Cal Poly Humboldt
Assigned Time Guide

Table of Contents

Assigned time is the part of the faculty workload that is not automatically populated by the class schedule. This includes some time related to teaching, such as excess enrollment, some not directly related to instruction, such as curriculum development, and some additional roles, such as Department Chair.

Principles and Guidelines
1. Department Coordinators will acquire assigned time data as approved by the Department Chair.
   a. Most assignments from outside the department will come through the Assigned Time Approval Form
2. Department Coordinators will code the assigned time in accordance with HSU usage and guidelines.
3. Department Coordinators will enter assigned time directly into PeopleSoft Instructor Term Workload
4. Department Coordinators will use OBI to review entries.
5. The Dean's Office will use OBI to review and approve entries.

Notes for Entry
1. Collateral Duties are assumed and do not get entered into Instructor Term Workload. Faculty leave is not recorded as assigned time. This will be tracked by the College Office and APS.
2. A full-time tenure-line workload should have a Total Term FTE% of 80.00.
3. Predicted excess enrollment can be entered in Instructor Term Workload for both tenure-line and lecturers, but must be updated with the census enrollment numbers.
4. A maximum of three assignments using numbered codes, three assignments using IAF, and three assignments using OSF can be entered. If a faculty has four assignments in one of these areas, please contact your College Budget Analyst for how they would like it to be entered.
5. Standard language for the description of assigned time appears with the codes in this guide and should be used when entering the assignment.
6. Externally reimbursed assigned time should be added under the appropriate OSF code. For example, CEEGE assignments are under OSFc.

Updated on May 3, 2023

Assigned time codes were reviewed and updated effective Fall 2023. Changes mainly changes assignments which were coded as IAF and OSF to various number codes.

Assigned Time Codes

A maximum of three assignments of codes 11 through 41 may be given to a faculty member.

If an assignment is outside the faculty's home College, such as serving on the University Senate,
then begin the Description with the name or acronym of the department or program giving the assignment, such as "Senate Lecturer Delegate".
Example descriptions in this guide have these program names underlined, but are not underlined in Instructor Term Workload.

Assign Type	Assign Type Reason	Description Format	CSU Definition	Note
11 Excess Enrollments *involves direct student contact*	**a**. Excess Enrollment (75-120) *Time Source Code:* ● usually Department	*<course>* *e.g.* BOT 105	For classes with census date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.	**Appropriate Uses:** ● Excess Enrollment Policy ● Uses Census enrollment **Not Appropriate Uses:** ● For more than one class
	b. Excess Enroll (>120) *Time Source Code:* ● usually Department	*<course>* *e.g.* BOT 105	For classes with census date enrollment of over 120, a graduate assistant, a student assistant, or an additional 3 WTU may be assigned.	
12 New Preparations	— *Time Source Code:* ● usually College	*<courses>* *e.g.* BIOL 104 & 105	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.	**Appropriate Uses:** ● Preparations during the same semester for two or more courses never before taught. **Not Appropriate Uses:** ● Curricular Planning (use 33a) ● New Faculty Release (use 36)
14 Course or Supervision Overload	— *Time Source Code:* ● usually College	Overload from *<semester>* *e.g.* Overload from Spring 2020	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.	**Appropriate Uses:** ● For course overload earned in a prior year if the faculty member has not been present for the full preceding academic year. ● Requires Dean approval.
15 Non-Traditional Instruction *involves direct student contact*	— *Time Source Code:* ● usually Department	C78 *<course>* *e.g.* C78 JMC 154	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.	**Appropriate Uses:** ● C78 Courses ● Should have an associate MOU between the department and Dean's Office **Not Appropriate Uses:** ● Learning Communities (use 23)

