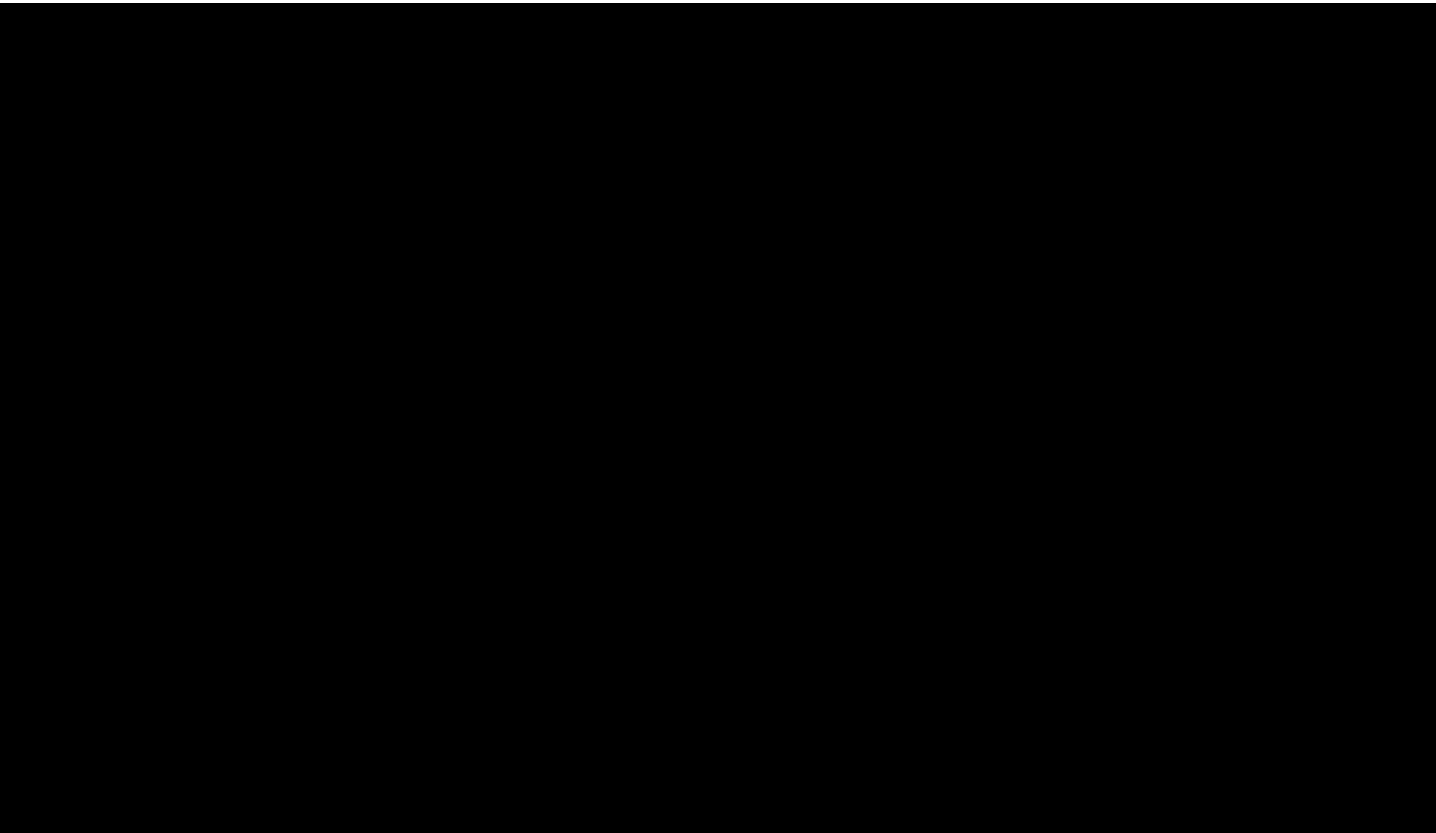# SURF Fulltime Instructor Tentative Assignment Letters

Once you receive an email notification from your dean, you may log into SURF to view your tentative assignment letter.

To access your tentative assignment:

1. After logging into SURF, click the **Faculty Center tile,** then **My Schedule** to view your classes. Your class assignments for the current term are displayed on this page. If you would like to select a different term, click on the change term button. Click **my term workload** to view your online confirmation letter.

2. Your term workload is now being displayed. If you have term overload (if not, skip to the next step) select your **term overload**. The first class is the default. Enter your overload as banked or paid. Your Banked amount plus your Paid amount must equal your total Term Overload.
3. Click **Accept**.

4. Confirm your online teaching assignment. Check the **Electronic Signature** box and click **Accept and Save**. If you do not accept, please contact your dean with any questions or concerns.

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5. An email notification message will display. Click **OK**.

An email notification has been sent to your dean that you have accepted your term workload. (0,0).
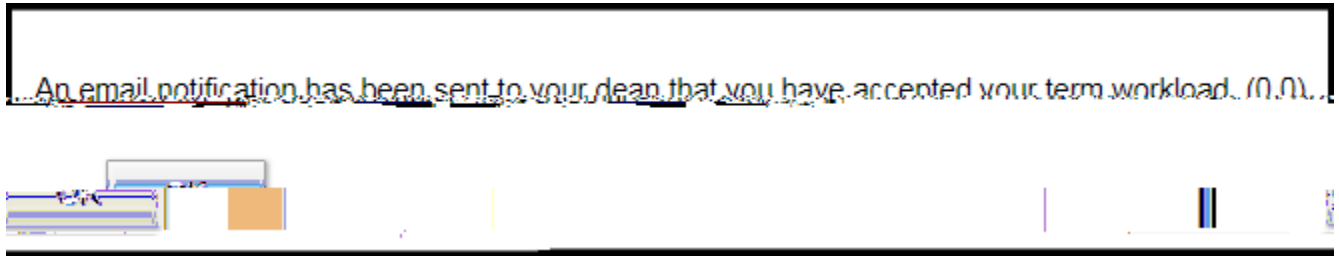
6. Click **Return** or **Faculty Homepage** to return to your homepage.