



Instructor Term Workload and Faculty Term

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1.0 User Guide Instructor Term Workload and Faculty Term File

Instructional and non-instructional assignments can be made once a faculty member has an employee ID and has been added to the Instructor Advisor Table with a Primary Academic Org and Approved Course row(s). Additional information is available in the User Guide Instructor Assignment and the CSUSB Course Schedule Build and Maintenance User Guide. All APDB workload reporting data for instructional (class sections) and non-instructional assignments (Instructional Administrative Fraction-IAF, Assigned Time, and Other Support Fraction-OSF) is extracted from the Term Workload Page.

Instructors may be added to the Term Workload table in three ways:

- ✚ A term row is created manually to the Term Workload table. Manual entry is normally done by Academic Scheduling once the Unit 3 Appointment Form is received.
- ✚ The prior term-copy process creates a term row for instructors who have an existing term row from the source term.
- ✚ The assignment of class sections creates a term row for an instructor without an existing term row. If the term row exists class sections are added to the existing row.

Navigate to Curriculum Management > Instructor/Advisor Information > Instructor Term Workload

Use Find an Existing Value, Enter the Instructor ID number. If not known type last name in the Name field. If the faculty does not have existing term data rows use Add a New Value

The screenshot shows the 'Term Workload' interface. On the left is a 'Menu' sidebar with 'Instructor/Advisor Information' > 'Instructor Term Workload' selected. The main area has a title 'Term Workload' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values'. Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' button is highlighted with a red box and an arrow pointing to it from the text 'Click Search'. Below the buttons are three search fields: 'ID:' with a dropdown set to 'begins with' and a text input containing '000002222'; 'Academic Institution:' with a dropdown set to 'begins with' and an empty text input; and 'Name:' with a dropdown set to 'begins with' and an empty text input. There is a 'Case Sensitive' checkbox which is unchecked. Below the fields are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'. At the bottom of the search area are links for 'Find an Existing Value' and 'Add a New Value'. A red box on the right contains the text: 'Search results will only include faculty who have existing workload defined in the table. Find an Existing Value is used to make modifications as necessary on a term-by-term basis. For faculty without existing Term Workload rows use'. A red arrow points from this box to the 'Add a New Value' button.

1.1 TERM WORKLOAD - Add a New Value

ID Enter employee ID if known, if not known use lookup table.



Lookup value search result will be extensive and you will be required at the next screen to refine your search.

Search Results
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	HID Short Description	Last Name	First Name
000000013	CMS-Student	Male	11/22/1985	(blank)	787545656	USA	SSN	CMSSTUDENT	CMSSTUDENT
000000026	Tran_test2,Allison_test	Unknown	12/31/1980	(blank)	999999999	USA	SSN	TRANTEST	ALLISONTEST

ID 0 (zero) can be entered to open the search

Campus ID Leave blank

National ID May use SSN if known

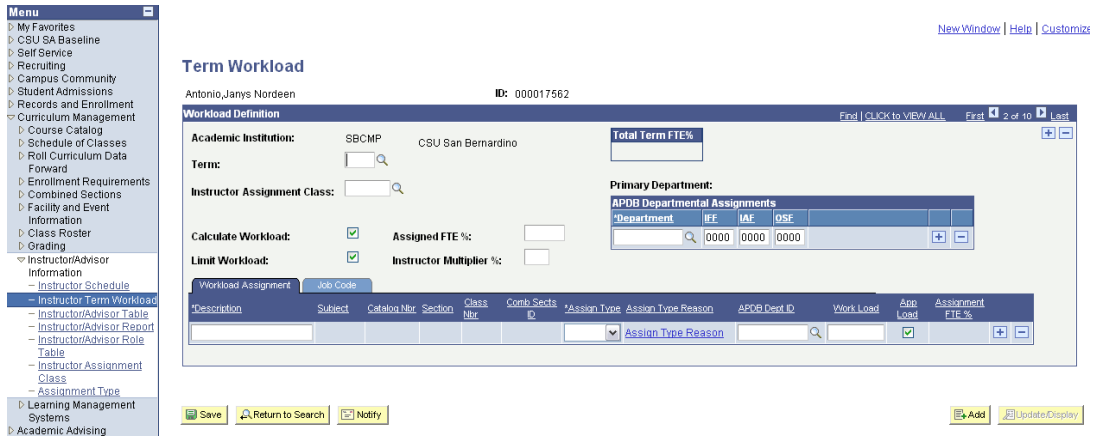
Last Name Use this value to refine search when the ID values are not known

