FAD REVIEW CHECK LIST

Here are the main areas to check for accuracy on the FAD. PLEASE MAKE ANY NOTES OR CORRECTIONS IN RED OR GREEN INK.

☐ **1. Are all instructors listed?**

Only those with teaching assignments or assigned time will appear on the FAD. If any faculty with teaching assignments are missing, write in their name and paid time base. Effective Spring 2015, those on full-time leaves and FERP faculty during a non-teaching term working during their time off should be listed as Volunteers (will appear as "Administrator"), with a time base of 0.03.

☐ **2. Are newly promoted faculty listed at correct rank? Are lecturers with recent range elevations listed at correct rank?**

Identify errors as "INCORRECT RANK" and write in the correct rank. Please note that the FAD report does not differentiate between tenure-track and temporary faculty ranks. For example, an Assistant Professor and a Lecturer B would have the same rank: ASSISTANT PRF/LECT B.

☐ **3. Is the time base for part-time faculty correctly listed?**

The time base that appears at the center of the top row for each instructor under TSF (Total Support Fraction) should equal the total paid time base. The time base under IFF should match the TSF (paid time base) of the appointment minus any OSF and IAF assigned time (see details under Q7 below). Be sure to check that these are correct, especially if there have been revisions since the initial appointment. Identify errors as "INCORRECT TIME BASE" and write in the correct time base of the appointment.

☐ **4. Are WTUs correctly counted?**

Check the totals for part-time faculty. Check that instructors have been input on classes in the class schedule. If an instructor was not entered in the class schedule, note it on your FAD copy. Identify errors as "TOTAL WTUS INCORRECT" and write in the correct number of WTUs for any courses and totals that are incorrect.

☐ **5. Are classes inappropriately "group coded"?**

The FAD does not recognize part-of-term classes as separate sections. For classes with the same mode, same instructor, meeting at the same time, in the same place, the FAD will divide up WTUs, based on the enrollment in the sections. This works for combined sections because faculty should not receive twice the WTUs for essentially the same course. However for part-of-term courses (e.g., 2 half-semester classes) and some other situations, the instructor SHOULD receive credit for each individual section. Identify these courses as "BYPASS GROUP CODING."

☐ **6. Are cross-listed classes group coded? Conversely, have the WTUs for classes that should be combined been adjusted?**

If not, i.e., if the instructor inappropriately received credit for each individual section, identify as "NEEDS GROUP CODING" for further research. If the courses being taught together have different modes, we are not able to force a "group code" and the instructor will receive WTUs for each section – in such cases, a curriculum change to bring the modes into alignment would be needed to fix the problem in the future.

☐ **7. Are assigned time units correctly recorded?**

The numeric Assigned Time (codes 11-41) will list with the code and definition used by the Chancellor's Office, not by the specific task the instructor is performing you submitted on the assigned time form. Identify errors as "INCORRECT AT" and write in correct total units. IAF codes (previously referred to as ALC codes) will appear toward the center of the top row of instructor data on the FAD as a time base listed in the column titled IAF. OSF codes will appear to the right of center of the top row of instructor data on the FAD as a time base listed in the column titled OSF. Both IAF and OSF time bases are deducted from (i.e., decrease) the Instructional Faculty Fraction (IFF).

☐ **8. Are department chair assignments listed correctly?**

Dept Chair time bases are coded as IAF, and will appear in the center of the top row of instructor data under the column IAF. Check that the department chair time base is correct. Identify errors as "INCORRECT DC TIME BASE" and write in correct time base. Please note that if the Department Chair has additional IAF assigned time, these values will be combined on the FAD.

☐ **9. Scan course listings for anything that looks unusual.**

It is not necessary to review every course line by line. However, if you note missing days, times, building or rooms, please note the corrections on your FAD copy.

☐ **10. Are volunteers listed?**

Volunteers who have teaching assignments and who do not have any other type of faculty appointment are reported with a 0.03 time base, regardless of their actual workload. Effective Spring 2015, faculty on full-time leaves and FERP faculty during a non-teaching term working during their time off should be listed as Volunteers (will appear as "Administrator"), with a time base of 0.03. For volunteers who also have a faculty appointment – e.g. part time lecturer doing a volunteer overload, FAD should only show their paid time base.

