Proposed System

The Executive Directors of the School of Computing and Information Technologies (SoCIT) of APC prefers that the current Faculty Loading process be enhanced that still follows the specific policies of the college. Faculty loading is the process of distribution of teaching workloads among faculty members that requires careful planning for optimization of resources. An effective faculty loading system can speed up the process of loading schedule to teaching assignments and faculty members. Furthermore, it can help the program head/s do projections in teaching assignment. Another feature of the proposed system is an Analytics – based Reporting Module where it can match certain criteria to a faculty member for loading purposes.

Faculty Loading System (Enhanced)

1. The enhanced module retrieves and loads the necessary data for faculty loading process.

    In the Enhanced Faculty Loading Module:

    a. Online Teaching Evaluation Rating from HR Module in Flavio System

    b. Teaching History from Flavio Module

    c. List Course Offerings from Flavio Module

    d. List of course schedule and room assignment from Flavio Module

2. The Program Head updates the following database tables in preparation for consolidation in faculty loading process.

    a. Schedules of faculty with teaching load for the next term

    b. Specialization of faculty member

    c. Special Cases

3. The Program Head tags the faculty members.

4. The Faculty Loading System generates the proposed faculty loading based on consolidation and matching algorithms.

5. The Program Head reviews the generated proposed schedule of the Enhanced Faculty Loading System and approves it if it is the final load to be given to the faculty member.

6. If the Program Head approves the generated proposed schedule, he/she will send the proposed schedule to the faculty member via email and via Flavio Module.

7. The Program Head edits the generated proposed schedule, based on special cases, if necessary, before sending to the concerned faculty member.

8. The faculty member receives the proposed schedule to review then sends his/her confirmation to the Program Head. If the faculty member has a concern or disagreement in the proposed schedule, the faculty member can consult the Program Head via email and via personal meetings.

The Faculty Loading System will generate report statistics of each faculty member schedule.