First Name Include first name to refine a last name search when the last name may be common to many faculty.

Click **Search**

You will see a refined list of search results. Select the faculty to be added to the Term Workload from returned values.

Click **Add** button to add the faculty to begin Term Workload entry



1.2 WORKLOAD DEFINITION - Add New Value

Term: Enter the 4-character term.

Instructor Assignment Class Enter the Assignment Class. Valid values are FULL for tenure track faculty and PART for non-tenure track faculty. The Instructor Assignment Class has no reporting functionality and can be changed as needed. Once the Instructor Assignment Class is entered Calculate Workload, Limit Workload, Assigned FTE%, Instructor Multiplier%, and Primary Department fields will fill in with the appropriate default information.

Calculate Workload Default check box on, do not change.

Limit Workload Default check box off, do not change.

Assigned FTE% Default 999.00, do not change.

Instructor Multiplier% Defaults 100, do not change

Total Term FTE% Calculated field, will populate as workload is assigned.

Primary Department

Primary Department populates from the Primary Academic Organization field on the Instructor/Advisor Table. Primary Department number must have at least one matching APDB Departmental Assignments row and at least one matching APDB Dept. ID row in the Workload Assignment Grid. Additional information is available in the APDB Assignment and Faculty Term File section beginning on page 6.

Click 

1.3 WORKLOAD DEFINITION - Existing Value

Workload definition data may exist due to the copy process and/or class section assignment. Changes may be made at any time to existing information. Refer to information documented in the previous section Workload Definition – Add New Value.

Use Click to View All, navigation arrows, or Find to locate appropriate term row. If Term row does not exist use + (plus sign) to add row. **Do not type over Term field if**



Find navigation: Click on Find link. A search string will appear (usually top left of PeopleSoft window). Enter the 4-character term and click on OK. This will take you to the term requested.

Enter 4-character term and click OK

1.4 Workload Assignment – Class Sections

You cannot add, delete, or modify instructional assignments in the Term Workload Table. Changes to instructional data are made on the Meeting page for the class section. Additional information is available in the CSUSB Schedule Build and Maintenance User Guide.

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
THEA LAB/PERFORM	TA	221	02	82857		Instruct	Assign Type Reason	711	1.30	<input checked="" type="checkbox"/>	8.67
DAN 200/300A					0011	Instruct	Assign Type Reason		2.60	<input checked="" type="checkbox"/>	17.33
DAN 200/300D					0013	Instruct	Assign Type Reason		2.60	<input checked="" type="checkbox"/>	17.33

Description	Course titles and combined section description populate when an instructor is assigned to a class section on the Meetings Page in the Instructors for Meeting Pattern field.
Subject	Displays the academic subject for the class section assigned to the instructor.
Catalog Nbr	Displays the catalog number for the class section assigned to the instructor.
Sect	Displays the section number for the class to the instructor.
Class Nbr	Displays the auto generated Class# value associated with the course assigned to the instructor.
Comb Sects ID	Combined sections ID appears when course sections that have been placed into a combined section holder are assigned to the instructor. Combined sections values are created on the Sections Combined Table page. Additional information is available in the User Guide Combined Sections.
Assign Type	Displays the assignment type Instruct for class section assignments.
Assign Type Reason (hyperlink)	Use to select the Workload Reason Code and the Time Source Code for non-instructional workload assignments.
APDB Dept ID	Displays the Academic Organization for the course. The Academic Org Number must match one of the APDB Departmental Assignments rows. Additional information is available in the APDB Assignment and Faculty Term File section beginning on page 6.
Work Load	Displays the workload (WTU) hours associated with the class section assignment.

