

FACULTY WORKLOAD CALENDAR OF DEADLINES Fall 2026

April 6-17	Priority Registration for Fall 2026
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
August 24	Classes begin
August 27	First workload reports available in BDM (reflecting 3 rd day of class data). Use these reports to complete/correct workload report on SIAASGN
September 1	Second workload reports available in BDM (reflecting 8 th day of class data) for Chair/Associate Dean review.
September 1	Part B Workload Form (completed by either the faculty member or department chair/assistant). Submit via dynamic form: Part B Workload Form - Link <i>Approved reassigned time should be reflected on Part B of Workload form.</i>
FRIDAY, Sept 4	Final workday for Banner faculty workload entry and adjustments (instruction and non-instructional) on SIAASGN . All full-time faculty workload must total 15 WU or more (if overload/banked).
September 6	Enrollment Census Date - 14th day of term.
September 7	Labor Day Holiday, University Closed
September 8	Final workload reports available in BDM on 7th (print version delivered to Deans' offices on 8th) generated from Banner faculty workload and enrollment census data captured on Sept. 6)
September 8	September payroll deadline
September 14	Final workload reports due in Dean's office
September 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 OCR scanned, file size reduced PDF, and named accordingly. Use a space, <u>not</u> a dash, for hyphenated last names. <i>Example: Smith-M01234567-202680-ABAS.pdf</i>
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

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.