	Assign Type	Assign Type Reason	Description Format	CSU Definition	Note
16	In-Service Training for K-12 School Personnel *involves direct student contact*	—	—	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.	Not currently used
17	Credit by Examination/ Evaluation *involves direct student contact*	— *Time Source Code:* ● usually Department	*<assignment>*	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…	**Appropriate Uses:** ● Challenge Exams ● Assessment of Prior Learning
18	Instructional Support for Graduate Students *involves direct student contact*	— *Time Source Code:* ● usually Department	*<assignment>*	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.	**Appropriate Uses:** ● Graduate student testing **Not Appropriate Uses:** ● Graduate Coordinator (use 31c) ● TA Coordinator (use 21c)
21	Special Instructional Programs	**a**. Team Teaching *Time Source Code:* ● usually Department	*<course>* *e.g.* ENGR 326	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.	**Appropriate Uses:** ● Team teaching a course **Not Appropriate Uses:** ● Lab, TA, or Section Coordinator (use 21c)
		b. Instruction TV	—	A faculty member may be given assigned WTU for program and tape production for instructional television.	Not currently used
		c. Liaison *Time Source Code:* ● usually Department	Lab Coord *<course>* or TA Coord *<course>* *e.g.* TA Coord SOC 104	A faculty member may be given assigned WTU for liaison duties among multiple sections of the same course.	**Appropriate Uses:** ● Lab Coordinator ● TA Coordinator
		d. Admin/Evaluation	—	—	Not currently used

	Assign Type	Assign Type Reason	Description Format	CSU Definition	Note

22	Instructional Experimentation, Innovation, or Instructionally Related Research	—
		
		Time Source Code:
		● College
		● University
		● Chancellor
			<assignment>
			
			e.g. Accessibility Fellow
			or
			STEM-NET Interdisc Research
				a. A faculty member may be given assigned time 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 time for documented research evaluations which are demonstrably related to the instructional functions and programs of the college.
					Appropriate Uses:
					● State-side grants
					● Grant development
					● College match for grants
					● Mentoring programs
					● Accessibility Fellows
					● TEK Fellow
					
					Not Appropriate Uses:
					● Curriculum Planning (use 33a)
					● Course Development (use 12)

23	Instruction-Related Services	— *Time Source Code:* ● usually College	*<assignment>* *e.g.* Philosophy Program Lead *or* PBLC S2R Coordinator	A faculty member may be given assigned WTU for services related to college clinics, study skill centers, farms, art galleries, and other campus institutions and facilities which are ancillary to the instruction program.	**Appropriate Uses:** ● Institutions and facilities which are ancillary to the academic program ● Learning Community support ○ *Time Source Code:* University ● Program Leads ● Museums and other support facilities **Not Appropriate Uses:** ● Institutions or facilities outside of an academic program ● Grant development (use 22) ● Department Chairs (use IAF1)
31	Advising Responsibilities	**a.** Excess/Dept Staffing *Time Source Code:* ● usually College	Advising *<program>* *e.g.* Advising History Education	A faculty member may be given assigned WTU for carrying a greater than normal share of departmental or school advising responsibilities.	**Appropriate Uses:** ● Faculty advising outside dept ● Lecturers doing academic advising **Not Appropriate Uses:** ● Club or AS advisors (use 23)
		b. Excess Load *Time Source Code:* ● usually College	Advising *<program>* *e.g.* Advising Wildlife	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 their department.	**Appropriate Uses:** ● TT Faculty with large advising load ● Advising Fellows **Not Appropriate Uses:** ● Club or AS advisors (use 23)
		c. Dept Graduate Coordinator *Time Source Code:* ● usually College	Grad Coord *<program>* *i.e.* Grad Coord English	A faculty member may be given assigned WTU for services as departmental graduate adviser.	**Appropriate Uses:** ● Graduate Program Coordinators **Not Appropriate Uses:** ● Direct work with grad students (use 18)

	Assign Type	Assign Type Reason	Description Format	CSU Definition	Note
32	Instruction-Related Committee Assignments	**a**. Committee Assn GT Normal Level *Time Source Code:* ● usually College	*<assignment>*	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.	**Appropriate Uses:** ● Department committees ● College committees **Not Appropriate Uses:** ● Support for a department's institutions or facilities (use 23)
		b. Committee Assn - Special *Time Source Code:* ● usually University	*<assignment>* *e.g.* <u>Senate</u> Lecturer Delegate	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.	**Appropriate Uses:** ● ASCSU Senators ○ *Time Source Code:* Chancellor ● Ombudsperson ● University Senate
33	Curricular Planning, or Studies	**a**. Curriculum Planning *Time Source Code:* ● College ● University	*<assignment>* *e.g.* Software Engineering *or* <u>ODEI</u> Ethics of Care	A faculty member may be given assigned WTU for special individual or committee-related curriculum planning, development and redevelopment activities.	**Appropriate Uses:** ● All curriculum development ● New program development ● Diversity & Equity Fellow ● Sustainability Fellow **Not Appropriate Uses:** ● Course Development (use 12)
		b. Develop Tests/CBE *Time Source Code:* ● usually College	*<assignment>*	A faculty member may be given assigned WTU for development of special tests for credit by examination.	**Appropriate Uses:** ● Developing tests and exams **Not Appropriate Uses:** ● Administering tests (use 17)
34	Accreditation Responsibilities	— *Time Source Code:* ● College ● University	*<assignment>*	A faculty member may be given assigned WTU for accreditation responsibilities.	**Appropriate Uses:** ● Program Review ● Assessment Fellows **Not Appropriate Uses:** ● Curriculum Planning (use 33a)
35	Instruction- Related Facilities Planning	— *Time Source Code:* ● College ● University	*<assignment>*	A faculty member may be given assigned WTU for duties related to planning of instructional facilities.	**Appropriate Uses:** ● Facilities planning ● Likely involves working with Facilities Management **Not Appropriate Uses:** ● Oversight or work in existing program facilities (use 23)