App Load

Check box determines whether the assignment counts toward an instructor’s overall assigned full-time equivalency percentage. The App Load check box setting corresponds to the Include Assignment in Workload check box setting on the related Schedule of Classes component and cannot be changed.

Assignment FTE%

Assignment FTE percentage represents the particular assignment’s weight based on the 100 percent weekly workload hours value for the assignment type. For example, if the 100% Weekly Workload Hours field is set to 15 on the Assignment Type page, and you assign an instructor to teach a 4-hour lecture component with the same assignment type, the assignment FTE percent equals 26.67 (4 divided by 15 equals .2667).

Job Code – Class Sections

You cannot modify instructional assignments in the Term Workload Table– changes to instructional data, including Empl Rcd# and corresponding Job Code, are made on the Meeting page for the class section.

Workload Assignment		Job Code							
Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code		
HOMELAND SECURITY	CJUS	555	70	60276	Regular Academic Session	0	2360	+	-
INTERN CRIM JUST	CJUS	575	01	60561	Regular Academic Session	0	2360	+	-

2.0 APDB Assignment and Faculty Term File

The APDB Faculty Term File is extracted for reporting purposes each term and sent out to the departments/colleges for review prior to the creation of the Faculty Assignment by Department report. The Faculty Term File will **not** include faculty who do not have accurate Academic Org information in the Primary Department, APDB Departmental Assignments, and Workload Assignment Grid. There must be matching information in all three areas of the Term Workload Table. Non-matching data is the number one reason for the exclusion from the file.

Term Workload

Stewart Jr, Walter T ID: 000008787

Workload Definition Find | View All First 1 of 5 Last

Academic Institution: SBCMP CSU San Bernardino Total Term FTE%: 66.66

Term: 2084 Spring 2008

Instructor Assignment Class: FULL Full-time Tenure Track

Calculate Workload: Assigned FTE %: 125.00

Limit Workload: Instructor Multiplier %: 100

Primary Department: 369

APDB Departmental Assignments

*Department	IFF	IAF	OSF	
369	0333	0667	0000	Primary Assignment

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
Department Chair						Admin	Assign Type Reason	369	8.00	<input checked="" type="checkbox"/>	53.33
INTRO INFO TECHNOLOGY	INFO	102	01	41394		Instruct	Assign Type Reason	369	2.00	<input checked="" type="checkbox"/>	13.33

Primary Department matches APDB Departmental Assignments Department and those two components match APDB Dept ID row in Workload Assignment

If the Primary Department Academic Org is incorrect it must be changed on the Instructor Advisor Table. There can only be one Primary Academic Org for an instructor. If an instructor has multiple appointments there must be multiple APDB Departmental Assignments as well as multiple APDB Dept. ID rows in the Workload Assignment Grid.

Term Workload

Dulgeroff, James ID: 000058798

Workload Definition Find | CLICK TO VIEW ALL First 4 of 12 Last

Academic Institution: SBCMP CSU San Bernardino Total Term FTE%: 46.67

Term: 2084 Spring 2009

Instructor Assignment Class: PART Part-time Non Tenure Track

Calculate Workload: Assigned FTE %: 999.00

Limit Workload: Instructor Multiplier %: 100

Primary Department: 369

APDB Departmental Assignments

*Department	IFF	IAF	OSF	
369	0267	0000	0000	Primary Assignment
235	0267	0000	0000	Other Assignment

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
ECON OF ENVIRON	ECON	360	01	40479		Instruct	Assign Type Reason	235	4.00	<input checked="" type="checkbox"/>	26.67
APP BUS STATISTICS	SCM	210	01	40895		Instruct	Assign Type Reason	369	3.00	<input checked="" type="checkbox"/>	20.00

Instructors with multiple appointments must have a "Primary Assignment" and an "Other Assignment" with instructional/non-instructional data in the Workload

If the APDB Dept ID—in the Workload Assignment grid—is incorrect for instructional assignments the APDB Dept ID can only be changed on the Meeting Page for the class Assignment.

