CESS Online Workload Instructions

For the AY2021-2022, CESS faculty will be creating their workload form using an online program. CEMS created the initial online system and now several more colleges are using it as well.

NOTE: You access the workload using the following portal <u>on the CEMS website</u>

Workload Process:

Faculty -

Step 1 - Access CESS workload portal with NetID: https://workload.uvm.edu/

Step 2 - Faculty creates initial workload proposal for year. This can either be a completely new or modified workload from one previously created.

- FTE is less than 1.0: Please change the FTE on the top.
  Example: 0.75 FTE – Enter 75

  Appointment Type: ◉ 9-month ○ 10-month ○ 12-month %FTE 75
  Workload for the period 9/2020-8/2021

  Also, the total of all categories has to be 100% regardless the actual FTE. Please consult with a business manager in your area. They will help faculty figure it out.

- Scholarship/Research/Creative Activity: Please enter % under Non-Hatch Assignment Distribution. See a sample below.

  Hatch Assignment distribution %

  Non-Hatch Assignment distribution 42%

- Courses outside CESS: Under course select 'other' and fill in the course name/number/title in the Title box

Step 3 – Faculty may either:
"Save for later update" – allows for faculty to continue to work on initial workload;
or
"Finalize to send email to chair" – sends email to chair that draft is ready with link for chair to review/change/approve.

Note – <u>Once the workload is sent forward to Chair, the faculty may not update or change</u>. From this point, updates or changes occur by working with Chair prior to their approval. The Chair may also request that the faculty start a new workload. To begin a new workload, the faculty returns to the portal page, clicks on the link to the workload previously sent forward, and edits, saves/"Finalize to send email to chair" again.

If faculty just want to see what they submit, go back to the workload portal at https://workload.uvm.edu/ faculty will see their workloads. If faculty aren't sure which are which, they can click on the dropdown link next to "Show historical data about", pick themselves and hit Submit. That will show them all of their workloads.

Chair –

Step 1 – Chair receives system email notification that faculty has completed initial workload and submitted.
Chair may initiate workload if faculty did not create initial workload via online portal.

Step 2 – Chair may either:

"Approve with no changes"
or
"Make changes and approve"
or
"Notify faculty to start a new one".

"Chair approval" sends email to Dean that workload is ready with link for Dean.

Dean –

Step 1 – Dean may either:

"Approve workload with no changes" and electronically signs it
or
"Makes changes, approve workload" and electronically signs it. Note: Currently the Dean cannot send it back to the chair or faculty for changes, a new workload must be initiated from a previous draft.

Final workload access

To access the final signed copy, go to the link on the workload portal page.

Frequently Asked Questions:

Q: Who can see my workload?
A: Your workload can be seen by the chair, dean, and department business manager.

Q: How do I access my workload after it is finalized and signed by the chair and dean?
A: The faculty may access the final signed copy by going to the link on the workload portal page.

Q: When should I initiate my online workload?
A: You can initiate a workload at any time of the academic year, and save it as a draft to return to in keeping with your department timelines.

Q: When should I update my workload with changes?
A: You should update your workload using the steps above if there are any changes to Part A, Part B, or your External Employment information. It's important to have the most accurate document on file.

Notes for Administration:
Access by Chair, Dean, college business manager (Assistant Dean Business Operations) and department business managers.

- While faculty is creating workload, the administration can access going to the drop down "Show historical data"
- After faculty submits workload, the Chair, Dean, and business managers can access via a link.
- The workload may not be sent back.
- College business manager can see everything the Dean can see, for the entire college.
- Department business manager can see everything their chair can see, only for that department.
- The college and department business manager may create or change a workload. Once you select "Finalize", an email is sent to the faculty letting them know and then requires the faculty to "Finalize to send email to Chair". Then Chair must review and continue with usual process. In summary,
    - When the Chair finalizes the workload, an email is sent to the Dean.
    - When a college or department business manager finalizes the workload, an email is sent to the faculty.