the instructors in the departments the workload user has access to as well as view/save/print three Instructor/Course reports located in the upper right hand corner. The “Compliant” indicator is on this page.

The screenshot displays the 'Instructors - Fall 2022' page. The header includes the TAMU logo, 'Office of Academic & Business Performance Analytics', and navigation links for 'Home', 'Compliance', and 'Admin'. A 'Logout' button is in the top right. Below the header, there are three export links: 'Export Budget Data', 'Export Courses Taught', and 'Export Combined Budget Data and Courses Taught'. The main content is a table with the following columns: UIN, Name, Actions, Total Credits, Required Credits, Compliant, and Non-Compliant Reason. The table is filtered by 'Department: Social Sciences'. The table contains 15 rows of instructor data. At the bottom of the page, there are links for 'Texas A&M University', 'Web Accessibility', 'Site Policies', and 'Contact'.

UIN	Name	Actions	Total Credits	Required Credits	Compliant	Non-Compliant Reason
0000000000	John Smith	Edit	0.0	0.0	Yes	
0000000000	John Smith	Edit	6.0	9.0	No	
0000000000	John Smith	Edit	1.5	0.0	Yes	
0000000000	John Smith	Edit	9.0	9.0	Yes	
0000000000	John Smith	Edit	6.0	9.0	No	
0000000000	John Smith	Edit	0.0	0.0	Yes	
0000000000	John Smith	Edit	15.1	9.0	Yes	
0000000000	John Smith	Edit	0.0	0.0	Yes	
0000000000	John Smith	Edit	0.0	0.0	Yes	
0000000000	John Smith	Edit	9.0	9.0	Yes	
0000000000	John Smith	Edit	52.2	9.0	Yes	
0000000000	John Smith	Edit	0.0	0.0	Yes	
0000000000	John Smith	Edit	15.0	9.0	Yes	
0000000000	John Smith	Edit	0.0	0.0	Yes	
0000000000	John Smith	Edit	12.0	9.0	Yes	

Edit Appointment

Page/URL: <https://fws.as.tamu.edu/Compliance/Instructors> (click on “Edit” to the right of the Instructor name under “Actions”, then select “Edit” to the right of the appointment under “Actions”)

Purpose: Allows the workload user to view all the instructor, appointment, and course information in the departments the workload user has access to and edit some information. This page allows the percent effort, salary, and equivalent credits to be added and/or changed.

The screenshot shows a web browser window displaying the 'Edit Appointment' modal form. The background is a dimmed view of the 'Instructors' page, which includes a header for the 'Office of Academic & Business Performance Analytics' and a navigation menu with 'Home', 'Compliance', and 'Admin'. The main content area shows instructor details: Rank (Associate Professor Of Practice), Total Percent Effort (100%), Total Semester Salary, Teaching Credits (6.0), Equivalent Credits (0.0), Total Credits (6.0), and Required Credits (9.0). A 'Compliant' status is shown as 'No' with a 'Reason for Non-Compliance' dropdown set to 'Other'. A 'Non-Compliance Comment' field is present. Below this is an 'Appointments Collapse' section with a table listing appointments. The 'Edit Appointment' modal is centered, featuring a title bar with a close button and a 'Help' link. It contains several input fields: 'Appointment Code' (01 INSTRUCTION), 'Object Class' (1410 Salary - Teaching - Faculty), 'Percent Effort' (100%), 'Semester Salary' (with a dollar sign and input field), and 'Budget Account' (with an input field). Below these is an 'Equivalent Teaching Credits' section with a table header for 'Code' and 'Amount'. A dropdown menu is open for the 'Code' column, showing 'Select' as the only option. At the bottom of the modal are 'Add Equivalent Teaching Credit', 'Cancel', and 'Save' buttons. The background page also has a 'Courses Collapse' section with a table header for 'Subject', 'Course No', 'Section No', 'Days', 'Time', 'Credit', 'Instruction', 'Percent', 'Cross-List', and 'Teaching'.

