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 3rd 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](#) *Approved reassigned time should be reflected on Part B of Workload form.*

January 29   Second workload reports available in BDM (reflecting 8th 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 **must** 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.

.

            Example: Smith-M01234567-202510-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.