

**FACULTY WORKLOAD
CALENDAR OF DEADLINES
Spring 2023**

Nov 7-18	Priority Registration for Spring 2023 Begins
December 1	Faculty Request for Non-Instructional Workload Units (Reassignment from Teaching) Submit via dynamic form: https://itdwebapps.mtsu.edu/DFPassThrough/DFCasAuth?TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f47a5a3f5-32d2-4356-9c06-24af3d03dc9c Only approved reassigned time should be reflected on Part B of the Workload report.
January 9	Part B of workload form (completed by either the faculty member or department chair/department aide) via dynamic form: https://itdwebapps.mtsu.edu/DFPassThrough/DFCasAuth?TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fcea489-2f39-4722-883c-22d33f00d768
January 16	Martin Luther King Day Holiday, University Closed
January 17	Classes begin
January 20	First workload reports available in BDM (generated from 3rd day of class data) Use these reports to complete/correct workload report
January 25	Second workload reports (reflecting 8 th day of enrollment, January 24) available in BDM for Chair/Associate Dean review
January 30	Enrollment Census Date - 14th day of term Final day for Banner faculty workload entry (instruction and non-instruction). All full-time faculty workload must total 15 WU or more (if overload/banked).
January 31	Final workload reports available (optional print/BDM) generated from Banner faculty workload and enrollment census data captured on Jan. 30) * EPAFs for adjuncts must be received by Academic Resources for Feb. payroll
February 7	February payroll deadline
February 10	Final workload reports due in Dean's office*
February 17	Final workload reports due in Academic Resources*, CAB 117. Printed reports should be scanned at college by department and by faculty and submitted to Academic Affairs electronically as pdf files (use naming convention provided and submitted on a jump drive)
July 1	Faculty Request Reassigned Time for Fall Term 2023

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