Term Workload

Chuang,Beatrice ID: 000023750

Workload Definition

Academic Institution: SBCMP CSU San Bernardino
 Term: 2094 Spring 2009
 Instructor Assignment Class: FULL Full-time Tenure Track

Calculate Workload: Assigned FTE %: 999.00
 Limit Workload: Instructor Multiplier %: 100

Total Term FTE%: 212.26

Primary Department: 186

APDB Departmental Assignments

Department	IFF	IAF	OSF	Assignment
186	1000	0000	0000	Primary Assignment

Workload Assignment

Description	Subject	Catalog Nbr	Section	Class Nbr	Comb. Sects ID	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
Asian Studies coordinato						Special	Assign Type Reason	186	4.00	<input checked="" type="checkbox"/>	26.67
INTL EXPERIENCE:ASIAN STUDIES	HUM	578D	01	43300		Instruct	Assign Type Reason	360	4.00	<input checked="" type="checkbox"/>	26.67
INTERNSHIP ASIAN STUDIES	ASIA	575D	01	43345		Instruct	Assign Type Reason	119	4.00	<input checked="" type="checkbox"/>	26.67

Instructor's Primary Department and APDB Departmental Assignments code is 186. HUM and ASIA courses must be changed to 186 on the Meetings page Workload tab to

Navigate to Curriculum Management>Schedule of Classes>Maintain Schedule of Classes. Enter Search criteria for the class that requires the update, click on the Meetings page, click on the Workload tab in the Instructors for Meeting Pattern section and change the APDB Dept. ID to the correct Academic Org.

Basic Data: **Meetings** Enrollment Cntrl Reserve Cap Notes Exam LMS Data QL Interface

Course ID: 025036 Course Offering Nbr: 1
 Academic Institution: CSU San Bernardino
 Term: Spring 2009 Undergrad
 Subject Area: HUM Humanities
 Catalog Nbr: 328 ASIAN CULTURAL TRADITIONS

Class Sections

Session: 1 Regular Academic Session Class Nbr: 41674 Class APDB Mapping Values
 Class Section: 01 Component: Seminar Event ID: 000016428

Meeting Pattern

Facility ID: UH0106 Capacity: 170 Pat: ITR Mtg Start: 2:00PM Mtg End: 3:50PM M: T: W: T: F: S: S: Start/End Date: 04/04/2009 - 06/15/2009

Instructors for Meeting Pattern

ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
000023750	Chuang,Beatrice	Instruct	186	<input checked="" type="checkbox"/>	100.0000	4.00	<input checked="" type="checkbox"/>	26.67

Change APDB Dept ID on the Meetings page Workload tab to 186 to match Primary Department and APDB Departmental Assignments

APDB Departmental Assignments fields including Department, IFF, IAF, OSF and non-teaching assignments fields including Description, Assign Time, Assign Type Reason, APDB Dept ID, and Work Load in the Workload Assignment grid are either populated during the prior-term copy process or entered manually. Instructional information in the Workload Assignment/Job Code Grid populates from the Meetings page of the Schedule New Course or Maintain Schedule of Classes module.

2.1 WORKLOAD DEFINITION - APDB Departmental Assignments

The APDB Departmental Assignments fields must include all Instructional, Administrative, and Other Support fractions (Total Support). There must be at least one assignment in the Workload Assignment grid for each department entered into the APDB Departmental Assignments group box **including** the instructor's primary department. Add rows for multiple APDB Departmental Assignments as necessary for instructors with more than one appointment.