	Assign Type	Assign Type Reason	Description Format	CSU Definition	Note
36	Probationary Faculty Activities	— *Time Source Code:* ● College	New Faculty Release *<semester (# of 4)>* e.g. New Faculty Release (2 of 4)	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).	**Appropriate Uses:** ● New tenure-line (probationary) faculty with the exact amount of assigned time specified in their appointment letter ● *Usually* 3 WTUs each semester for their first four semesters
37	Exceptional Service Level Activities	— *Time Source Code:* ● University	Exceptional Service	Assigned time given to 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, as well as development and implementation of high impact practices, curricular redesign to improve student access , success and increase enrollment, service to the department, college, university , or community that goes significantly beyond the normal expectations of all faculty. Awarded pursuant to provision 20.37 of the collective bargaining agreement between the CSU and the California Faculty Association (CFA).	**Appropriate Uses:** ● Approved awards for Exceptional Service assigned time
41	California Faculty Association Activities	— *Time Source Code:* ● Reimbursed ● University	CFA *<position title>* e.g. CFA Union Rep	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 6.0 WTU for a semester campus, or 8.0 WTU for a quarter campus, per academic term.	**Appropriate Uses:** ● All work done for the CFA

Instructional Administrative Fraction

A maximum of three IAF assignments may be given to a faculty member.

Assign Type	Assign Type Reason	Description Format	CSU Definition	Note
IAF Instructional Administrative Fraction	**1**. Department Chair, Acad Year *Time Source Code:* ● Department	Chair *<dept>* *e.g.* Psychology Chair	Department level, academic year appointment, such as Department Chairs, Associate or Assistant Department Chairs, and Athletic Directors.	**Appropriate Uses:** ● Department Chairs **Not Appropriate Uses:** ● Program Leaders (use 23) ● Department Chairs duties temporarily assigned to another faculty (use 23)
	2. Department Chair, 12 Month *Time Source Code:* ● Department	Chair *<dept>* *e.g.* Psychology Chair	Department level, 12-month appointment, such as Department Chairs, Associate or Assistant Department Chairs, and Athletic Directors.	
	3. Student Teacher Supervision	—	Coordinator of teacher education, all appointment terms, school or department.	Not currently used
	4. School Level, Deans/Div Chairs *Time Source Code:* ● College	*<position title>* *e.g.* Interim Dean of CAHSS	School level, Deans and Division Chairs (all appointment terms).	**Appropriate Uses:** ● Faculty serving in the listed administrator role and being paid out of the administrative budget **Not Appropriate Uses:** ● University-wide assignments (use 32b) ● University Senate (use 32b) ● Faculty Fellowships (varies) ● CFA work (use 41)
	5. College Assoc/Asst Dean *Time Source Code:* ● College	*<position title>* *e.g.* Interim Assoc Dean of CAHSS	School level, Associate and Assistant Deans.	
	6. University, Dean *Time Source Code:* ● University	*<position title>* *e.g.* Interim AVP of Faculty Affairs	Campus level, Deans (all appointment terms). This category covers the Dean and above types of an assignment, such as an Associate Vice President or Graduate Dean.	
	7. Univ, Other (Prod Mgr, etc) *Time Source Code:* ● University	*<position title>* *e.g.* Assoc Dean of Grad Studies	Campus level, other (all appointment terms). This category applies to all other campus level assignments, such as Academic Planner, Associate Dean of Graduate Studies, Coordinator of Evening Sessions, and Production Manager.	

