

HSU GUIDELINES FOR USAGE OF INSTRUCTIONAL RELATED ASSIGNED TIME CODES

As of Fall Semester 2006 faculty assign time code usage was updated to better reflect faculty instructional time base and adjust campus SFR (Student Faculty Ratio) numbers. In making these changes several of the numeric codes (22, 23 and 32) were most affected by use of ALC or OSF codes. Printing your departmental Fall 2006 "Faculty with Assigned Time or Release Time by Home Department" report will help. Please review both **ALC and OSF** definitions (pages 4 and 5 of this document) to verify the 'number' code is still the correct code for this activity.

FAD limits us to only 3 assign time entries, therefore when faculty have multiples of same code the WTUs will be shown as the total WTUs approved.

Descriptions:

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.

In no case shall a faculty member be granted assigned WTU for more than one class with excess enrollments.

HSU usage : HSU has permitted a further breakdown in the use of assigned time for excess enrollments, provided no graduate assistant or students 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>

Departments should record enrollment on Assign Time form and submit on a separate AT form after census.

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 usage: Used for new faculty release time

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.

HSU usage: Must be approved by Dean in advance (i.e. use for Summer work but getting credit Fall term)

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.

HSU usage: Can also be used for gathering information in completing a grant

16. In-Serv Training for K-12 Pers

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.

HSU usage: Prior terms, this was used for Redwood project grant work, but we now use OSF1 (funds not paid by OAA)

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.

HSU usage: Also used for Assessment of Prior Learning courses.

18. Instr 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.

HSU usage: If you have any questions regarding this code, please contact Academic Personnel Services (#5486)

21. Special Instr 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.

HSU usage: Used for section coordination (i.e. Biology and English composition courses.)

22. Instr Experimt, Innov/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.

HSU usage: In prior terms, this was used for some research or grant work. As of Fall 2006, if the work is being paid for by funds outside of OAA budget, we now code them an OSF or ALC code. Refer to OSF and ALC code definitions for more information to determine which ALC or OSF code should be used..

23. Instr-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 usage: In prior terms, we used this code for 'ancillary' instructional programs (i.e. Vertebrae Museum Curator, Collateral Tree Farm, Recruitment, Supervision Athletic Training Practicum students), esp. off campus facilities. As of Fall 2006, if the work is being paid for by funds outside of OAA budget, we now code them an OSF or ALC code. Refer to OSF and ALC code definitions for more information to determine which ALC or OSF code should be used..

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.

HSU usage: Can also be used for Graduate Coordinator.

32. Instr-Related Comm 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.

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.

HSU usage: Also used for Program Review duties

34. Accreditation Responsibilities

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

HSU usage: Only used for accreditation work.

35. Instr-Related Facilities Plan

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

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

41. Calif Faculty Assoc 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 usage: Also used for additional tasks reimbursed by CFA & requires notification from the Chancellor's Office.

**INSTRUCTIONAL ADMINISTRATIVE (non-teaching) ASSIGN TIME
USE AT HSU - ALL FUNDED BY OAA**

ALC codes are used when the funds are paid by OAA for non-teaching, non-instructional related responsibilities. ALC WTUs are **deducted** from the faculty's *instructional appointment time base* reflected in the FAD calculations. When viewing the FAD, ALC codes will show as "Split Appt" with multiple entries. An example – full time faculty with 3.00 (.20 time base) ALC code will show as .80.

ALC1 = Dept Chair AY, Leaders/Dir.

HSU usage: Relates to departmental level assignments - AY Chair, Coordinator, Program Leaders, Directors (i.e. WAC, Grad Coord, ES Coord, Leadership Council, Rec Admin, Athl Train, Educ Prog Leaders, Clinic Athl Train, Aquatics, Biomech Lab Directors)

ALC2 = Dept Chair - 12 mon

HSU usage: Only used for 12 month Chairs

ALC3 = Teacher Prep Coordinator

HSU usage: AS, SED, EED Program Leaders

ALC7 = Proj/Prog Leaders, Dir, Coord

Project Managers, Directors, Program Leaders, Coordinators that are 'campus wide' (i.e. Distance Educ Coordinator, Campus Senior Woman Advisor)

HSU usage: Director International Studies, Distant Educ Coord, Schatz Lab

Guidelines:

Print your departmental Fall 2006 "Faculty with Assigned Time or Release Time by Home Department" to compare with code descriptions (11-41, ALC & OSF).

FAD limits us to only 3 assign time entries, therefore when faculty have multiples of same code the WTUs will be shown as the total WTUs approved.

**OTHER SUPPORT FRACTION (non-instructional) ASSIGN TIME
USE AT HSU – 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 FAD calculations. An example – full time faculty with 3.00 (.20 time base) OSF code will show as .80. Additionally OSF WTUs are not printed (shown in any way) on the FAD report.

OSF0 = Other State Funds

HSU usage: Ombudsman, Dir Diversity Prog, CSUPERB, EnACT)

OSF1 = Grant: Redwood Projects

HSU usage: RAMP, Redwood Science Project

OSF2 = Grant: GWPE

HSU usage: Only the Graduation Writing Proficiency Exam

OSF4 = Grant: Academic

HSU usage: Any/all grants academically related

OSF5 = External non-State Funds

HSU usage: Trust Accounts, Matching HSU dollars

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