

HSU Assigned Time Usage

Code	Descr	HSU Usage	Funding Source	Notes
11a	Excess Enrollment (75-96)	census enrollment 75-96	College	1.00 WTU assigned
11b	Excess Enrollment (97-120)	census enrollment 97-120	College	2.00 WTU assigned
11c	Excess Enrollment (>120)	census enrollment greater than 120	College	3.00 WTU assigned
12	New Preparations	course development, new faculty release	College	new faculty time must match or exceed negotiated release stated in appt letter
14	Course or Supervision Overload	overload from prior term, Grad WTU banking	College	prior term carryover must have prior approval from the Dean, and normally within an AY only (i.e., Fall to Spring). For detail, see full guide linked below.
15	Non-Traditional Instruction	C78 Workload only	College	as negotiated and approved by Dean during curriculum approval process
16	In-Service Training for K-12 School Personnel		College	no recent use at HSU
17	Credit by Examination or Evaluation	Ex) Challenge Exams	College	
18	Instructional Support for Graduate Students	programs to support grad students	College	
21a	Special Instructional Programs - Team Teaching	Ex) WTUs assigned for participation in a team teaching effort	College	
21b	Special Instructional Programs - Instructional TV	Ex) tape production for instructional television	College	no recent use at HSU
21c	Special Instructional Programs - Liaison	Ex) multi-section coordination, TA coordination	College	
22	Instructional Experimentation, Innovation, or Instructionally Related Research	Ex) grant development, college match, mentoring programs	College	
23	Instructional-Related Services	Ex) Writing Center, Various lab directors, Galleries, Instructional Support	College	
31a	Dept Grad Coordinator	Ex) grad coordinator	College	
31b	Advising - Excess Load	Ex) Excess advising load - beyond normal duties	College	
31c	Advising - Excess/Dept Staffing	Ex) Excess staffing for advising - not normal part of duties	College	
32	Instructional-Related Committee Assignments	Ex) Administrative assignments, faculty governance	College	
33	Curricular Planning or Studies	Ex) Curriculum planning or committee, program review duties	College	
34	Accreditation Responsibilities	only used for accreditation work	College	
35	Instruction-Related Facilities Planning	remodel or development	College	
41	California Faculty Association Activities	release time for CFA	College	use IAFe if reimbursed by OAA
IAFa	Department Chair, Acad Year	AY Department Chairs	College	
IAFb	Department Chair, 12 month	12-month Department Chairs	College	
IAFc	College Assoc/Asst Dean	Faculty assigned to support work for Coll Dean	College	
IAFd	School Level, Deans/Div Chairs	Ex) Program Leaders, Directors, KRA Lab Directors	College	
IAFe	Univ, Other (Prod Mgr, etc)	Campus-wide assignments, Ex) Senate, UFPC, Gen Faculty President, CFA (OAA supported)	University	Assignments supported by OAA reimbursement
OSFa	Gen Fund - Non-Instructional	Ex) Ombudsperson, Director Diversity Program, Faculty Athletic Rep, CSU	University or Chancellor	Assignments supported by CSU or non-OAA HSU reimbursement
OSFb	Grant or Research (Non-Gen Fund)	All non-GF grants	Reimbursed	
OSFc	Teaching (Non-Gen Fund)	Externally funded teaching	Reimbursed	

For additional information on AT Code Usage at HSU, see:

http://www.humboldt.edu/aps/docs/HSU_Assigned_Time_Codes.pdf