

## SJSU Assigned Time Codes

Effective Fall 2016, below are activity codes and duties for which faculty may be given assigned time.

### Instruction Activity Codes

<b>EXENR1</b>	<b>Excess enrollment: Between 75-120</b>
	A total of 3 WTUs can be given for classes with enrollment between 75 and 120. This code can only be used for one class per semester and cannot be used in conjunction with code EXENR2.
<b>EXENR2</b>	<b>Excess enrollment: Over 120</b>
	A total of 6 WTUs can be given for classes with enrollment over 120. This code can only be used for one class per semester and cannot be used in conjunction with code EXENR1.
<b>NEWPRP</b>	<b>New course preparation of two or more classes</b>
	The preparation of two or more courses that the faculty member has never taught before
<b>PREOVD</b>	<b>Course or supervision overload earned from a previous fiscal year</b>
	A faculty member may be given assigned WTU equal to course or supervision overload earned from a previous fiscal year
<b>NONTDL</b>	<b>Nontraditional instruction (e.g. writing fellows, student success center)</b>
	Non-traditional instruction courses such as self-paced instruction, writing adjunct, open laboratory and peer instruction
<b>CRDEVL</b>	<b>Credit by examination or evaluation</b>
	Workload activities involving credit by evaluation of prior experiential learning or by examination, such as the evaluation of portfolios or comprehensive and challenge examinations
<b>GRDEXM</b>	<b>Graduate student examinations</b>
	Special Graduate Student testing duties. Such as conducting examinations for Graduate degree candidates and examination to fulfill foreign language requirements
<b>TEAMT</b>	<b>Team-taught course</b>
	Given for a team taught course. The total WTU given cannot exceed the amount that the course generates.
<b>LIAMUL</b>	<b>Liaison for multiple course sections</b>
	Liaison duties among multiple sections of the same course.

**Advising Activity Codes**

<b>ADVISG</b>	<b>Advising graduate or undergraduate students</b>
	Excessive or greater than normal graduate or undergraduate student advising duties.

**Research/Scholarship/Creative Activity Codes**

<b>RSCA</b>	<b>Research, scholarship, or creative activity funded by the department/college/university</b>
	RSCA funded activities, including contract-mandated time for certain classes of faculty as well as any special awards on the basis of proposed projects, exceptional service, or other recognized RSCA. The internal sponsor may be at the department, college, or university level.
<b>BUYOUT</b>	<b>Research, scholarship, or creative activity funded by an external source</b>
	Any faculty workload bought out by external sources, for example, through grants through the Research Foundation or the Tower Foundation. <b>Note that this is used for SJSU reporting only and does not count as CSU assigned time.</b>
<b>RESEVL</b>	<b>Research/evaluation of SJSU instructional programs</b>
	Research evaluations of instructional functions and programs

**Administration/Committee Activity Codes**

<b>PROGPL</b>	<b>Program planning, annual assessment, and similar assessments</b>
	Duties associated with program planning, annual assessment, and other types of assessments of SJSU degree programs
<b>PROGAD</b>	<b>Program administration, coordination, placement duties</b>
	Duties associated with program administration, coordination and placement, such as a graduate program coordinator or intern/clinical placement coordinator
<b>CURRPL</b>	<b>Curriculum planning, development, developing tests</b>
	Individual or committee-related curriculum planning, development and redevelopment activities, including development of special tests for credit by examination
<b>EXPINS</b>	<b>Developing experimental instructional programs</b>
	Developing and implementation of experimental programs, including computer-assisted instruction and other teaching/learning innovations
<b>FACILY</b>	<b>Administration of success centers, clinics, galleries, and facilities</b>
	Workload related to academic facilities, such as college clinics, study skill centers, art galleries
<b>ASSOC</b>	<b>Associate chair or associate dean duties</b>
	Associate chair or associate dean duties as assigned by the department chair or college dean
<b>SENATE</b>	<b>Academic Senate duties</b>
	All Academic Senate duties, including committee assignments and affiliated boards
<b>COMOTH</b>	<b>Other committee duties</b>
	All other committee duties that are not covered by more specific codes
<b>ACCRED</b>	<b>Accreditation</b>
	Accreditation duties
<b>SPCPRJ</b>	<b>University or college special project/assignment</b>
	University or college special project or assignment, such as a presidential initiative or a special project from the provost or dean
<b>CALFAA</b>	<b>California Faculty Association activities</b>
	A total of 3 WTU can be granted for California Faculty Association activities

## Overview of Faculty Assigned Time

Faculty teaching workloads may be reduced for research, contracts, service, and special projects for the department, college or university through special assignments called **assigned time**. Awards of assigned time are governed by the CFA contract, CSU policy, and campus policy. Below are general guidelines for how assigned time is used at SJSU.