Other Support Fraction

A maximum of three OSF assignments may be given to a faculty member.

Assign Type	Assign Type Reason	Description Format	CSU Definition	Note
OSF Other Support Fraction	**a**. GF-Non Instructional	—	—	Not currently used

	b. Grant or Research (Non-GF)
	
	Time Source Code:
	● Reimbursed
		SPF *<fund> <name>*
		   or
		Adv *<fund> <name>*
		
		e.g. SPF T0123 Incentive Program
		   or
		Adv A1234 Faculty Trust
			Reimbursed faculty time for grants.	**Appropriate Uses:**
				● Grants through SPF
				● Grants through Advancement
				
				Not Appropriate Uses:
				● State-side grants (use 22)

	c. Teaching (Non-GF) *Time Source Code:* ● Reimbursed	CEEGE *<course>* *e.g.* CEEGE SW 680	The appointment fraction for a person with a single department appointment who teaches one or more sections and is being paid for same from state funds other than instructional budget or administrative budget.	**Appropriate Uses:** ● Used to track courses taught through Extended Education that are a core part of an academic program. ● Might appear as double-entry in Instructor Term Workload, but correctly on the FAD Report. **Not Appropriate Uses:** ● Courses that don't need to be included in faculty workloads on the FAD Report.

Time Source Code

This defines where the source of the funds covering the assigned time will come from.

Code	Commonly Used For
Chancellor	- Any assignment from the Chancellor - Any assignment from another CSU - ASCSU Senators (code 32b)
College	- Any assignment from the College Dean - Program Leaders (code 23) - New Faculty Release (code 36)
Department	- Any assignment from the Department Chair - Excess Enrollment (code 11) - C78 Courses (code 15)
Lottery	Not currently used
Reimbursed	- CFA Work, when reimbursed (code 41) - Grants through SPF (code OSFb) - Extended Education courses (code OSFc)
Revenue	Not currently used
University	- Any assignment from the President - Any assignment from the Provost - Any assignment from outside the faculty's home College but within the University - Faculty Fellowships - University Senate (code 32b) - Exceptional Service (code 37) - CFA Work, when not reimbursed (code 41)

Assigned Time Entry in PeopleSoft

In PeopleSoft Campus Solutions, navigate to Instructor Term Workload. Click on the NavBar in the top right corner, click on Menu, then Curriculum Management, then Instructor/Advisor Information, then Instructor Term Workload.

Term Workload

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

▼ Search Criteria

ID [begins with ▾] [_____] 🔍
Academic Institution [begins with ▾] [_____] 🔍
Name [begins with ▾] [_____]

☐ Case Sensitive

[Search] [Clear]   Basic Search 📄 Save Search Criteria

Find an Existing Value | Add a New Value

Search for the faculty member by entering their ID or any part of their Name.

Note the **Term** appearing in the Term field. Navigate to the correct term by using the arrows in the upper right of the page. Do not change the term code in the box. This will scramble term workload data.

Term Workload

ID

Workload Definition   Find | View All   First ◀ 1 of 29 ▶ Last   ⊞ ⊟

Academic Institution HMCMP   Cal Poly Humboldt

Term 2234 🔍   Fall Semester 2023

Total Term FTE% 46.68

Instructor Assignment Class FT 🔍   Full-time   Primary Department 487-MATH

Instructor Type Associate Professor

Calculate Workload ☑   Assigned FTE % 100.00

Limit Workload ☐   Instructor Multiplier % 100

APDB Departmental Assignments

*Department	IFF	IAF	OSF	
[_____] 🔍	0000	0000	0000	⊞ ⊟

Workload Assignment	Job Code

* Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	* Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %		
Algebra & Elementary Functions	MATH	102	20	41034		19	IFF	Assign Type Reason	487-MATH	3.00	☑	20.00	⊞	⊟
Algebra & Elementary Functions	MATH	102	21	41038		14	IFF	Assign Type Reason	487-MATH	1.00	☑	6.67	⊞	⊟
Algebra & Elementary Functions	MATH	102	22	42687		5	IFF	Assign Type Reason	487-MATH	1.00	☑	6.67	⊞	⊟
Becoming a STEM Professional	SCI	100	3	43696		0	IFF	Assign Type Reason	132-NRS	1.00	☑	6.67	⊞	⊟
Becoming a STEM Professional	SCI	100	72	43232		0	IFF	Assign Type Reason	132-NRS	1.00	☑	6.67	⊞	⊟

[💾 Save] [🔄 Return to Search] [🔔 Notify]   [➕ Add] [Update/Display]

Terms are automatically populated when a faculty has been assigned a class. If the semester you need does not exist, and no classes are going to be assigned, select the Plus sign in the upper right of the page to add a semester row and enter the new term in the Term box.