Department

The APDB Departmental Assignments information is initially populated by Academic Scheduling once the Unit 3 Appointment Form is received. For full-time tenure-track instructors this field will be the same as the Primary Department. At least one APDB Departmental Assignments row Department (Academic Org) must match the Primary Department Academic Org and must have a corresponding APDB Dept. ID row in the Workload Assignment grid. Additional APDB Departmental Assignments rows may be added using the + (plus) sign for part-time instructors with multiple Department appointments.

IFF

Full-time instructors, without any administrative or other support time, should have an IFF equal to 1000 (1.000 decimal inferred). The IFF is also referred to as the Total Support Fraction. For full-time instructors with administrative time or other support time this field equals the instructional fraction reduced from 1000 depending on the amount of WTU for IAF and OSF. The IFF is not reduced for assigned-time. Part-time instructors should have an IFF equal to the WTU/15 appointment fraction.

WTU Time Base Fraction Chart: The WTU fractions for full-time and part-time instructors are as follows:

<u>Full-time</u>		<u>Part-time</u>	
Time Base	Fraction	Time Base	Fraction
1/12	0083	1/15	0066
2/12	0167	2/15	0090
3/12	0250	3/15	0166
4/12	0333	4/15	0200
5/12	0417	5/15	0333

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6/12	0500	6/15	0400
7/12	0583	7/15	0466
8/12	0667	8/15	0533
9/12	0750	9/15	0600
10/12	0833	10/15	0667
11/12	0917	11/15	0733
12/12	1000	12/15	0800
		13/15	0866
		14/15	0933
		15/15	1000

IAF

For full-time instructors with administrative time, this field will reflect the administrative fraction. The IFF + IAF will equal 1000.

Other Support

For instructors with "other support" (such as grants), this field equals the other support fraction. For full-time instructors without administrative time the IFF + OSF will equal 1000.

The screenshot shows a 'Workload Definition' window for SBCMP (CSU San Bernardino) in Fall 2009. The 'Total Term FTE%' is 66.67. The 'Instructor Assignment Class' is 'FULL' (Full-time Tenure Track). The 'Assigned FTE %' is 125.00 and the 'Instructor Multiplier %' is 100. The 'Primary Department' is 197. An 'APDB Departmental Assignments' table shows department 197 with IFF 0500, IAF 0500, and OSE 0000. A table below lists assignments: 'Department Chair' (Admin, 6.00 work load, 40.00 assignment FTE %) and 'GANGS' (Instruct, 4.00 work load, 26.67 assignment FTE %). Two red boxes with text provide context: one for the Department Chair row stating 'IFF is reduced for Department Chair (Administrative) appointments. IFF plus IAF equals 1000.' and another for the GANGS row stating 'IFF is not reduced for Assigned Time. IFF equals 1000.'

Instructor Term Workload and Faculty Term

Workload Definition Find | CLICK to VIEW ALL First 1 of 10

Academic Institution: SBCMP CSU San Bernardino **Total Term FTE%** 26.67

Term: 2098 Fall 2009

Instructor Assignment Class: FULL Full-time Tenure Track

Calculate Workload: Assigned FTE %: 125.00

Limit Workload: Instructor Multiplier %: 100

Primary Department: 235

APDB Departmental Assignments				
Department	IFF	IAF	OSF	Primary Assignment
235	1000	0000	0000	

Workload Assignment		Job Code									
Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Assn Type	Assn Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
AT #1						Instr Sv	Assn Type Reason	235	4.00	<input checked="" type="checkbox"/>	26.67

Workload Definition Find | CLICK to VIEW ALL First 1 of 10

Academic Institution: SBCMP CSU San Bernardino **Total Term FTE%** 71.13

Term: 2092 Winter 2009

Instructor Assignment Class: FULL Full-time Tenure Track

Calculate Workload: Assigned FTE %: 125.00

Limit Workload: Instructor Multiplier %: 100

Primary Department: 590

APDB Departmental Assignments				
Department	IFF	IAF	OSF	Primary Assignment
590	0333	0000	0667	

Workload Assignment		Job Code									
Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Assn Type	Assn Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
UCDD Grant						Other S	Assn Type Reason	590	8.00	<input checked="" type="checkbox"/>	53.33
TEACHING OF PSYC I	PSYC	630	01	23230		Instruct	Assn Type Reason	590	2.00	<input checked="" type="checkbox"/>	13.33

IFF is reduced for Other Support. IFF + OSF equals 1000.

