



Office of the Vice Chancellor for Faculty and Staff Relations

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Telephone: (212) 794-5353 Fax: (212) 794-5667

TO: The Personnel Directors
The Computer Center Directors

January 12, 1990

FROM: Rudy Lobou

RE: CUPS MEMORANDUM #90-02: WORKLOAD DATA COLLECTION

As stated in Vice Chancellor Bloom's memorandum of December 26, 1989, 'WORKLOAD DATA COLLECTION,' the University will, beginning in the Spring of 1990, be collecting data on Instructional Staff workload.

If a campus wishes to submit data in batch instead of entering the workload data on Screen 17, there will be two different ways this can be accomplished. Data can be transmitted to MIS via the VM network (to user CUNYVM.RMLBH) or by submitting a tape to the University Computer Center tape librarian. At the option of the college, these procedures can be done once an academic year or once a semester.

The files should contain only employees in full-time faculty titles. For all other titles, the data will be supplied by the CUPS system.

Attached are two documents; the "CUPS WORKLOAD FILE LAYOUT" and the "CUPS WORKLOAD TRANSMITTAL FORM." If the college will be submitting a tape, the CUPS WORKLOAD TAPE TRANSMITTAL must be sent to me. The definitions of the data fields and the frequency of submission have been covered in Vice Chancellor Bloom's memorandum December 26, 1989. All fields must be filled in. If the college will be submitting data for only one semester and not the entire academic year, the college will still be required to enter the non-submitted semester and zero fill its workload fields. The Campus Code, Employee ID Number and Title Code fields are required.

Data submitted for batch updates will be processed either once per academic year or once per semester. Additions, corrections and deletions will be accomplished only through the on-line system.

If you have any questions regarding this memorandum or submission of the workload data, please call me at (212) 541-0363.

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Attach.

cc: Vice Chancellor Ira Bloom
Vice Chancellor Joseph F. Vivona
Dean Judith Bronstein
The Provost and Deans
of Faculty
The Vice Presidents and Deans
of Administration
The Labor Designees
Dr. Brenda Spatt

Ms. Ellen Fiorentino
Ms. Audrey Friedland
Ms. Gail Bernstein
Mr. Donald Glickman
Mr. Arthur I. Plutzer
Mr. Jack Chen
Mr. Steve Sidler
Ms. Arlene Curci