1. Assigned time weighted teaching units (WTUs) are normally awarded only to tenured/tenure-track faculty. Part-time and temporary faculty are awarded assigned time WTUs only for *special circumstances*.
2. Assigned time can only be used for those faculty members whose funding source is general fund (state supported) and who were released from a state-supported class.
3. Faculty activities funded by a non-state supported funds such as the 48XXX series funds or reimbursed activities like grants may not receive assigned time for those assignments, but may receive the SJSU BUYOUT code to account for this activity.
4. Faculty may receive no more than 12 WTUs of assigned time per semester. (Tenured/tenure-track faculty automatically receive 3 WTUs of service credit).
5. These are the major types of assigned time codes recognized by the CSU system:
  - a. Direct Assigned Time: EXENR1, EXENR2, NONTDL, CRDEVL, and GRDEXM
  - b. Indirect Assigned Time: All others, except BUYOUT
  - c. Not Counted as Assigned Time: BUYOUT (for campus tracking only)

See below for more background on workload calculations and the use of assigned time.

## Reporting Assigned Time

At SJSU faculty assigned time is collected every fall and spring using on the IEA web site at this location:

<http://iea.sjsu.edu/others/APDB>

Users must be authorized before they can gain access to the system. Once logged in, users can submit and approve workload records for their respective department or college based on their role.

Below is an overview of the data elements used to record assigned time.

Name: First and last name of the faculty member being awarded assigned time.

Emplid: Employee ID number of the faculty member.

Employee Record Number: Use the record number from the faculty profile. There is a different number for each separate appointment. If an individual has more than one, be sure to match the workload to the correct appointment.

Department: Department of faculty member being awarded assigned time.

**Brief Description of Responsibilities:** A brief descriptive statement regarding the specific responsibilities for which the faculty member is to receive assigned time. If WTUs are to be given for more than one activity, enter each one on separate lines with the corresponding activity codes.

**Activity Code:** Enter the activity code (see the list of codes above) for which the assigned time WTUs are being awarded.

**Type:** Identifies the type of assigned time the faculty is receiving. (Choose from the three options)

**Teaching/Classroom Instruction :** (teaching related assignments only) – assigned time directly involved in teaching within the classroom; for example, code EXENR1 (excess enrollment) or code TEAMT (team teaching). Other assigned time which is identified under this category will be based on the description.

**Administrative:** Assigned time related to administrative responsibilities for example directors, associate or assistant department chairs and deans.

**Other Workload:** (includes indirect instructional and support related duties) All other assigned time is identified in this category; for example, code NEWPRP (new course preparations), all advising duties, committees, accreditation, curriculum/class development, special projects, and research/scholarship/creative activity (RSCA) workload.

**WTUs:** Enter the number of WTUs for the assignment, which cannot exceed **12** WTUs across all of an individual’s assigned time records for the semester. WTUs are calculated by multiplying the FTEF appointment fraction by 15 (see conversion table below).

Assigned time WTUs can be further identified as:

Department – research, banked supervision, excess advising, coordinator, program planning, etc

Dean’s – college committee, special college project, etc.

University – Academic Senate, university RTP Committee, faculty development, etc.

Conversion of FTEF to WTUs		
.10 FTEF = 1.50 WTU	.35 FTEF = 5.25 WTU	.60 FTEF = 9.00 WTU
.15 FTEF = 2.25 WTU	.40 FTEF = 6.00 WTU	.65 FTEF = 9.75 WTU
.20 FTEF = 3.00 WTU	.45 FTEF = 6.75 WTU	.70 FTEF = 10.50 WTU
.25 FTEF = 3.75 WTU	.50 FTEF = 7.50 WTU	.75 FTEF = 11.25 WTU
.30 FTEF = 4.50 WTU	.55 FTEF = 8.25 WTU	.80 FTEF = 12.00 WTU

## Additional Background on Workload

- **How is workload calculated?**

Total workload is the sum of course/supervision workload and any assigned time. Workload is calculated for classroom instruction (C-factored courses) on the basis of the unit value of the section. Supervision (S-factored courses) is calculated based on the number of students in the section regardless of the unit value.

Classroom Example	100W is a 3 unit C-factored course (C5 has a K-factor of 1 WTU) Each course unit is 1 WTU for a total of 3 WTUs (3 units x 1 WTU)
Supervision Example	299 is a S-factored course (S25 is 0.5 WTU per student) 6 students enroll for a total of 3.0 WTUs (6 students x 0.5 WTU)

- **Can workload be shared?**

Yes, under the right circumstances. Any section can be team taught by up to six instructors by placing each instructor's employee ID in PeopleSoft. The instructor load fields are adjusted to show the amount of instruction each instructor is providing. The total for all the instructor load fields (up to six) must equal 100 percent. All assignments should correctly reflect who is teaching the section. In all cases, the instructor(s) assigned to a section should be the one(s) providing the instruction or supervision and assigning grades.