Primary Department: 590

Department Assignments				
Department	IFF	IAF	OSF	Primary Assignment
590	0500	0000	0000	
351	0500	0000	0000	Other Assignment

Total IFF for instructors with multiple appointments cannot exceed 1000

2.2 Workload Assignment – Non-instructional

Non-instructional assignment may copy forward during the copy term process. Updates to information are the responsibility of the department/college and can be done at anytime prior to the production of the APDB files per term. For APDB production timelines contact the APDB Coordinator in Academic Scheduling.

Workload Assignment		Job Code											
*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %		
Department Chair						Admin	Assign Type Reason	197	6.00	<input checked="" type="checkbox"/>	40.00	+	-
GANGS	CJUS	453	01	83618		Instruct	Assign Type Reason	197	4.00	<input checked="" type="checkbox"/>	26.67	+	-

Description For all non-instructional time including Assigned-time, Administrative time, and Other Support time, a manual description of the assignment must be entered. APDB reporting only allows 1 Administrative time assignment, 3 Assign-time assignments, and 1 Other Support assignment. The Description field is for internal use only and can be filled in to meet the needs of the department/college.

Assign Type Select the Assign Type translation value from the lookup table. Values are Chancellor’s Office delivered Assignment Type translations. Use the Assign-time table beginning on page 13 for assistance in determining Assign-time values.

Assign Type and Code

Accred	34	Instr Svcs	23
Admin Time	IAF	Instruct	IFF
Advising	31	Non-Trad	15
CBE/Eval	17	Not Include	NON
CFA	41	Other Supp	OSF
Course Pre	12	Other Supp	OSF
Curriculum	33	Overload	14
Dev/Impl	22	Related Co	32
Excess Enr	11	Special In	21
Facil Plan	35	Supt/Grad	18
In Service	16		

[Assign Type Reason](#)
([hyperlink](#))

Click on link to select the Assign Type Reason that corresponds to the Assign Type selected (not all assign type codes include a reason code.) and the Time Source Code.

Assign-time

Assign Type Reason

Assignment Type: 31

Workload Reason Code: Dept Graduate Coordinator

Time Source Code: Department

OK Cancel

Administrative time

Assign Type Reason

Assignment Type: IAF

Workload Reason Code: Dept Chair, Assoc/Asst Chair AY

Time Source Code: College Assoc/Asst Dean
College Dean/Div Chairs
Crd Tchsr Edu/Stdnt Tchsr Suprv
Dept Chair, Assoc/Asst Ch 12mo
Dept Chair, Assoc/Asst Chair AY
Univ Provost, Assc Provst, Grd D
Univ other (Prod Mgr, etc)

OK Cancel

Other Support time

Assign Type Reason

Assignment Type: OSF

Workload Reason Code: Grant or Research (Non-GF)

Time Source Code: GF-Non Instructional
Grant or Research (Non-GF)
Teaching (Non-GF)

OK Cancel

APDB Dept. ID

Enter the Academic Organization (department) code for the assignment. **This number should be the same as the Primary Department.** If the Primary Department Code is incorrect contact the APDB Coordinator in Academic Scheduling.

Primary Department:	197			
APDB Departmental Assignments				
Department	IFE	IAE	OSF	
197	0500	0500	0000	Primary Assignment

Work Load

Enter the appropriate units for the assignment.

App Load

Check box on.

Assignment FTE%

Default calculated values returned reflect the percentage of the assignment in relation to total workload based on the 15 WTU baseline.



