

**FACULTY WORKLOAD
CALENDAR OF DEADLINES
Spring 2025**

November 4-15	Priority Registration for Spring 2025.
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 20	Martin Luther King Jr. Day Holiday, University Closed
January 21	Classes begin
January 24	First workload reports available in BDM (generated from 3 rd day of class data). Use these reports to complete/correct workload report.
January 27	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 <i>Approved reassigned time should be reflected on Part B of Workload form.</i>
January 29	Second workload reports available in BDM (reflecting 8 th day of enrollment) for Chair/Associate Dean review
February 3	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).
February 4	Final workload reports available in BDM (print version delivered to Deans' offices) generated from Banner faculty workload and enrollment census data captured on February 3). EPAF's for adjuncts <u>must</u> be received by Academic Resources for February payroll.
February 7	February payroll deadline
February 14	Final workload reports due in Dean's office
February 21	Final signed workload reports are due in Academic Resources OneDrive. Every full-time faculty <u>must</u> have a Part A, even if they are on leave or have no instructional assignment for the term. Each faculty member's workload file should include Part A and Part B (if applicable), be scanned as a reduced file size PDF, and be named accordingly. Use spaces, not dashes, for hyphenated last names. <i>Example: Smith-M01234567-ABAS.pdf</i>
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.