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 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 the other pages available to the workload user in the Faculty Workload System.
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.
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.
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.
Course Responsibility

Page/URL: [https://fws.as.tamu.edu/Compliance/Courses](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.
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.
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.
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.