ADDITIONAL NOTES:

- Instructors with appointments in more than one department will be listed with the full assignment in both departments. However, total WTUs will only show up in one dept.
- Combined sections will show up under the instructor, even if the sections are in different depts.
- Volunteer appointments are reported as "Administrator." This is due to the coding used by the Chancellor's Office.
- After review, send FAD back to IRP if you have corrections. Call Gay x5340 if questions. If you don't have any corrections, please send Gay an email (or your FAD copy) indicating this is the case.

BRIEF DEFINITIONS FOR READING
FACULTY ASSIGNMENT BY DEPARTMENT (FAD)

This is a Chancellor's Office report. The format cannot be altered. The Department Number and Name are CSU assigned and do not always reflect Humboldt's naming conventions.

Faculty Workload

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DATE 10/29/09      CHANCELLOR'S OFFICE        THE CALIFORNIA STATE UNIVERSITIES                    PAGE 30-   74
JOB APD55   PGM APD60        FACULTY ASSIGNMENTS BY DEPARTMENT FOR FALL   2009 CC 30 HUMBOLDT

SCHOOL -  [College Name Here]                 DEPARTMENT -  [Department Name Here]

FACULTY ID    NAME                    RANGE CODE      TSF        IAF  ADM-LVL      OSF                              IFF
  SUBJ   COUR SUFF SEC DISC  L ENR   S CS A-CCU DAYS  BEG  END    TBA FACL SPACE   F  GRP TTF    SCU    FCH  D-WTU I-WTU  T-WTU
         ASSIGNED TIME ACTIVITY
XXXXXX  [Instr ID & Name blocked for security]   PROFESSOR/LECT D     .270        .200   OTH CAM                            .070
  BIOL   0105   20  04011  1  80   *10  1  3.0  MWF 1100 1150           003B 0135   1   1.000  240.0  2.5  3.00
  BIOL   0105   22  04011  1  23   *10 16  1.0  T   1400 1650           003B 0132   2   1.000   23.0  2.8  2.00
  BIOL   0105   24  04011  1  18   *10 16  1.0  W    800 1050           003B 0132   2   1.000   18.0  2.8  2.00
         SPECIAL INS PROG                                                                                     1.0
         EXCESS ENROLLMT                                                                                      1.0
                                ----                                                    ------ ---- ---- ---- ----
TOTAL INDIVIDUAL                 121                                                     281.0  8.1  8.00  1.0   9.0
 **             *       *        *                                *                       *         *    *     *

XXXXX   [Instr ID & Name blocked for security]   PROFESSOR/LECT D  1.000          .700  AY DEPT        SPLIT APPT 65571   .250  .050
  CHEM   0199   10  19051  1  16   *10  7  1.0  MW  1700 1750    001  0120   1  80 1.000   16.0  1.2   .80
  CHEM   0199   11  19051  1  16   *10  7  1.0  TTH 1700 1750    004  0204   1  81 1.000   16.0   .6   .40
  CHEM   0199   12  19051  1  16   *10  7  1.0  TTH 1700 1750    006  0203   1  81 1.000   16.0   .6   .40
  CHEM   0199   13  19051  1  16   *10  7  1.0  MW   900  950    089  0211   1     1.000   16.0  1.8  1.30
  CHEM   0199   14  19051  1   9   *10  7  1.0  MW  1700 1750    001  0116   1  80 1.000    9.0   .6   .50
  CHEM   0199   15  19051  1  19   *10  7  1.0  TTH 1700 1750    003A 0460   1  81 1.000   19.0   .6   .50
  CHEM   0410   10  19051  2  11   *10  5  4.0  MWF  800  850    003A 0565   1      .750   33.0  2.5  3.00
                                              *12       F       1100 1150    003A 0565         .250   11.0   .8   .50
  CHEM   0410   11  19051  2  11   *10 16  1.0  F   1400 1650    003A 0369   2     1.000   11.0  2.8  2.00
  CHEM   0485   01  19051  2   9   *10  5  1.0  M   1700 1750    003A 0564   1     1.000    9.0   .8  1.00
  CHEM   0495   90  19051  2   2   *10 36  1.0  TBA              998        3     1.000    2.0  2.0   .70
  PHYX   0099   01  19021  1  11   *10 14  1.0  TTH 1300 1350    024F 0106   1     1.000   11.0  1.8  1.30
                                ----                                                    ------ ---- ---- ---- ----
TOTAL INDIVIDUAL                 136                                                     169.0 16.1 12.90   .0  12.9
 **             *       *        *                 *         *                            *         *    *     *

