



# New Student Information System

## User Manual

User Account: College Dean

Function: Standard Academic Load

## Contents

<b>A. System Overview</b> .....	3
<b>B. Instructions</b> .....	4
1. View the faculty Job Degrees standard academic load .....	4

## A. System Overview

- From the Faculty Follow-up menu, the College Dean can select the screen “**Standard Academic Load**” to view the faculty Job Degrees standard academic load.

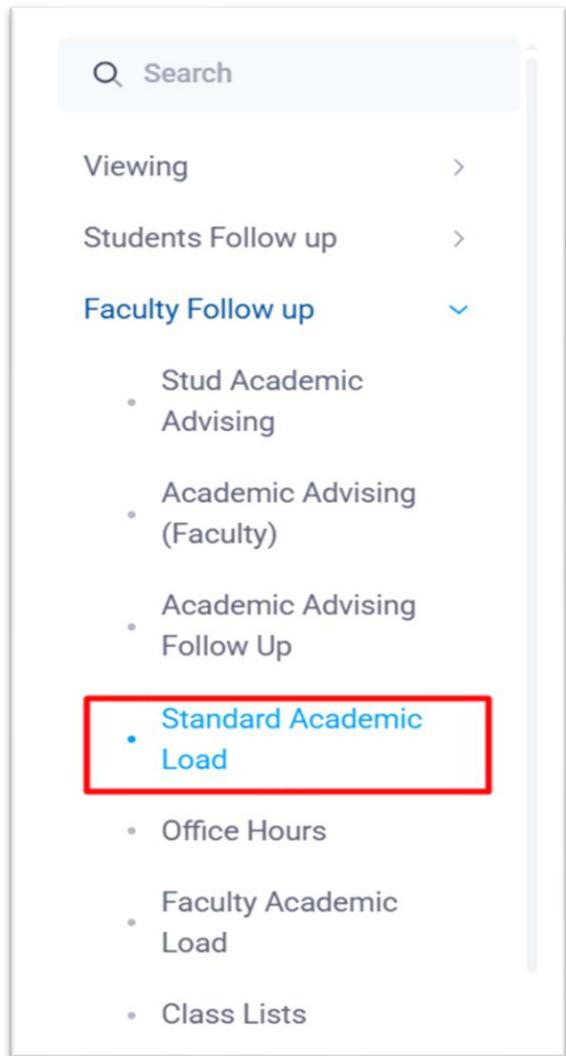
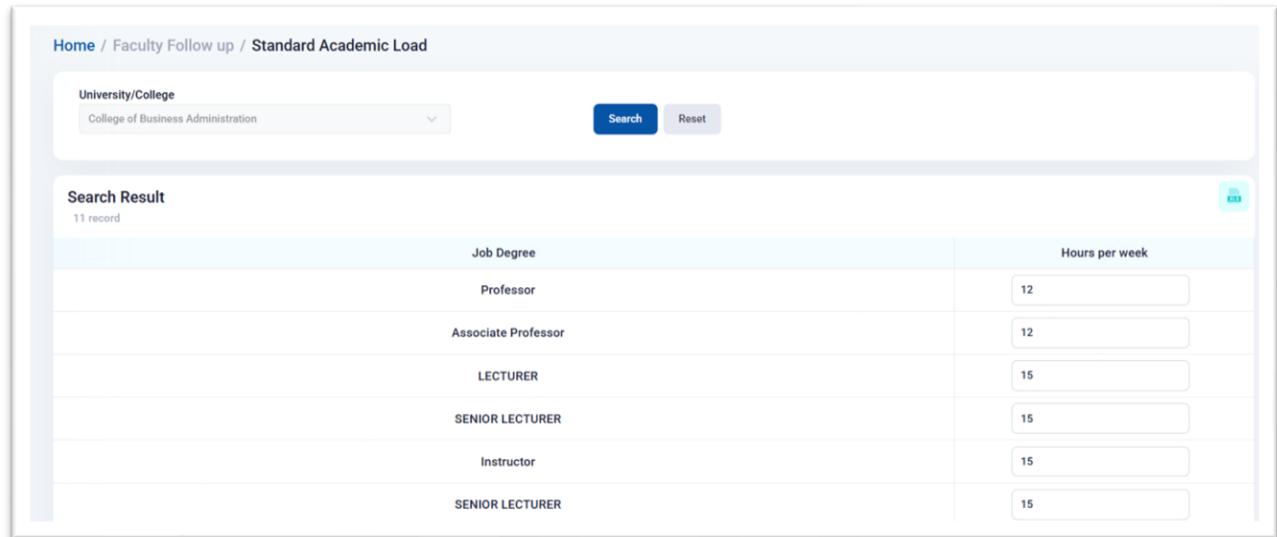


Figure 1-office hours

## B. Instructions

This screen allows the College Dean view the faculty Job Degrees standard academic load.

1. View the faculty Job Degrees standard academic load:



Job Degree	Hours per week
Professor	12
Associate Professor	12
LECTURER	15
SENIOR LECTURER	15
Instructor	15
SENIOR LECTURER	15

Figure 2- view the faculty Job Degrees standard academic load