Courses

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

Purpose: Allows the workload user to view all the courses/sections in the departments the workload user has access to.

The screenshot displays the 'Courses - Fall 2022' interface. At the top, there is a navigation bar with the TAMU logo, 'Office of Academic & Business Performance Analytics', and links for 'Home', 'Compliance', and 'Admin'. A 'Logout' button is located in the top right corner. Below the navigation bar, the page title 'Courses - Fall 2022' is displayed. A search bar is present in the top right of the main content area. The main content is a table with the following columns: Instructor, Meeting Days, Meeting Time, Instruction Type, Credit Hours, Contact Hours, Percent Responsible, and Actions. The table is filtered by Department: [redacted] - 499 sections. The table contains several rows, each representing a course section. The first row is a Lecture section. The following rows are Seminar sections. Each row includes a redacted instructor name, meeting days, meeting time, instruction type, credit hours, contact hours, percent responsible, and an 'Edit' action link.

Instructor	Meeting Days	Meeting Time	Instruction Type	Credit Hours	Contact Hours	Percent Responsible	Actions
[redacted]	TR	12:45 PM-2:00 PM	Lecture	3	3	100	Edit
[redacted]			Seminar - Add instructor				
[redacted]	F	9:10 AM-10:00 AM	Seminar	0	0	100	Edit
[redacted]			Seminar - Add instructor				
[redacted]	F	9:10 AM-10:00 AM	Seminar	0	0	100	Edit
[redacted]			Seminar - Add instructor				
[redacted]	F	10:20 AM-11:10 A...	Seminar	0	0	100	Edit
[redacted]			Seminar - Add instructor				
[redacted]	F	11:30 AM-12:20 PM	Seminar	0	0	100	Edit
[redacted]			Seminar - Add instructor				
[redacted]	F	12:40 PM-1:30 PM	Seminar	0	0	100	Edit
[redacted]			Seminar - Add instructor				
[redacted]	F	9:10 AM-10:00 AM	Seminar	0	0	100	Edit
[redacted]			Seminar - Add instructor				

At the bottom of the page, there is a footer with links for 'Texas A&M University', 'Web Accessibility', 'Site Policies', and 'Contact'.

Course Responsibility

Page/URL: <https://fws.as.tamu.edu/Compliance/Courses> (click on “Add Instructor” to the right of the course, then enter the UIN and percent responsible and select save)

Purpose: Allows the workload user to change the percent responsible for instructors by entering an Instructor UIN and adding an Instructor to a course/section.

The screenshot displays the TAMU FWS Compliance Courses page. The main content area shows the 'Edit Course Allocation' form, which includes fields for UIN, Percent Responsible, Instruction Type, End Time, Building, Room, College, Department, and Meets Together Code. A modal window titled 'Course Responsibility' is open, displaying a table with the following data:

UIN	First Name	Last Name	Percent Responsible
			100.00
			50

The modal window also includes a 'Cancel' button and a 'Save' button. The background page shows a list of courses with an 'Add Instructor' link for each course.

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.

The screenshot shows a web browser window displaying the 'Department Certification - Fall 2022' page. The page header includes the TAMU logo and navigation links for Home, Compliance, and Admin. A 'Logout' button is visible in the top right corner. Below the header, the page title is 'Department Certification - Fall 2022', followed by a note: 'Certification status of "Not Ready" indicates the department contains non-compliant instructors with no reason for non-compliance provided.'

The main content area features a table with the following columns: Department Code, Department, College, Certification, and Actions. The table is currently filtered to show 'Not Ready' status. The table data is as follows:

Department Code	Department	College	Certification	Actions
			Not Ready	
Name	Compliant	Actions	Non-Compliant Reason	
...	Yes	Edit		
...	No	Edit		
...	Yes	Edit		
...	Yes	Edit		
...	No	Edit		
...	Yes	Edit		
...	Yes	Edit		
...	Yes	Edit		
...	Yes	Edit		
...	Yes	Edit		
...	Yes	Edit		
...	Yes	Edit		
...	Yes	Edit		
...	Yes	Edit		
...	Yes	Edit		
...	Yes	Edit		

At the bottom of the page, there are links for Texas A&M University, Web Accessibility, Site Policies, and Contact.