XXXXX   [Instr ID & Name blocked for security]   ASSOCIATE PRF/LECT C  1.000     .100  AY DEPT        .200              .700
  KINS   0474   01  08351  2  32   *10  2  3.0  TTH 1230 1350    024F 0256   1     1.000   96.0  2.8  3.00
  KINS   0484   01  08351  2  35   *10  2  3.0  MWF 1200 1250    024F 0256   1      .500   52.5  1.3  1.50
                                              12                            3      .500
  KINS   0492   01  08351  2  14   *10  5  3.0  TTH 1400 1520    006  0181   1     1.000   42.0  2.8  3.00
  KINS   0690   32  08351  3   2   *10 25  3.0  TBA              998        3     1.000    6.0  2.0  1.00
                                ----                                                    ------ ---- ---- ---- ----
TOTAL INDIVIDUAL                  83                                                     196.5  8.8  8.50   .0   8.5
 **             *       *        *                 *      *        *        *             *         *    *     *
```

There are 3 column header rows for instructor info

IFF = TSF minus ALC & OSF Time Bases

TSF = Paid Time Base

Faculty Rank/Range

Dept Chair/ ALC Time Base

Split Appt

Group Coding – # assigned to each grp of courses

Total WTUs

OSF Time Base

Top Line of Column Headings

- **Faculty ID** = Social Security Number
- **Name** = Faculty Name
- **Range Code** = Faculty Rank
    - **Professor/Lect D**= Professor, Head Coach, Principal Vocational Instructor, Lecturer "D"
    - **Assoc Prof/Lect C**= Associate Professor, Coach, Senior Vocational Instructor, Lecturer "C"
    - **Asst Prof/Lect B**= Assistant Professor, Coaching Specialist, Intermediate Vocational Instructor, Lecturer "B"
    - **Instructor/Lect A**= Instructor, Coaching Assistant, Junior Vocational Instructor, Lecturer "A"
    - **Tchg Asst/Lect L**= Teaching Assistant, Lecturer "L"
    - **Tchg Assoc**=Teaching Associate
    - **Grad Assistant**= Not used at HSU
    - **Administrator** = Administrator, Volunteer, SSP (no Instructional Faculty Fraction)
    - **Other** = Other (non-teaching Librarian, Coach, Counselor and Administrator with IFF)
- **TSF** = Total Support Fraction (IFF+IAF+OSF=TSF)
- **IAF** = Instructional Administrative Fraction
- **ADM-LEV** = Administrative Level of IAF (12-mo. or AY Dept. Head, etc.)
- **OSF** = Other Support Fraction (reimbursed or non-instructional fund)
- **IFF** = Instructional Faculty Fraction (total "teaching" time)
- Not in the column header, but could appear in top row for some faculty: **SPLIT APPT** = Faculty teaching in more than one department. The College and Department code refers to the alternate department in which the faculty member taught. Appears to the right of the OSF time base if faculty member has a split appointment

Second Line of Column Headings

- **SUBJ** = Course Abbreviation
- **COUR** = Course Number
- **SUFF** = Course Suffix
- **SEC** = Course Section Number
- **DISC** = HEGIS Discipline Code used for national and CSU reporting
- **L** = Level of course (1 = lower; 2 = upper; 3 = graduate)
- **ENR** = Enrollment in class at census
- **S** = Sequence number for course section segments
- **CS** = Course classification number based on mode of instruction (e.g. 02=Lec, 16- SciLab)
- **A-CCU** = Adjusted Course Credit Units (unit value of course)
- **DAYS** = Days the class meets
- **BEG** = Time the class begins
- **END** = Time the class ends
- **TBA** = To Be Arranged hours (BEG & END show BY ARR)
- **FACL** = Facility or building number
- **SPACE** = Room number
- **F** = Facility Type (1 = lecture; 2 = laboratory; 3 = non-capacity & Supervision
- **GRP** = Group code (2 or more sections with same time, room, & instructor)
- **TTF** = Team Teaching Fraction (proportion of teaching credit for team taught class)
- **SCU** = Student Credit Units (product of enrollment and adjusted course credit hours)
- **FCH** = Faculty Contact Hours (hours of class meeting per week or based on supervision enrollment)
