Chair Quick Guide – Workload Verification

Once you have received your department's **Full Time Faculty Workload Summary Report**, you need to review the information it contains and ensure the accuracy of <u>each</u> faculty member's teaching load credits, reassigned credits, and accrued workload remainder. This report reflects the data contained within the online database system Watermark Faculty Success (WFS).

If you find errors or missing data in the report you will need to login into WFS to make the necessary changes for each faculty member. You do not need to go into WFS and check every faculty member's data, **only** if you find an error in your Faculty Workload Summary Report.

Getting Started

- Go to www.southernct.edu/faar
- Login to WFS using your university username and password

As a chair, you have been given permission to modify your department faculty's data in WFS.

To manage their data, click on **Manage Data** in the top toolbar.
Select the relevant faculty member's name from the "User" drop down menu.
Click **Continue** to be redirected to that faculty member's data.

You will be revising data in Section II. TEACHING AND PROFESSIONAL COMPETENCE only.

A. Teaching Workload

Click on A. Teaching Workload **to edit data for a faculty member who had errors in the Faculty Load Credits** column of the Workload Summary report. **Work only in the current semester**.

- Click on the row that contains the course and section number that you want to edit. Each row contains information for only one course and section.
- Scroll down to the box labelled *If incorrect, please state correct number of faculty load credits here*.
- Provide an explanation in the box below that. You must put your initials next to your explanation.
- Once you have finished with that course, **click Save in the upper right-hand corner** of the screen.
- Do this for each course credit load that needs to be corrected.

Edit A. Teaching Workload

Semester and Year

Term   **Year** •
Fall   2021

Course Name R
Sample

Course Prefix and Course Number

Course Prefix   **Course Number**
ACC   234

Section Number
01

CRN R

Official Enrollment Number R
10

Number of Student's Academic Credit Hours R
3

Number of Faculty Load Credits R
3

If incorrect, please state correct number of faculty load credits here

Please explain why you made a correction

| B | I | U | x² | x₂ | ↺ | ↻ | ↗ |

Note: If a course does not exist within WFS, please contact the Office of Assessment and Analytics (assessment@southernct.edu) so that it can be added to the database. Do not attempt to add this information yourself. Provide the following information to OAA:

- Course Name
- Course Prefix and Course Number
- Section Number
- CRN Number
- Official Enrollment Number
- Number of Student's Academic Credit Hours
- Faculty Load Credits
- Is course governed by a side letter? Yes or No.
- Instructional Mode

B. Non-Teaching Workload (Reassigned time, Sabbatical)

Click on B. Non-Teaching Workload **to edit data for a faculty member who had errors in the Reassigned Credits** column of the Workload Summary report. **Work only in the current semester**.

If there is no entry for the current semester, but should be, click on the **Add New** button.

Enter the Term and Academic Year and then complete the remaining fields with the applicable information. Please be sure to click **Save** when you are finished.

If data has been entered for the current semester, click on the current semester under **Term, Semester and Year** to see the reassign time details. The first section of the screen provides details on sabbatical and medical leave.

The next section, **Non-Teaching Workload/Reassigned Time**, contains reassigned time details.
- Click on the title to open this section.
- If you find an error, please make the correction(s) and provide an explanation and your initials why changes were made.
- Be sure to click Save in the upper right-hand corner when finished.

- If there is no entry for the current semester, but should be, click on the **Add New** button.

- Enter the Term and Academic Year and then complete the remaining fields with the applicable information.
- Please be sure to click Save when you are finished.

C. Credit Load History and Remainder

Click on C. Credit Load History and Remainder **to edit data for a faculty member who had errors in the Calculated Accrued Remainder** column of the Workload Summary report.
Work only in the current semester.

- Click on the current semester under *Term, Semester and Year*
- **Do not edit the remainder in the Accrued Workload Remainder box.**
- Input any suggested corrections into the text box below the Accrued Workload Remainder box.
- Add your initials to the text box.
- Please be sure to **click Save** after making any changes or notes.

Edit C. Credit Load History and Remainder

Cancel   💾 Save

Semester and Year

| Term	Academic Year *
Fall ⊘	2021-2022 ⊘

Accrued Workload Remainder **R**

3.16

Dept. Chair-Please write any observed inaccuracies in the box below, and then email your Dean and Maureen explaining the inaccuracies and why they need to be corrected. Please place your initials inside the box. Faculty- Please notify your department chair if there are any errors or discrepancies in your Accrued Workload Remainder.

B	*I*	U	x²	x₂	↺	↻	↗
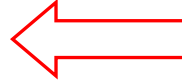
Historical Data

Drop file here or select to upload

☐ To electronically sign, please check here to verify that the above information is correct.

Note: If you are using overload credit for this current semester, please indicate the number of credits that you are using in this box.

- Email OAA (assessment@southernct.edu), the faculty member, and your Assistant Dean with an explanation as to what, and why, changes are being suggested.
- Once OAA has received written approval from your Assistant Dean, OAA staff will go in and make the necessary changes in WFS. These corrections will be completed before faculty members are invited to access WFS to verify their own credit load/AWR information.

All full-time faculty will be invited to go into WFS and view their own information and are asked to electronically sign off after department chairs have been given 3 weeks to review their report.

If you have any questions, please contact OAA at: assessment@southernct.edu