

**FACULTY WORKLOAD  
CALENDAR OF DEADLINES  
Fall 2024**

|                       |   |
|-----------------------|---|
| April 1-12            | Priority Registration for Fall 2024   |
| July 1                | <b>Faculty Request Non-Instructional Workload Units</b> for Fall Term (Reassignment from teaching). Submit via dynamic form:<br><a href="#">Request for Non-Instructional (Reassignment from Teaching) Workload Units - Link</a>  |
| August 19             | <b>Part B of Workload form</b> (completed by either the faculty member or department chair/assistant). Submit via dynamic form: <a href="#">Faculty Workload Form (Part B) - Link</a><br><i>Only approved reassigned time should be reflected on Part B of the Workload report</i>          |
| August 26             | <b>Classes begin</b>  |
| August 30             | First workload reports available in BDM (generated from 4 <sup>th</sup> day of class data). Use these reports to complete/correct workload report.<br><b>EPAFs for adjuncts <u>must</u></b> be received by Academic Resources for September payroll   |
| September 2           | Labor Day Holiday, University Closed  |
| September 4           | Second workload reports available in BDM (generated from 9 <sup>th</sup> day of class data) for Chair/Associate Dean review.  |
| September 6           | September payroll deadline  |
| <b>FRIDAY, Sept 6</b> | <b>Final workday for Banner faculty workload entry and adjustments (instruction and non-instructional activity) on SIAASGN.</b> All full-time faculty workload must total 15 WU or more (if overload/banked).   |
| September 8           | <b>Enrollment Census Date - 14<sup>th</sup> day of class</b>  |
| September 9           | <b>Final</b> workload reports available (optional print/BDM) generated from Banner faculty workload and enrollment census data captured on Sept. 8)   |
| September 18          | Final workload reports due in Dean's office   |
| September 25          | Final workload reports due in Academic Resources, CAB 111. Printed/physically signed reports should be scanned as PDFs. Both physical and electronically signed report PDFs should be saved as a reduced file size PDF and named accordingly.<br>(Example: Smith-M01234567-202480-ABAS.pdf) |
| December 1            | <b>Faculty Request Non-Instructional Workload Units</b> for Spring Term (Reassignment from Teaching). Submit via dynamic form:<br><a href="#">Request for Non-Instructional (Reassignment from Teaching) Workload Units - Link</a>  |

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