

HSU GUIDELINES FOR USAGE OF ASSIGNED TIME CODES ^{1, 2}

INSTRUCTIONAL RELATED ASSIGNED/RELEASE TIME

Numeric codes are used for instructionally related assignments.

Assigned/release time with numeric codes contributes to the Instructional Faculty Fraction (IFF).

11. Excess Enrollments (=>75)

- For classes with census date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.
- 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.

HSU uses a further breakdown in the use of assigned time for excess enrollments, provided no graduate assistant or student assistant time is available, coded as follows:

11a. *Census enrollment of 75-96 = 1 WTU*

11b. *Census enrollment of 97-120 = 2 WTU*

11c. *Census enrollment over 120 = 3 WTU*

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 preparations.

HSU uses for new faculty release time; new course development

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.

At HSU, must be approved by Dean in advance; more commonly used for workload carried over from a prior term within the same academic year (i.e., Fall to Spring). May be used for grad WTUs earned in a prior fiscal year.

15. Non-Traditional Instruction

A faculty member may be given assigned WTU for activities involving instruction and evaluation, which include such activities as modularized instruction, self-paced 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.

*Effective Fall 2011, used **only** in conjunction with workload generated through C-78 classification non-traditional instruction courses. Workload WTUs assigned must be negotiated and approved by the Dean during the curriculum approval process.*

16. In-Service Training for K-12 School Personnel

A faculty member may be given assigned WTU for activities involving in-service 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 on a campus.

¹ Faculty assigned time code usage was reviewed and updated effective Fall 2006. Changes had the greatest impact on OSF, IAF (formerly referred to as ALC), and numeric codes 22, 23 and 32.

² APDB/FAD limits to only 3 assigned time entries per faculty member. Multiple assignments using the same code will be listed only once with the total for all assignments within that code. Assignments for individuals with 4 or more codes will be condensed into 3 AT codes.

Prior to Fall 2006, Redwood project grant work was listed under this code (now OSF1). No recent usage at HSU.

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:

- Credit by evaluation of prior experiential learning (e.g., based upon evaluation of a portfolio of materials).
- 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:

- Interview and make a preliminary assessment of the student's background.
- Counsel the student regarding preparation for the evaluation.
- Selection or preparation of the examination or assistance in preparation of a student portfolio.
- Evaluation of the portfolio or evaluation of the student response to the examination.

HSU also uses for Assessment of Prior Learning courses.

18. Instructional Support for Grad 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 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.
- A faculty member may be given assigned WTU for program and tape production for instructional television.
- A faculty member may be given assigned WTU for liaison duties among multiple sections of the same course.

At HSU, used for section coordination (e.g., course coordination, team teaching), coded as follows:

21a. *Team Teaching*

21b. *Instructional TV*

21c. *Liaison*

22. Instructional Experimentation, Innovation, or Instructionally Related Research

- A faculty member may be given assigned time for development and implementation of experimental programs involving:
 - Instructional television
 - Computer assisted instruction
 - Other innovations in instruction
- A faculty member may be given assigned time for documented research evaluations which are demonstrably related to the instructional functions and programs of the college.

HSU uses for non-reimbursed research or grant work, grant development, mentoring programs.

23. Instruction-Related Services

A faculty member may be given assigned WTU for his services related to college clinics, study skill centers, farms, art galleries, and other campus institutions and facilities which are ancillary to the instruction program.

HSU uses as above if paid by Department or College. Prior to Fall 2006, used for ancillary instructional programs for off campus facilities (now ALC or OSF, dependent upon funding source).

31. Advising Responsibilities

- 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 a department.
- A faculty member may be given assigned WTU for carrying a greater than normal share of departmental or school advising responsibilities.
- A faculty member may be given assigned WTU for services as departmental graduate adviser.

Notes on HSU usage: Advising, Graduate Coordinator.

32. Instruction-Related Committee Assignments

- A faculty member may be given assigned WTU for participation over and above normal levels in such areas as curriculum, personnel, budget, library, audio-visual, and selection committees at the department, school or college level.
- 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 college, or the CSU system at large.
- Includes all-university assigned time.