To add Assigned Time, click the plus button to the right of one of the courses already listed. A new empty row will appear.

In the **Description** box, type the description of the assignment. Descriptions have a 30 character limit. *Descriptions should use the format found in the Description Format column on the Assigned Time Codes table in this guide.*

If an assignment comes from outside the faculty's home college, please begin the description with the name of the department granting the assignment. For example, if the faculty is serving as the Lecturer Delegate for the University Senate, you would put "Senate Lecturer Delegate".

In the **Assign Type** drop down menu, select the correct Assign Type code. Some codes have subcategories, called Workload Reason Codes, that are usually written as a letter after the Assign Type, such as "21c". These are used in the next step. *The list of Assign Types can be found in the first column of the Assigned Time Codes table in this guide.*

Note: a maximum of three assignments can be entered for the numbered codes, for IAF, and for OSF each.

Click the **Assign Type Reason** link and it will take you to a new screen.

Assign Type Reason

Assignment Type:	21
Workload Reason Code:	[⌄]
Time Source Code:	[⌄]

[OK] [Cancel]

In the **Workload Reason Code** drop down menu, select the appropriate option. This is usually written as a letter after the Assign Type code, such as "21c". It is dependent on which Assign Type was entered, and not every code has options here. If there are no options to select, you can leave this blank. The options do not always appear in the same order as they appear in this guide. *The list of codes can be found in the Assigned Type Reason column of the Assigned Time Codes table in this guide.*

Assign Type Reason

Assignment Type:	21
Workload Reason Code:	[⌄]
Time Source Code:	

Admin/Evaluation
Instruction TV
Liaison
Team Teaching

[OK] [Cancel]

In the **Time Source Code** drop down menu, select the appropriate option. It is generally College, but funding can come from other sources. Unlike Workload Reason Codes, every Assign Type needs a Time Source Code entered and every Assign Type has the same Time Source Code options. *The list of codes can be found in the Assigned Type Reason column of the Assigned Time Codes table in this guide, under the Workload Reason Codes, or on the Time Source Code page of this guide.*

Assign Type Reason

Assignment Type:	21
Workload Reason Code:	[⌄]
Time Source Code:	[⌄]

Chancellor
College
Department
Lottery
Reimbursed
Revenue
University

[OK] [Cancel]

Click the OK button once you've made your selections, and you'll go back to the main page.

In the **APDB Dept ID** box, enter the Dept ID for the department in which the faculty member has the Assigned Time. If assigned time is coming from a non-academic department, such as University Senate, enter the faculty's primary department. For lecturers, this should be the department which will include the time on their LTF.

In the **Work Load** box, enter the total WTUs for the assignment.

Term Workload

	Workload Definition												

Term Workload

Workload Definition   Find | View All   First ◀ 1 of 29 ▶ Last

Academic Institution HMCMP   Cal Poly Humboldt

Term 2234 🔍   Fall Semester 2023

Total Term FTE%   53.35

Instructor Assignment Class FT 🔍   Full-time   Primary Department 487-MATH

Instructor Type Associate Professor

APDB Departmental Assignments

*Department	IFF	IAF	OSF
🔍	0000	0000	0000

Calculate Workload ☑   Assigned FTE % 100.00

Limit Workload ☐   Instructor Multiplier % 100

Workload Assignment | Job Code

* Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	* Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %		
Algebra & Elementary Functions	MATH	102	20	41034		19	IFF	Assign Type Reason	487-MATH	3.00	☑	20.00	+	–
Algebra & Elementary Functions	MATH	102	21	41038		14	IFF	Assign Type Reason	487-MATH	1.00	☑	6.67	+	–
Algebra & Elementary Functions	MATH	102	22	42687		5	IFF	Assign Type Reason	487-MATH	1.00	☑	6.67	+	–
Becoming a STEM Professional	SCI	100	3	43696		0	IFF	Assign Type Reason	132-NRS	1.00	☑	6.67	+	–
Becoming a STEM Professional	SCI	100	72	43232		0	IFF	Assign Type Reason	132-NRS	1.00	☑	6.67	+	–
TA Coord MATH 102						0	21 ▾	Assign Type Reason	487-MATH 🔍	1.00	☑	6.67	+	–