The APDB Departmental Assignments IFF is not reduced because of Assigned time and is reduced because of Administrative time and Other Support time

2.2.1 Job Code – Non-instructional

Empl Rcd # generates Job Code. The Empl Rcd # for non-instructional assignment, is entered on the Job Code tab. Job Code generates the faculty Range Code column on the Faculty Term File. The Range Code Table for the FTF is available on page 16 of this user guide.

Workload Assignment		Job Code							
*Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code		
Department Chair						1	2482	+	-
GANGS	CJUS	453	01	83618	Regular Academic Session	0	2360	+	-

Description

Populates from data entered on Workload Assignment tab.

EmplRcd#

Use the lookup tool to select the appropriate record row number for the assignment.

Look Up Empl Rcd#

EmpID: 000006122
 Empl Rcd Nbr: =
 Department ID: begins with
 Job Code: begins with

Search Results

CLICK TO VIEW ALL First 1-7 of 7 Last

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	CF1010	Criminal Justice	2360	Instr. Fac AY	Emp	Active
1	CF1010	Criminal Justice	2482	Dept Chair AY	Emp	Active
100	P3000	FDN- Projects and Grants	E156	Faculty- Researcher	Emp	Active
101	P3000	FDN- Projects and Grants	E149	Faculty- Project Consultant	Emp	Active
102	P3000	FDN- Projects and Grants	E138	Faculty- Content Developer	Emp	Active
103	P3000	FDN- Projects and Grants	E151	Faculty- Project Director	Emp	Active
104	P3000	FDN- Projects and Grants	E151	Faculty- Project Director	Emp	Active

Click 

▬ ASSIGNED TIME CODE TABLE

2.2.2 Assign Time (AT1, AT2, AT3)

In certain cases a faculty member may be assigned up to three assignments of Assign-time. The following are activities for which WTUs may be assigned at either school, department, or university level:

11 **Excess Enrollments**

- a. For classes with Census Date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.
- b. For classes with Census Date enrollment of over 120, a graduate assistant, a student assistant, or an additional 3 Wtu may be assigned. Assignment of graduate assistants is a preferable way of handling such large class loads, but it is recognized that qualified graduate assistants are not always available. In no case shall a faculty member be granted assigned Wtu for more than one class with excess enrollments.

12 **New Preparations**

A faculty member may be given assigned Wtu for preparation of courses never before taught by that particular faculty member, if courses actually taught include two or more such new preparation.

14 **Course or Supervision Overload**

A faculty member may be given assigned Wtu equal to course or supervision overload earned in a prior fiscal year provided that calendar considerations so necessitate and the faculty member has not been present for the full preceding academic year.

15 **Nontraditional Instruction**

A faculty member may be given assigned Wtu for activities involving instruction and evaluation, which include such activities as modularized instruction, self-pace instruction, team teaching, cluster courses, thematic projects, open laboratory, sponsored experimental learning or other community activities, writing adjunct, mediated instruction (involving computers, television, and/or other media devices), and peer instruction. These activities typically do not involve a single instructor regularly meeting a group of students in an assigned classroom or laboratory setting.

16 **Inservice Training K-12 School Personnel**

A faculty member may be given assigned Wtu for activities involving inservice training for K-12 school personnel. Typically, the activities are provided on the school site using a variety of instructional modes and do not necessarily involve an instructor regularly meeting a group of students in an assigned classroom or laboratory setting.

17 **Credit by Examination/Evaluation**

A faculty member may be given assigned WTU for activities that give primary emphasis to the evaluation of a student's knowledge and skills rather than upon the instructional process by which the knowledge and skills are acquired. Such activities include:

- a. Credit by evaluation of prior experiential learning (e.g., based upon evaluation of a portfolio of materials).
- b. Credit by examination (where the examination is generated and evaluated in whole or in part by the campus), including comprehensive and challenge examinations. The characteristics of evaluation activities that should be treated as part of the regular instructional program involve (1) regularly enrolled students, and (2) a substantial effort on the part of the faculty member to perform any of the following tasks:
 1. Interview and make a preliminary assessment of the student's background.
 2. Counsel the student regarding preparation for the evaluation.
 3. Selection or preparation of the examination or assistance in preparation of a student portfolio.
 4. Evaluation of the portfolio or evaluation of the student response to the examination.

