FACULTY WORKLOAD
CALENDAR OF DEADLINES
Spring 2024

November 6-17 — Priority Registration for Spring 2024.

December 1 — **Faculty Request Non-Instructional Workload Units** for Spring Term (Reassignment from Teaching). Submit via dynamic form: [Request for Non-Instructional Workload Units Form - Link](#)

January 8 — **Part B of Workload form** (completed by either the faculty member or department chair/department assistant). Submit via dynamic form: [Part B Workload Form - Link](#)
Approved reassigned time should be reflected on Part B of Workload form.

January 15 — Martin Luther King Jr. Day Holiday, University Closed

January 16 — **Classes begin**

January 19 — First workload reports available in BDM (generated from 3rd day of class data) Use these reports to complete/correct workload report.

January 24 — Second workload reports available in BDM (reflecting 8th day of enrollment) for Chair/Associate Dean review

January 29 — **Enrollment Census Date - 14th day of term.**
Final day for Banner faculty workload entry (instruction and non-instruction) on SIAASGN. All full-time faculty workload must total 15 WU or more (if overload/banked).

January 30 — **Final** workload reports available (optional print/BDM) generated from Banner faculty workload and enrollment census data captured on January 29).
EPAF's for adjuncts <u>must</u> be received by Academic Resources for February payroll.

February 7 — February payroll deadline

February 9 — Final workload reports due in Dean's office

February 16 — Final workload reports due in Academic Resources, CAB 111. Printed/physically signed reports should be scanned as PDF files. Both physical and electronically signed report PDF files should be saved as a reduced file size PDF and named accordingly.
Example: Smith-M01234567-ABAS.pdf

July 1 — **Faculty Request Non-Instructional Workload Units** for Fall Term (Reassignment from Teaching). Submit via dynamic form: [Request for Non-Instructional Workload Units Form - Link](#)

Contact Becky Cole in Academic Resources ([Becky.Cole@mtsu.edu or ext. 5925](#)) or Sabrina Wright ([Sabrina.Wright@mtsu.edu or ext.8721](#)) if you have any questions or need assistance with faculty workload processing in Banner Faculty Load module.