💾 Save   🔍 Return to Search   📋 Notify   ➕ Add   📝 Update/Display

Click the **Job Code** tab and it will take you to a different tab.

Term Workload

Workload Definition   Find | View All   First ◀ 1 of 29 ▶ Last

Academic Institution HMCMP   Cal Poly Humboldt

Term 2234 🔍   Fall Semester 2023

Total Term FTE%   53.35

Instructor Assignment Class FT 🔍   Full-time   Primary Department 487-MATH

Instructor Type Associate Professor

APDB Departmental Assignments

*Department	IFF	IAF	OSF
🔍	0000	0000	0000

Calculate Workload ☑   Assigned FTE % 100.00

Limit Workload ☐   Instructor Multiplier % 100

Workload Assignment | **Job Code**

* Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code		
Algebra & Elementary Functions	MATH	102	20	41034	Regular Academic Session	0	2360	+	–
Algebra & Elementary Functions	MATH	102	21	41038	Regular Academic Session	0	2360	+	–
Algebra & Elementary Functions	MATH	102	22	42687	Regular Academic Session	0	2360	+	–
Becoming a STEM Professional	SCI	100	3	43696	Regular Academic Session	0	2360	+	–
Becoming a STEM Professional	SCI	100	72	43232	Regular Academic Session	0	2360	+	–
TA Coord MATH 102						0 🔍	2360	+	–

💾 Save   🔍 Return to Search   📋 Notify   ➕ Add   📝 Update/Display

Check the **Empl Rcd#** to make sure it is the faculty member's faculty position. This will sometimes default to another job they have had at the university. This corresponds to the **Job Code** column and those numbers mean:

2353 or 2354	Teaching Associate
2358 or 2359	Lecturer
2360 or 2361	Instructional Faculty
2393	Visiting Faculty
2481 or 2482	Department Chair

Any Job Code besides the ones listed here will cause errors. To correct it, change the Empl Rcd#.
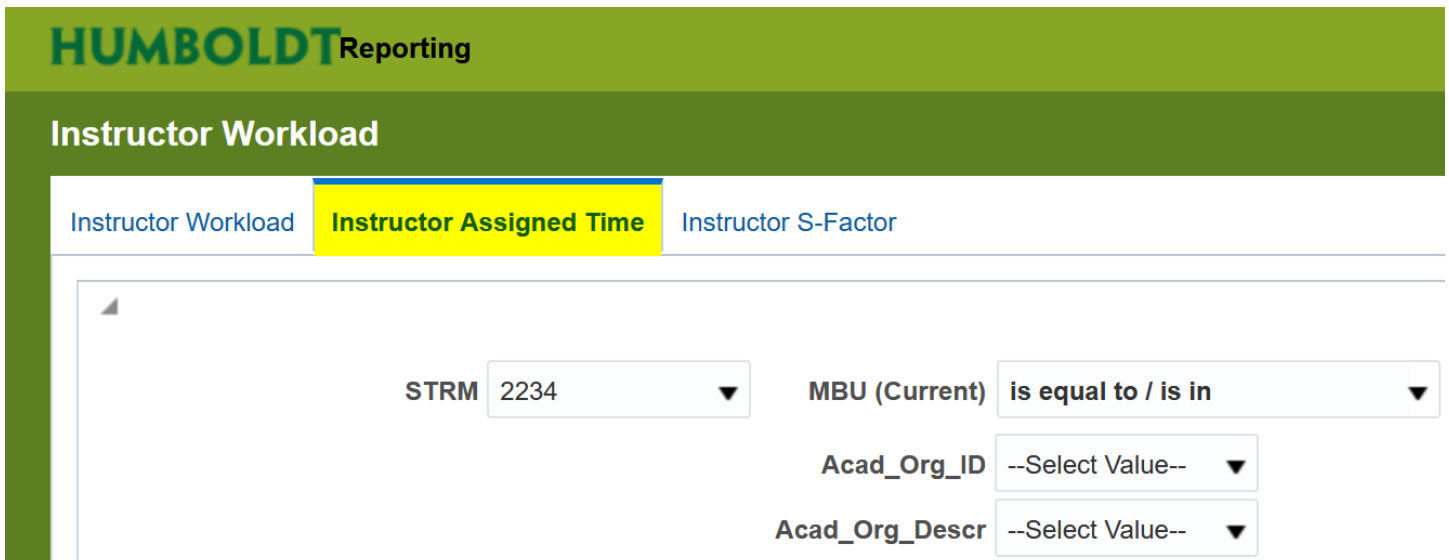
To finish, click Save. You can then click Return to Search to enter another faculty.

