

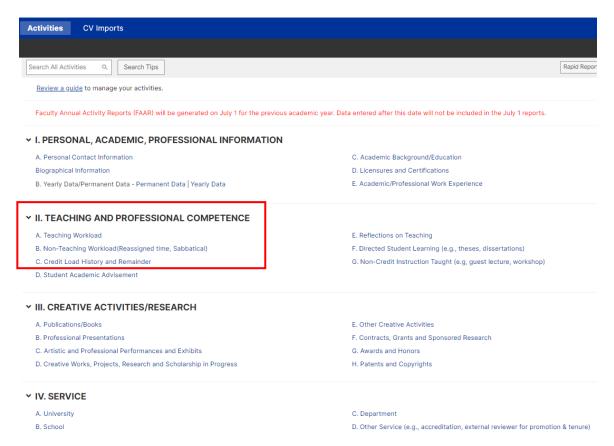
Faculty Quick Guide - Workload Verification

The faculty workload verification process has begun. You will need to access Watermark Faculty Success (WFS) in order to verify your data for the current semester.

Getting Started

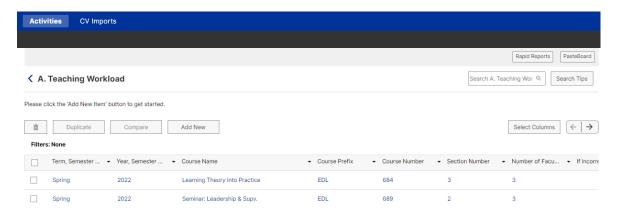
- Go to www.southernct.edu/faar
- Login to WFS using your university username and password

Once logged in, you will need to verify the items in the red box below: A. Teaching Workload, B. Non-Teaching Workload (Reassigned time, Sabbatical), and C. Credit Load History and Remainder.

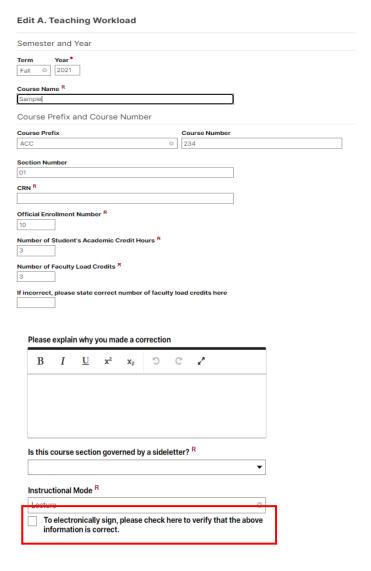


II. A. Teaching Workload

Click on "A. Teaching Workload". You will see a list of courses you have taught in the past and are teaching in the current semester. **Please review each course in the current semester only**.



Click on the course to see detailed information about that entry. This information has been imported directly from BannerWeb and verified or updated, if necessary, by your department chair. You will need to click on each course shown for the current semester. If the information shown is correct, please electronically sign by checking in the designated box found in the middle of the screen, shown in the red box below.



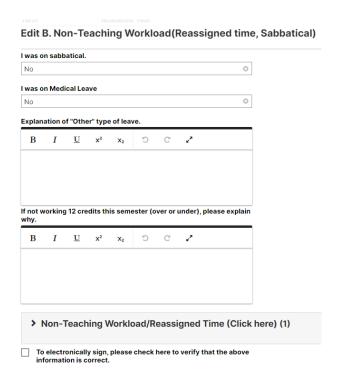
- Click Save in the top right-hand corner
- You must verify and sign off on every course in the current semester.
- DO NOT ATTEMPT TO MAKE ANY CHANGES/CORRECTIONS IN THE NUMBER OF FACULTY LOAD
 CREDITS YOURSELF. Any missing data or discrepancies in the number of Faculty Load Credits should be reported to your department chair.

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

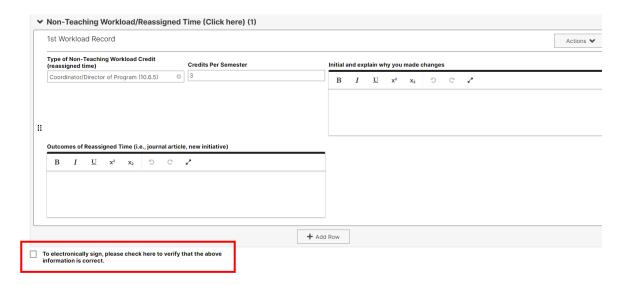
- Click on Activities in the top toolbar.
- Click on "B. Non-Teaching Workload (Reassigned time, Sabbatical)"



Please click on the current semester to access the information.



- NOTE: You may need to click on the bottom tab titled "Non-Teaching Workload/Reassigned Time (click here)" to view any reassigned time not related to sabbatical or medical leave.
- Here is where you will see and reassigned time already entered into the system. Here is what you should now see:



- If the information shown is correct, please electronically sign by checking in the designated box found in the middle of the screen, shown in the red box above.
- Click **Save** in the top right-hand corner
- DO NOT ATTEMPT TO MAKE ANY CHANGES/CORRECTIONS TO 'TYPE OF NON-TEACHING WORKLOAD CREDIT' (reassigned time) or 'CREDITS PER SEMESTER'.
- If there are errors, please notify your department chair.

If you do not have anything shown for the current semester In Non-Teaching Workload

You will have to add a row for the current semester to acknowledge that you had no non-teaching workload or reassigned time for the semester.

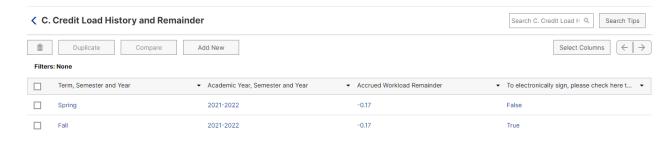
If you do have reassigned time that is not appearing, please see your department chair. DO NOT FILL IN ANY INFORMATION INTO THE 'TYPE OF NON-TEACHING WORKLOAD CREDIT' (reassigned time) drop-down or 'CREDITS PER SEMESTER' WORKLOAD RECORD box.



- Click "+Add New" button in the upper right-hand corner
- Enter the current Term and the Academic Year
- Use the dropdown menus to fill in the Sabbatical and Medical Leave boxes
- Scroll down to the bottom of the page to electronically sign the box
- Please be sure to click Save in the upper right-hand corner

C. Credit Load History and Remainder

- Click "C. Credit Load History and Remainder"
- Click the current semester/academic year



Edit C. Credit Load History and Remainder Semester and Year Term Academic Year* 2021-2022 Accrued Workload Remainder DEPARTMENT CHAIR: Please note any observed inaccuracies in the box below and provide your initials. Then email your Dean and the Office of Assessment & Analytics (OAA) explaining the proposed FACULTY: Please notify your department chair if you see anything that you think should be revised. В $\underline{\mathbf{U}}$ x^2 C C **Historical Data** Drop file here or select to upload ■ To electronically sign, please check here to verify that the above Note: If you are using overload credit for this current semester, please indicate the number of credits that you are using in this box.

- Verify your Accrued Workload Remainder
- If it is correct, please electronically sign by checking in the designed box
- If it is inaccurate, please contact your department chair
- Be sure to click the **Save** button in the upper right-hand corner of the screen