HSU uses for Faculty Governance, administrative assignments.

33. Curricular Planning or Studies

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

HSU also uses for Program Review duties

34. Accreditation Responsibilities

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

At HSU, only used for accreditation work.

35. Instruction-Related Facilities Planning

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

At HSU, only used for facilities planning (i.e., remodel or development)

36. Probationary Faculty Activities

Assigned time given to new probationary faculty members for a reduction in instructional assignment to assist them with establishing their programs of research, scholarship and/or creative activities, and carrying out other activities that would support them in meeting the requirements for retention, tenure and promotion, pursuant to provision 20.36 of the collective bargaining agreement between the CSU and the California Faculty Association (CFA).

37. Exceptional Service Level Activities

Assigned time given to faculty members who are engaged in exceptional levels of service that support the CSU's priorities such as far as student mentoring, advising, and outreach, in addition to other service that goes significantly beyond the normal expectations of all faculty. Awarded pursuant to provision 20.37 of the Unit 3 CBA.

41. California Faculty Association (CFA) Activities

Each CFA campus Chapter President and each of four CFA statewide officers (President, Vice President, Secretary, Treasurer) shall be granted a reduction in workload, without loss of compensation, of up to three (3) WTU on a semester campus, or four (4) WTU on a quarter campus, per academic term.

HSU also uses for additional tasks reimbursed by CFA with notification from the Chancellor's Office.

INSTRUCTIONAL ADMINISTRATIVE (non-teaching) ASSIGNED TIME

FUNDED BY OAA OR COLLEGE

IAF codes (formerly referred to as ALC) are used when the funds are paid through OAA funds for non-teaching, instructional related responsibilities.

*IAF WTUs are **deducted** from the faculty's **instructional appointment time base** reflected in the APDB/FAD calculations.*

Ex) Full time faculty with 3.00 WTUs release through an IAF code, will have a .20 IAF timebase and .80 Instructional Faculty Fraction (IFF) timebase.

IAFa. Dept Chair AY

HSU uses for AY Chair assignments

IAFb. Dept Chair - 12 month

HSU only uses for 12 month Department Chair assignments

IAFc. College Assoc/Asst Dean

HSU uses for

IAFd. School Level, Deans/Div Chairs

HSU uses for Program Leaders, Directors, Lab Directors (e.g., Educ Prog Leaders, Clinic Athl Train, Aquatics, KRA Lab Directors)

IAFe. University, Other

HSU uses for campus-wide committee assignments (e.g., Senate, UFPC, Gen Faculty President); also used for OAA-supported CFA activities

Project Managers, Directors, Program Leaders, Coordinators that are campus wide (e.g., Distance Educ Coordinator, Campus Senior Woman Advisor, Director International Studies, Distant Educ Coord, Schatz Lab)

At HSU, used for section coordination (e.g., course coordination, team teaching), coded as follows:

21a. Team Teaching

21b. Instructional TV

21c. Liaison

OTHER SUPPORT FRACTION (non-teaching, non-instructional) ASSIGNED TIME

NOT FUNDED BY OAA

- *OSF codes are used when the funds are **not** paid by OAA and are non-teaching, non-instructional related responsibilities.*
- *OSF WTUs are **deducted** from the faculty's **instructional appointment time base** reflected in the APDB/FAD calculations.*
 - *Ex) Full time faculty with 3.00 (.20 time base) OSF code will have a .80 Instructional Faculty Fraction (IFF).*

OSF0 = Other State Funds

Notes on HSU usage: Ombudsman, Dir Diversity Prog, CSUPERB, EnACT, Faculty Athletic Rep

OSF1 = Grant: Redwood Projects

Notes on HSU usage: RAMP, Redwood Science Project

OSF2 = Grant: GWPE

Notes on HSU usage: Only the Graduation Writing Proficiency Exam

OSF4 = Grant: Academic

Notes on HSU usage: Any/all grants academically related

OSF5 = External non-State Funds

Notes on HSU usage: Trust Accounts, Matching HSU dollars