18 **Instructional Support for Graduate Students**

A faculty member may be given assigned WTU for special graduate student testing duties, in particular for conducting comprehensive examinations for master's degree candidates and examinations in fulfillment of foreign language requirements.

21 **Special Instructional Programs**

- a. A faculty member may be given assigned WTU for participation in a team teaching effort. The total assigned and earned WTU associated with a team-taught course may not exceed the WTU generated by the course multiplied by the number of faculty members teaching the course. In addition, no individual faculty member may be given more WTU, both earned and assigned than the course generates.
- b. A faculty member may be given assigned WTU for program and tape production for instructional television.
- c. A faculty member may be given assigned WTU for liaison duties among multiple sections of the same course.

22 **Instructional Experimentation, Innovation, or Instructionally Related Research**

- a. A faculty member may be given assigned WTU for development and implementation of experimental programs involving:
 1. Instructional television
 2. Computer assisted instruction
 3. Other innovations in instruction

- b. A faculty member may be given assigned WTU for documented research evaluations which are demonstrably related to the instructional functions and programs of the university.

23 **Instruction-Related Services**

A faculty member may be given assigned WTU for his/her services related to University clinics, academic skills center, farms, art galleries, and other campus institutions and facilities which are ancillary to the instruction program.

31 **Advising Responsibilities**

- a. A faculty member may be given assigned WTU for carrying an excessive advising load due to a relatively high proportion of part-time faculty in his/her department.
- b. A faculty member may be given assigned WTU for carrying a greater than normal share of departmental or college advising responsibilities.
- c. A faculty member may be given assigned WTU for services as departmental graduate adviser.

32 **Instruction-Related Committee Assignments**

- a. A faculty member may be given assigned WTU for participation over and above normal levels in such areas as curriculum, personnel, budget, library, audiovisual, and selection committees at the department, college, or university level.
- b. A faculty member may be given assigned WTU for membership in or liaison to special committees whose activities have significant bearing on the instructional programs of the university, or the CSU system at large.
- c. Includes all university assigned time.

33 **Curricular Planning or Studies**

- a. A faculty member may be given assigned WTU for special individual or committee related curriculum planning, development, and redevelopment activities.
- b. A faculty member may be given assigned WTU for development of special test for credit by examination.

34 **Accreditation Responsibilities**

A faculty member may be given assigned WTU for accreditation responsibilities.

35 **Instruction-Related Facilities Planning**

A faculty member may be given assigned WTU for duties related to planning of instructional facilities.

41 **California Faculty Association Activities**

3.0 RANGE CODE TABLE

- 0 - Graduate Assistant
- 1 - Assistant, volunteer, teaching associate
- 2 - Instructor, coaching assistant
- 3 - Assistant Professor, coaching specialist
- 4 - Associate Professor, coach
- 5 - Professor, head coach
- 6 - Administrator (Assoc Dean, Dean etc.)
- 7 - Teaching Associate (Grad assistant assigned to classes)
- 8 - Other (when an invalid value in Salary Range Code is encountered, other than 0-7, default to 8).

4.0 ADMINISTRATIVE CODE TABLE

- 1 - Dept. Level AY, Dept Chairs, Athl Dirs.
- 2 - Dept. Level 12 Month Appointment
- 3 - Coord Teach Educ (All app terms, schl, dept)
- 4 - School Level Deans
- 5 - School Level Associate and Assistant Dean
- 6 - Campus Lvl Deans and Assoc VP for Grad Deans
- 7 - Campus Level All Others