

SKU

BUS-HED-FAC

Solution area

Business Operations

Works with

Academic Curriculum & Scheduling Hub, Facilities & Maintenance Management, Strategic Roadmapping, Operational Resilience

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Datasheet

v1.0

SmartSuite

Business Operations > Higher Education Operations · Datasheet

Faculty & Staff Management

Manage faculty assignments, workloads, and staff responsibilities with real-time visibility across departments and academic operations.

What it is

Faculty & Staff Management is the process of managing assignments, workloads, and responsibilities of academic and administrative personnel within an institution. It ensures that teaching and operational resources are aligned with institutional needs.

SmartSuite’s Faculty & Staff Management software provides a structured, scalable system to manage faculty and staff assignments, workloads, and responsibilities across academic departments. It enables institutions to move from fragmented spreadsheets and disconnected systems to a unified platform for workforce coordination.

With a centralized system of record, academic leaders gain visibility into how faculty and staff are allocated across courses, programs, and operations.

Core capabilities

Faculty Assignment & Teaching Load Management

Assign instructors to courses and track teaching responsibilities.

Staff Role & Responsibility Management

Define and manage roles across departments and operations.

Workload Planning & Balancing

Ensure equitable distribution of teaching and administrative work.

Cross-Department Coordination

Align faculty and staff across programs and departments.

Real-Time Visibility into Workforce Allocation

Track who is assigned where and to what responsibilities.

Integration with Scheduling & Curriculum

Ensure assignments align with academic plans.

Approval & Workflow Management

Manage assignment approvals and changes.

Reporting & Workforce Analytics

Track workload, utilization, and performance trends.

Role-Based Access Control

Ensure appropriate visibility and governance.

The Faculty & Staff Management Lifecycle

Step 1 Define Roles and Structure Establish faculty and staff roles across departments.	Step 2 Plan Workload and Capacity Assess availability and teaching requirements.	Step 3 Assign Faculty & Staff Allocate resources to courses and operations.	Step 4 Monitor Workload & Performance Track utilization and balance workloads.	Step 5 Adjust and Optimize Continuously Refine assignments based on changes and insights.
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Who it is for

Academic Deans Oversee faculty allocation and program alignment.	Deans / Department Chairs Manage teaching assignments and workloads.	Registrar Coordinate scheduling and faculty assignments.
Faculty Members Manage teaching responsibilities.	Operations & Administration Teams Ensure coordination across departments.	Executive Leadership Monitor workforce performance and planning.

Works with

Academic Curriculum & Scheduling Hub Aligns faculty assignments with course schedules.	Facilities & Maintenance Management Coordinates staffing with physical resources.
Strategic Roadmapping Aligns workforce with institutional goals.	Operational Resilience Manages approvals and changes.

Built differently. Faculty & Staff Management runs on the same relational platform as every other SmartSuite product, so its records link to the risks, controls, issues and evidence they affect, and every report reflects the current state rather than a copy.

See it working with your data

Ask your SmartSuite account team for a demo of Faculty & Staff Management configured for your organization, or read the full product entry at smartsuite.com/products/faculty-staff-management.

Schedule a demo