Help

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

Purpose: Workload users may reference the Help page for navigational guidance or ID/code lookup information such as Equivalent Teaching Credit codes.

Office of Academic & Business Performance Analytics Home Compliance Admin Logout

Help

- [Instructors](#)
- [Instructor Record](#)
- [Add/Edit Instructors Appointments](#)
- [Courses](#)
- [Add/Edit Course Allocation](#)
- [Final Certification](#)

Instructors Collapse

Purpose of Screen - This screen lists all the instructors in the database, for the current term, that are budgeted in departments the active user has access to. The screen shows the UIN for each instructor.

Screen Functions - This screen has the following functionality:

1. Edit an Instructor's Record - If you wish to see an instructor's record and/or make edits to that instructor's record, click on the edit link in their row.

Screen Terms - This screen uses the following terms which may be unfamiliar:

1. Compliant - Indicates whether an instructor is currently in compliance for the current term. Please note that the system will not allow you to certify your department until all instructors in that department who are not in compliance have a reason indicated in the database explaining their non-compliance.

Instructor Record Collapse

Purpose of Screen - This screen provides a summary of the instructor's record and compliance status.

Screen Functions - This screen has the following functionality:

1. Change Instructor's Name - You can edit the instructor's name. However, please remember that the first and last name fields are required.
2. Rank Code - You can select another Rank Code for the instructor from the select list.
3. Reason for Non-Compliance - If the instructor is not compliant after receiving credit for courses taught and any applicable Equivalent Teaching Credits, then a reason must be selected from the provided select list.
4. Explanation of "Other" - If "other" is selected as the reason for non-compliance, then you must provide an explanation. The explanation is required if "other" has been selected for the "Reason for Non-Compliance" field.
5. Appointments - View/Edit the instructor's appointments and equivalent teaching credits.
6. Courses - View the courses currently assigned to the instructor.

Screen Terms - This screen uses the following terms which may be unfamiliar:

1. Total Percent Effort - The sum of the percent effort of the 01 and 02 appointment codes recorded in the database for the instructor. Percent effort is synonymous with Full Time Equivalent (FTE).
2. Total Semester Salary - The sum of the salary of each appointment code recorded in the database for the instructor.
3. Total Credits - The sum of teaching and equivalent credits earned by the instructor.
4. Required Credits - The sum total of the percent effort fields for all appointment codes recorded in the database for the instructor multiplied by 9. If this number is larger than the total credits, then the instructor is not in compliance.
5. Instruction Type - The credit assigned for each type of instruction is shown below.
 - o **Lecture and Seminar:**
 - Undergraduate Course: The 1 lecture contact hour value of the course. A course listed as 3 hours lecture, 0 hours laboratory, 3 semester credit hours = (3*0) credit 3 - yields a teaching

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, edit, and/or certify.

The screenshot shows a web browser window displaying the 'User Management' page. The browser's address bar shows the URL 'https://testfws.as.tamu.edu/Admin/UserManagement'. The page header includes the TAMU logo, the text 'Office of Academic & Business Performance Analytics', and navigation links for 'Home', 'Compliance', and 'Admin'. A 'Logout' button is located in the top right corner. The main content area is titled 'User Management' and features a table with the following columns: UIN, First Name, Last Name, Email, Phone, Role, Active, and Actions. A single row is visible in the table with the role 'Department User' and an 'Edit' link. Below the table, there is a link labeled 'Add User'. At the bottom of the page, there is a footer with links for 'Texas A&M University', 'Web Accessibility', 'Site Policies', and 'Contact'.