Using Digital Measures for the MSU Denver Reduced Teaching Load Process

Faculty member creates a Reduced Teaching Load: Category II Faculty screen item for the type of reduced teaching load (e.g., Department, School, Grant-Related) s/he is requesting.

Faculty member adds reduced teaching load application information to Section I: For Category II Faculty - Request for Reduced Teaching Load of the screen item.

All reduced teaching load application approval levels run the Reduced Teaching Load report to access the application information.

All reduced teaching load application approval levels add their approval/disapproval information to Section II: Application Approval of the faculty member’s Reduced Teaching Load screen item.

The reduced teaching load evaluator adds evaluation information to Section IV: For Evaluator - Evaluation of Reduced Teaching Load Activities of the faculty member’s Reduced Teaching Load screen item.

The evaluator runs the Reduced Teaching Load report to access the faculty member’s description of the reduced teaching load activities s/he accomplished.

If applicable, after the reduced teaching load activities have been completed, the faculty member adds information to Section III: For Faculty - Reporting of Reduced Teaching Load Activities of the Reduced Teaching Load screen item.

All evaluation approval levels add their approval/disapproval information to Section V: Additional Signatures of the faculty member’s Reduced Teaching Load screen item.

Blue outline indicates Faculty input
Green outline indicates request approval process
Orange outline indicates evaluation and evaluation approval process (if applicable)