Assigned Time Review in OBI

In OBI, click on Dashboard in the menu at the top right of the page. Navigate to 4.0 Instructor Workload and click on the Instructor Workload report.
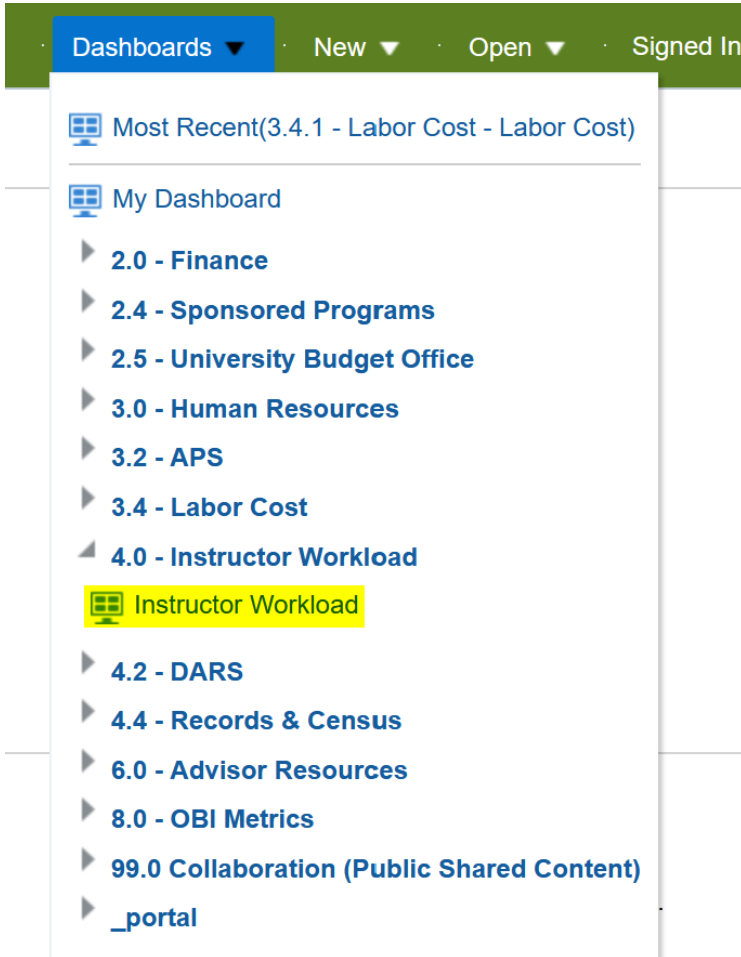
Click on the Instructor Assigned Time tab at the top.

Any line that appears at the top of the default view, in the section without a department or college listed, has an entry error. If you can't easily find the cause of the error, please contact your College Budget Analyst to help solve it.

STRM	2234 ▼	MBU (Current)	is equal to / is in ▼
		Acad_Org_ID	--Select Value-- ▼
		Acad_Org_Descr	--Select Value-- ▼

Assigned Time

2234   Fall Semester 2023   -   -   -   -

Instructor Person Id	Instructor Last Name	Instructor First Name	Job Code	Position Title	DESCR

You can change the parameters of the report depending on what information you want to view. You can use the Acad_Org fields to display a whole department or use the Instructor fields to display a specific faculty.

The Instructor Workload tab at the top, the default display page for this report, shows a faculty's complete workload. This can be used in the same ways listed above to see department or individual reports.

Please use these reports to review the assigned time for your department. Remember that OBI updates overnight, so the data displayed will not reflect any changes made on the same day.