

## Adjustments for Instructional Workload

Instructional workload is automatically assigned in CUNYfirst when instructors are assigned to classes. Departments are responsible for ensuring workload values associated with each instructor are accurate. In doing so, departments may need to adjust the default workload values in CUNYfirst to account for JUMBO sections (upward adjustments) or TEAM TEACHING, CROSS LISTED CLASSES, RESEARCH/IND STUDY CLASSES (downward adjustments). Departments are responsible for making these adjustments within the first month of classes.

### Steps to adjust workload

1. Navigate to the Schedule Class Meetings page on CUNYfirst using the following navigation:  
Curriculum Management → Schedule of Classes → Schedule Class Meetings
2. Enter the Academic Institution, Term, Class Nbr and Class Section fields. Hit the “Search” button.

#### Schedule Class Meetings

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

▼ Search Criteria

Academic Institution: = ▼ QNS01 🔍

Term: = ▼ 1189 🔍

Subject Area: = ▼ 🔍

Catalog Nbr: begins with ▼ 🔍

Academic Career: = ▼ 🔍

Campus: begins with ▼ 🔍

Session: = ▼ 🔍

Class Nbr: = ▼ 42013 🔍

Class Section: begins with ▼ 1 🔍

Description: begins with ▼ 🔍

Course ID: begins with ▼ 🔍

Course Offering Nbr: = ▼ 🔍

Case Sensitive

Search Clear Basic Search Save Search Criteria

3. Select the “Workload” tab.

**Meetings** | Enrollment Cntrl | Exam

**Course ID:** 004392      **Course Offering Nbr:** 1  
**Academic Institution:** Queens College  
**Term:** 2018 Fall Term      Undergrad  
**Subject Area:** BIOL      BIOL - Biology  
**Catalog Nbr:** 11      Intro to College Biology

**Class Sections**  
 Session: 1      Regular Academic Session      **Class Nbr:** 42013  
**Class Section:** 1      **Component:** Lecture      **Event ID:** 000826605  
 Associated Class: 1      **Units:** 4.00      [Associated Class Attributes](#)

**Meeting Pattern**      Find | View All      First 1 of 1 Last  

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
RE-100	269	TR3	12:15PM	1:30PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/27/2018 to 12/21/2018

 REMSEN 100      **Topic ID:**      **Free Format**      Intro to College Biology  
 Topic:        
 **Print Topic On Transcript**      [Contact Hours](#)

**Instructors For Meeting Pattern**      Personalize | Find | View All      First 1 of 1 Last  

Assignment	Workload	ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		10839942	Muehbauer,Esther	Prim Ins	<input checked="" type="checkbox"/>	Approve		1	300024

**Room Characteristics**      Personalize | Find | View All      First 1 of 1 Last  

*Room Characteristic	*Quantity

- Select the drop down arrow for the "Assign Type" field to select the appropriate reason for the adjustment. For more information on which Assign Type to select, please refer to the CUNYFirst FWL Assignment Types document. Adjust the workload value to the new amount.

**Academic Institution:** Queens College  
**Term:** 2018 Fall Term      Undergrad  
**Subject Area:** BIOL      BIOL - Biology  
**Catalog Nbr:** 11      Intro to College Biology

**Class Sections**  
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**Class Section:** 1      **Component:** Lecture      **Event ID:** 000826605  
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**Meeting Pattern**      Find | View All      First 1 of 1 Last  

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
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 REMSEN 100      **Topic ID:**      **Free Format**      Intro to College Biology  
 Topic:        
 **Print Topic On Transcript**      [Contact Hours](#)

**Instructors For Meeting Pattern**      Personalize | Find | View All      First 1 of 1 Last  

Assignment	Workload	ID	Name	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
		10839942	Muehbauer,Esther	TCREG	<input checked="" type="checkbox"/>	100.0000	3.00	<input checked="" type="checkbox"/>	

**Room Characteristics**      Personalize | Find | View All      First 1 of 1 Last  

*Room Characteristic	*Quantity
43	1

**Academic Shift**      Personalize | Find | View All      First 1 of 1 Last  

Academic Shift

- Save the record.