- **D-WTU** = Direct WTU from classes & supervision plus assigned time codes of 11, 15, 17 & 18
- **I-WTU** = Indirect WTU (normally assigned time less codes of 11, 15, 17 & 18)
- **T-WTU** = Total WTU (sum of direct and indirect WTU and compared to Instructional Faculty Fraction for appropriate load)

Third Line of Column Headings (non-heading text description of Assigned Time Activity)

- **ASSIGNED TIME ACTIVITY** = Numeric Assigned Time Codes only (not ALC or OSF).
    - Note: Assigned Time descriptions are based on general categories of assignments (as coded by the Chancellor's Office), not specific on-campus assignments.

Department Totals

SCHOOL - [College Name Here]   DEPARTMENT - [Department Name Here]

FACULTY TYPE	NUMBER ASSIGNMNTS	FTEF	CLASS WTU	SUPERVSN WTU	DIRECT WTU	INDIRECT WTU	TOTAL WTU	DIRECT WTU/FTEF	TOTAL WTU/FTEF	TOTAL SCU	TOTAL FTES	SCU/FTEF	SFR
FULL TIME	21	18.610	158.00	58.00	238.00	20.50	258.50	12.78	13.89	5799.00	392.26	311.60	21.08
PART TIME	32	8.985	136.00	2.30	143.60	1.50	145.10	15.98	16.14	2132.00	142.65	237.28	15.88
GRAD ASSISTANT	0	.000	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
SUBTOTAL	53	27.595	294.00	60.30	381.60	22.00	403.60	13.82	14.62	7931.00	534.92	287.40	19.38
OTHER	0	.000	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL	53	27.595	294.00	60.30	381.60	22.00	403.60	13.82	14.62	7931.00	534.92	287.40	19.38

SALARY RANGE TITLE	NUMBER ASSIGNMNTS	FTEF	CLASS WTU	SUPERVSN WTU	DIRECT WTU	INDIRECT WTU	TOTAL WTU	DIRECT WTU/FTEF	TOTAL WTU/FTEF	TOTAL SCU	TOTAL FTES	SCU/FTEF	SFR
PROFESSOR/LECT D	10	7.804	73.80	28.30	111.10	13.00	124.10	14.23	15.90	2656.00	179.95	340.33	23.06
ASSOC PROF/LECT C	9	7.876	64.20	22.40	94.60	5.50	100.10	12.01	12.70	2351.00	158.32	298.50	20.10
ASST PROF/LECT B	6	5.200	57.00	9.30	75.30	3.00	78.30	14.48	15.05	1619.00	109.58	311.34	21.07
INSTRUCTOR/LECT A	3	1.250	17.00	.30	18.60	.50	19.10	14.88	15.28	365.00	24.38	292.00	19.50
TCHG ASST/LECT L	0	.000	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
TCHG ASSOCIATE	25	5.465	82.00	.00	82.00	.00	82.00	15.00	15.00	940.00	62.68	172.00	11.47
SUBTOTAL	53	27.595	294.00	60.30	381.60	22.00	403.60	13.82	14.62	7931.00	534.92	287.40	19.38
GRAD ASSISTANT	0	.000	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
ADMINSTRATOR	0	.000	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
OTHER	0	.000	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
SUBTOTAL	0	.000	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL	53	27.595	294.00	60.30	381.60	22.00	403.60	13.82	14.62	7931.00	534.92	287.40	19.38

- **NUMBER ASSIGNMENTS** = Number of faculty members
- **FTEF (Full Time Equivalent Faculty)** = The sum of all instructional faculty fraction for the Department/College. (IAF and OSF are not counted in FTEF, only IFF contributes to FTEF)
- **CLASS WTU (Class Weighted Teaching Units)** = The WTU earned from all class sections taught
- **SUPERVSN WTU (Supervision Weighted Teaching Units)** = The WTU earned from all class sections of supervision (classes with CS# 25 or 36)
- **DIRECT WTU** = The WTU earned from all class sections taught as well as WTU earned from Assign Time codes of 11, 15, 16, 17, and 18
- **INDIRECT WTU** = The sum of all departmental assignments associated with Assign Time Codes other than 11, 15, 16, 17, and 18
- **TOTAL WTU** = The sum of Direct and Indirect WTU
- **DIRECT WTU/FTEF** = Direct WTU divided by FTEF
- **TOTAL WTU/FTEF** = Total WTU divided by FTEF
- **TOTAL SCU** = The sum of all class SCU. This is not an accurate account of the SCU earned for the Department/College.
- **TOTAL FTES** = Total SCU divided by 15
- **SCU/FTEF** = SCU divided by FTEF
- **SFR (Student Faculty Ratio)** = Total FTES divided by FTEF. *Please note that SFR on the FAD report is not your department's final SFR; it is only a rough approximation. The final department SFR is calculated through a different process by the Office of Institutional Research and Planning.*