View Your Workload

Overview: Instructors can view their workload through self-service. Workload represents the courses taught and the associated teaching credits for a designated term. For adjuncts, workload represents the number of units for which they will be paid.

1. From the NOVA home page, click MyNOVA
2. Click VCCS SIS: Student Information System>Self-Service>Faculty Center>My Schedule
3. Click SIS Workload
4. Use the Scroll Arrows to find the correct term
5. Workload for the term is indicated under the Workload Assignment tab.

Notes:
- Please ignore the status listed below the term, in this case “Full-Time”. It is a default and may not represent your real status. Also ignore the “Assignment FTE%”
- Assign Type: these descriptions are tied to the type of workload being listed. In addition to lecture, you will see lab, collapsed, not included, etc.
• Since classes are “rolled over” from previous terms a year in advance, teaching assignments and workload for those future terms are still being determined.
• If you have any questions or concerns about your workload, please contact your Division Dean or Program Head.