The University of Texas
RioGrande Valley

A Guide to FPT's Faculty Workload Report

How faculty can run their Workload Report

Created by the Office of Faculty Affairs

Revised January 2024

This document contains step-by-step instructions (with screenshots) for formatting and running a Faculty Workload Report in FPT. If you run into any issues, please contact the Office of Faculty Affairs at FPT@utrgv.edu.
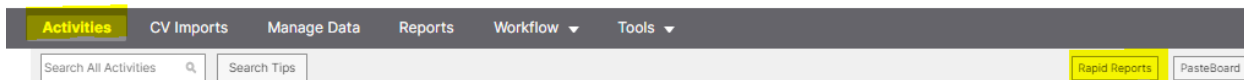
1. Log into my.UTRGV.edu.

2. Click on the FPT icon in your application section.

3. In the FPT dashboard click on the "Activities" tab in the menu and then in the mid-to-top right corner click on the "Rapid Reports" tab. *(Figure 1)*

Figure 1.

FPT Dashboard, Rapid Reports

4. You will be taken to the report formatting screen. *(Figure 2)*

Below you will find instructions for the fields on the report. Figures 2-3 will provide further detail.

Report: Click on the drop-down arrow and click on Faculty Workload Report

Date Range: Recommended to run by academic year (i.e., Start Date: September 01, 20XX, End Date: Aug 31, 20XX)

File Format: File format options are Microsoft Word, PDF, and Web Page. *(Figure 3)*

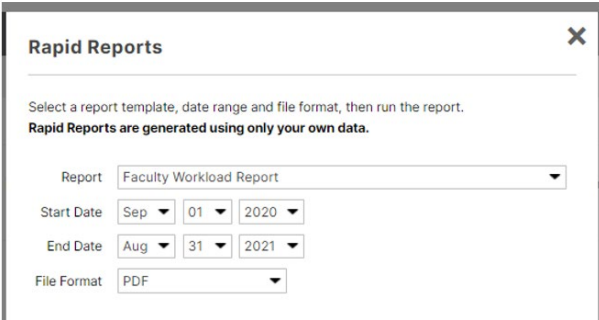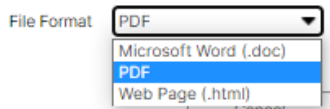Figure 2.

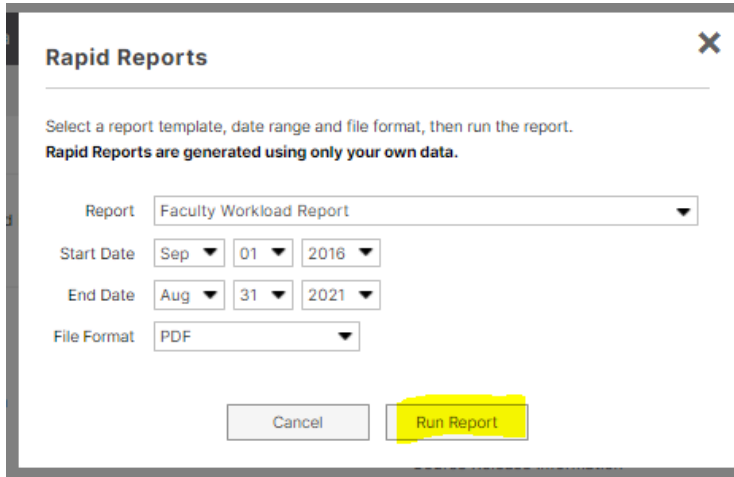*Report Formatting Screen*

Figure 3.

File Format

5. Click "Run Report" in the bottom of the Report Formatting Screen to receive the Faculty Workload Report. *(Figure 4)*

Figure 4.

Running the Report

If you have any questions about this report or run into any obstacles, please contact the Office of Faculty Affairs at FPT@utrgv.edu

Report Example:

PDF format

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Faculty Workload Report

First Name	Middle Name	Last Name	Username	People Soft Id	Academic Year	Teaching %	Externally Funded Grants (Buyout) %	Externally Funded Grants (Cost-Share) %	Institutionally Sponsored Research %	Clinical Service %	Service (Departmental, College, University Committee, Professional, and Community Service, etc.) %	Administrative Assignments (Associate Dean, Chair/Director, Program Coordinator, etc.) %	Total (must sum to ≤100 %)
John		Smith	john.smith	6001234567	2020-2021	80	0	0	0	0	20	0	100

Office of Faculty Affairs
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