- **Is workload audited?**

All workload recorded undergoes a series of reviews and edits at the campus and CSU system level. At any time the campus, Chancellor's Office, or State can request an audit of data reported.

- **Normal workload guidelines for full-time faculty (1.0 FTEF)**

Regular Faculty (Tenured and Probationary) General Fund

12 WTUs of direct instructional assignments, 36 hrs/week. On a limited basis, faculty may be reassigned to other duties using assigned time.

3 WTUs of indirect instructional activity, such as student advisement, curricular planning, office hours and committee assignments from 4 to 9 hrs/week.

Temporary Faculty General Fund

15 WTUs of direct instructional assignments.

Variations in course credit hours and workload factors make it difficult to schedule faculty for exactly the correct amount of WTUs in all circumstances.

- **Course classification - C/S numbers**

A course is designated C1 - C21 or S23, 24, 25, 36, or 48 to describe the mode of instruction (e.g., lecture, activity, laboratory, etc.), and the WTUs to be assigned to the instructor responsible for the course.

C Classified Courses

These courses are lecture, discussion, seminar, clinical process, activity laboratory, instructional laboratory, performance, or activity meeting at a set time and place. There are 21 classifications organized into six categories representing the mode of instruction, and a workload value. A course may have two or more segments or co-requisite activities requiring more than one classification (example: lecture with a laboratory).

Course Classification	Course Description	K-Factor
C1	Large Lecture	1.0
C2	Lecture Discussion	1.0
C3	Lecture Composition, etc.	1.0
C4	Composition, etc.	1.0
C5	Seminar	1.0
C6	Clinical Process	1.0
C7	Activity Lab	1.3
C8	Education Workshop	1.3
C9	Music Activity	1.3
C10	Instrumental, Vocal	1.3
C11	Physical Education	1.3
C12	Speech, Drama Activities	1.3
C13	Accounting Labs, etc.	1.3
C14	Remedial Instruction	1.3
C15	Selected Labs	1.5
C16	Science Labs	2.0
C17	Demonstration, Practicum	2.0
C18	Major Sports	6.0
C19, 20, 21	Minor Sports, Performance	3.0

S Classified Courses

This category involves direct one-on-one faculty supervision of students for student teaching, field work experience, studio instruction, theses and projects by arrangement. Workload credit is earned per student enrollment independent of the course’s unit value. The average amount of faculty time per student includes faculty preparation, evaluation, travel, and liaison with agencies.

<u>S Classification</u>	<u>Definition</u>	<u>Example</u>	<u>WTU per Student</u>
23	3 hrs/week	Social Work (graduates)	1.000
24	2 hrs/week	Supervision	0.667
25	1½ hrs/week	Teaching, Theses, Projects	0.500
36	1 hr/week	Field Work	0.333
48	¾ hr/week	Music Studio	0.250
77		Non-State Support	0.000
78		Non-State Support	0.000

• **Workload Conversions - FTEF and WTU**

Conversion of WTU to FTEF - divide WTU by 15

Conversion of FTEF to WTU - multiply FTEF appointment fraction by 15

<u>FTEF or Faculty Fraction</u>	<u>Equivalent WTUs</u>	<u>FTEF or Faculty Fraction</u>	<u>Equivalent WTUs</u>
0.05	0.75	0.55	8.25
0.10	1.50	0.60	9.00
0.15	2.25	0.65	9.75
0.20	3.00	0.70	10.50
0.25	3.75	0.75	11.25
0.30	4.50	0.80	12.00
0.35	5.25	0.85	12.75
0.40	6.00	0.90	13.50
0.45	6.75	0.95	14.25
0.50	7.50	1.00	15.00

**Weighted Teaching Units for “C” Classified Courses**

<u>Course Classification</u>	<u>Course Credit Units</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
C1-6	1.0	2.0	3.0	4.0	5.0	6.0
C7-14	1.3	2.6	3.9	5.2	6.5	7.8
C15	1.5	3.0	4.5	6.0	7.5	9.0
C16,17	2.0	4.0	6.0	8.0	10.0	12.0
C18	6.0	12.0	18.0	24.0	30.0	36.0
C19-21	3.0	6.0	9.0	12.0	15.0	18.0

**Weighted Teaching Units for “S” Classified Courses**

<u>Course Classification</u>	<u>Student Enrollments</u>							
	<u>1</u>	<u>5</u>	<u>10</u>	<u>15</u>	<u>20</u>	<u>25</u>	<u>36</u>	<u>48</u>
S23	1.00	5.00	10.00	15.00	20.00	25.00	36.00	48.00
S24	0.66	3.30	6.60	9.90	13.20	16.50	23.76	31.68
S25	0.48	2.40	4.80	7.20	9.60	12.00	17.28	23.04
S36	0.33	1.67	3.33	5.00	6.66	8.33	12.00	16.00
S48	0.25	1.25	2.50	3.75	5.00	6.25	9.00	12.00