

APDB Timeline Spring 2017

Task	Details	Distrib Date	Due Date
Faculty Verification & Assigned Time	ASIR will provide electronic reports for each department which list appointed faculty. Coordinators should do the following: <ol style="list-style-type: none"> 1.) Review faculty appointments and ensure that all ATFs and adjunct forms for active faculty are in process. 2.) Enter assigned time codes and WTUs for all applicable faculty into screen 31X. 3.) If faculty member(s) are missing from the report, add them in screen 31A with salrange=8. 	2/10 (1/31 add/drop)	2/24
Supervision Roster Review	ASIR will provide electronic reports that list the student rosters in each supervision course offered by department. Coordinators should do the following: <ol style="list-style-type: none"> 1.) Review student rosters and provide faculty RedID and name in the designated area if different from faculty of record listed. Highlight worksheets to indicate changes on the page. 2.) Provide correct faculty RedID and name for any supervision section with O GRAD or blank faculty of record. 	2/17 (2/14 census)	2/24
Pre-FAD Review	ASIR will provide a pre-FAD report for each department that will include faculty appointment, teaching WTUs, assigned time codes/WTUs and courses taught. Basic errors will be flagged but each appointment must be reviewed for accuracy. Changes should be indicated on the report where applicable and details can be provided in the "comments" section. Changes in assigned time should be made in screen 31X.	3/3	3/15
AT Evaluation Report	ASIR will generate report after pre-FAD and distribute to college coordinators. Reports are due back to dean's office.	4/3	Set by Dean's Office
FAD Report Distribution	Paper reports generated and distributed to college dean's offices.	4/3	N/A