



A Guide to FPT's Faculty Workload Report

*How to format and run a report
for Chairs, Deans, and College Administrators*

Created by the Office of Faculty Affairs

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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.

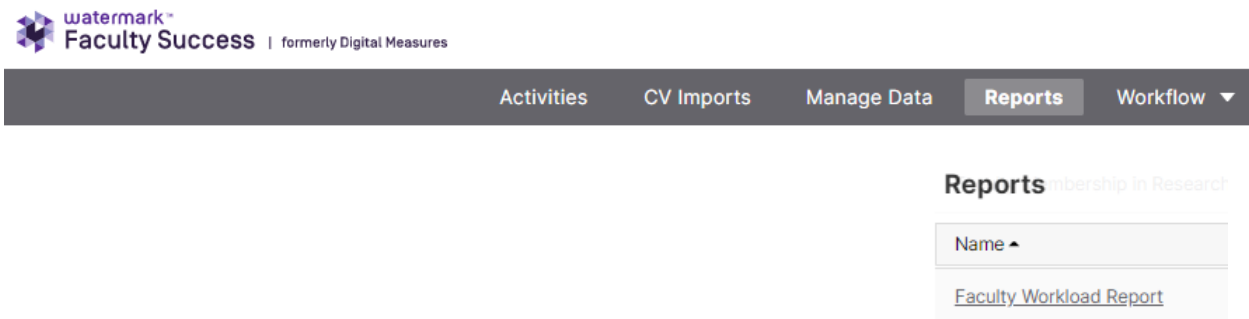
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2. Click on the FPT icon in your application section.



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3. In the FPT dashboard click on the “Reports” tab in menu bar. Scroll down list of reports and click on the “Faculty Workload Report.” (Figure 1)

Figure 1.

FPT Dashboard, Reports



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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 through 6 will provide further detail.

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

Whom to Include: By clicking on “Change Selection,” you will have options to run individual or group reports. Make a selection and click “Save”. (Figure 3)

Include These Accounts: (Figure 4)

Enabled Only = All currently active faculty accounts

Disabled Only = All inactive faculty accounts

Enabled and Disabled = All faculty accounts that are active AND inactive

Report Options: The default is Full Time faculty. You will have the option to include or not include Part Time faculty in the report. (Figure 5)

File Format: File format options are Microsoft Word, Excel, PDF, and Web Page. (Figure 6) See page 5 for examples of PDF and Excel report format options.

Figure 2.

Report Formatting Screen

< Run Faculty Workload Report Run Report

Download this report's template

1 **Date Range** Start Date: January 01 2021 End Date: December 31 2021

2 **Whom to Include** Users Selected by: All Change Selection Include These Accounts: Enabled Only

3 **Report Options** a) Full Time or Part Time?: Full Time

4 **File Format** File Format: Microsoft Word (.doc) Changes made to the Microsoft Word document **will not** be reflected in the system. Page Size: Letter

Figure 3.

Whom to Include

Start Date: January 01 2021

Individuals or groups to include [X]

- > College
- > Department
- > Faculty/Staff Rank
- > Individual
- > Type of Review

Cancel Save

Figure 4.

Include These Accounts

Include These Accounts

) Full Time or Part Time?

Figure 5.

Report Options

a) Full Time or Part Time?

Figure 6.

File Format

File Format

Page Size

5. Click “Run Report” in the mid-to-top right of the Report Formatting Screen to receive the Faculty Workload Report. (Figure 7)

Figure 7.

Run Report

< Run Faculty Workload Report

Download this report's template

1 Date Range Start Date

End Date

2 Whom to Include Users Selected by Department (1)

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 1:

PDF format

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
Faculty Workload Report

Faculty Name: Smith, John

Academic Year: September 1, 2020 - August 31, 2021

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 %)
2020-2021	59	0	1	30	0	10	0	100

Report Example 2:

Excel 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	59	0	1	30	0	10	0	100