

# HSU GUIDELINES FOR USAGE OF ASSIGNED TIME CODES<sup>1, 2</sup>

## 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)

- a. For classes with census date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.
- b. For classes with census date enrollment of over 120, a graduate assistant, a student assistant, or an additional 3 WTU may be assigned.
- c. 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.
- d. In no case shall a faculty member be granted assigned WTU for more than one class with excess enrollments.

*Notes on HSU usage: HSU has permitted a further breakdown in the use of assigned time for excess enrollments, provided no graduate assistant or student assistant time is available, as follows:*

<i>If a course has enrollment between 75 and 96 - - -</i>	<i>1 WTU may be permitted</i>
<i>If a course has enrollment between 96 and 120 - -</i>	<i>2 WTU may be permitted</i>
<i>If a course has enrollment over 120 - - -</i>	<i>3 WTU may be permitted</i>

### 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.

*Notes on HSU usage: Used 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.

*Notes on HSU usage: Must be approved by Dean in advance; also used for workload carried over from a prior term within the same academic year (i.e., Fall to Spring)*

### 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.

*Notes on HSU usage: Effective Fall 2011, used **only** in conjunction with workload generated through C-78 classification non-traditional instruction courses.*

### 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.

*Notes on HSU usage: Prior to Fall 2006, Redwood project grant work was listed under this code (now OSF1)*

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<sup>1</sup> Faculty assigned time code usage was reviewed and updated effective Fall 2006. Changes had the greatest impact on OSF, ALC, and numeric codes 22, 23 and 32.

<sup>2</sup> 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.

## **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:

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

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

*Notes on HSU usage: Also used 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. 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.
- b. A faculty member may be given assigned WTU for program and tape production for instructional television.
- c. A faculty member may be given assigned WTU for liaison duties among multiple sections of the same course.

*Notes on HSU usage: Used for section coordination (e.g., course coordination, team teaching)*

## **22. Instructional Experimentation, Innovation, or Instructionally Related 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.

*Notes on HSU usage: Prior to Fall 2006, used for some research or grant work (now ALC or OSF, dependent upon funding source).*

## **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.

*Notes on HSU usage: Use 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. 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.
- b. A faculty member may be given assigned WTU for carrying a greater than normal share of departmental or school advising responsibilities.
- c. 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. 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.
- b. 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.
- c. Includes all-university assigned time.

*Notes on HSU usage: Faculty Governance, University Curr. Committee*

### **33. Curricular Planning or Studies**

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

*Notes on HSU usage: Also used for Program Review duties*

### **34. Accreditation Responsibilities**

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

*Notes on HSU usage: 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.

*Notes on HSU usage: Only used for facilities planning (i.e. remodel or development)*

### **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.

*Notes on HSU usage: Also used for additional tasks reimbursed by CFA & requires notification from the Chancellor's Office.*

## INSTRUCTIONAL ADMINISTRATIVE (non-teaching) ASSIGNED TIME

### FUNDED BY OAA

- ALC codes are used when the funds are paid by OAA for non-teaching, instructional related responsibilities.
- ALC 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) ALC code will have a .80 Instructional Faculty Fraction (IFF).

ALC1 = Dept Chair AY, Leaders/Dir.

*Notes on HSU usage: Relates to departmental level assignments - AY Chair, Coordinator, Program Leaders, Directors (e.g., Educ Prog Leaders, Clinic Athl Train, Aquatics, KRA Lab Directors)*

ALC2 = Dept Chair - 12 mon

*Notes on HSU usage: Only used for 12 month Chairs*

ALC3 = Teacher Prep Coordinator

*Notes on HSU usage: AS, SED, EED Program Leaders*

ALC7 = Proj/Prog Leaders, Dir, Coord

*Notes on HSU usage: 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)*

## **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*