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Appendix C – Assign Type Coding

The following table lists the values used for the assign type codes assigned in Faculty Workload.

Assign Type	Assign Type Detail	Workload Reasons	*Description Coding
11 (IFF)	**Excess Enrollment** Used for large section workload adjustments. a. For classes with census date enrollment between 75 and 120, a graduate assistant or student assistant may be allocated. b. For classes with census date enrollment over 120, a graduate assistant, a student assistant, or an additional double WTU may be assigned. ♦ 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.	**Note:** Because CI does not currently have classrooms that will accommodate 120 students, a class enrollment of 100 students will meet the requirement of 120 students in both A and B. For B, an additional double WTU may be assigned if enrollment is between 90 - 100. ♦ Enrollment cap exceptions must be preapproved by senior leadership prior to receiving double WTU. ♦ In <u>no</u> case shall a faculty member be granted assigned WTU for more than one class with excess enrollments.	Large Section
12 (IFF)	**New Preparations** A faculty member may be given assigned WTU for preparation of courses they have never taught, if course load includes two or more such new preparations.	Single instructor preparing two or more courses in one term that they have never taught.	Course Prep Release (School) Course Prep Release (Division)
14 (IFF)	**Course or Supervision Overload** A faculty member may be given assigned WTU equal to previous course or supervision overload earned in a prior fiscal year if calendar considerations so necessitate.	Used for adjustments in workload from previous fiscal year due to WTU overload or excess.	Excess Units

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15 (IFF)	**Nontraditional Instruction** A faculty member may be given assigned WTU for activities involving instruction, coordination and evaluation. These activities typically do not involve a single instructor regularly meeting a group of students in an assigned classroom or laboratory setting.	Used for a variety of reasons, including: • Modularized Instruction • Self-Paced Instruction • Cluster Courses • Thematic Projects • Open Laboratory • Sponsored Experimental Learning • Community Activities • Writing Adjunct • Mediated Instruction (Computer, Television, and /or Other Media) • Peer Instruction	SOE Residency Liaison
16 (IFF)	**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.		K-12 In-Service
17 (IFF)	**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. ♦ Excludes: Evaluation activities that are part of the regular instructional program.	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.	Credit by Exam/Eval

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Assign Type	Assign Type Detail	Workload Reasons	*Description Coding
18 (IFF)	**Instructional Support of Graduate Students** A faculty member may be given assigned WTU for special graduate student testing duties, such as conducting comprehensive examinations for master's degree candidates and/or examinations in fulfillment of foreign language requirements.	N/A	Instructional Grad Support
21 (IFF)	**Special Instructional Programs** A faculty member may be given assigned WTU for participation in a team-teaching effort. a. The total assigned 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. b. A faculty member may be given assigned WTU for program and tape production for instructional television.	• Team Teaching • Instruction TV	Team Teaching

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Assign Type	Assign Type Detail	Workload Reasons	*Description Coding
22 (IFF)	**Instructional Experimentation or Innovation, or Instructionally Related Research** a. A faculty member may be given assigned WTU for development and implementation of experimental programs involving: • Instructional television • Computer assisted instruction • Other innovations in instruction b. A faculty member may be given assigned WTU for documented research evaluations which are demonstrably related to the instructional functions and programs of the college.	N/A	MVS Release
23 (IFF)	**Instruction-Related Services** A faculty member may be given assigned WTU for their services related to college clinics, study skill centers, farms, art galleries, and other campus institutions and facilities which are ancillary to the instruction program.	Writing Center Coordination Math Center Coordination Lab Coordination Library Coordination	Coordinator (Lab/Class) Coordinator (Program) Library Part-Time Faculty
31 (IFF)	**Student Advisor Responsibilities** Used for excessive advising assignments or services as a departmental pre-major or graduate advisor.	• Pre-major Advising • Graduate Advising • Excessive Advising load due to reduced staffing	Advising

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Assign Type	Assign Type Detail	Workload Reasons	*Description Coding
32 (IFF)	**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, audiovisual, 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. ♦ Includes all-university appointed assigned time related to committees.	• Senate Assign Time • NTTF Task Force • URTPC • Ethnic Studies Council • Curriculum Committee	Committee Service (Campus) Committee Service (Division) Committee Service (School) Senate Chair Release Senate Service Release
33 (IFF)	**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.	• Curriculum planning • Develop credit by examination tests • Create computer-based education tools • Virtual Reality implementation	Curriculum (Assessment) Curriculum (Plan/Dev)
34 (IFF)	**Accreditation Responsibilities** A faculty member may be given assigned WTU for any responsibilities dedicated to the efforts of accreditation.	N/A	Accreditation Role (Division) Accreditation Role (School) Program Review

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35 (IFF)	**Instruction-Related Facilities Planning** A faculty member may be given assigned WTU for duties related to planning of instructional facilities.	• Planning or development of new instructionally related spaces and facilities. • Related to new construction or renovation/redesign of existing facilities.	Inst Facility Planning
36 (IFF)	**Probationary Faculty Activities** Awarded to new probationary faculty members to reduce instructional assignment to assist 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).	Newly hired, non-tenured Faculty. ♦ Workload is reduced by 3 WTU's per semester for the duration of 4 consecutive semesters/2 years of new employment.	New Faculty Release
37 (IFF)	**Exceptional Service Level Activities** Assigned time given to faculty members who are engaged in exceptional levels of service that support the CSU's priorities. Activities may include: • Student mentoring, advising, and outreach. • 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). • Development and implementation of high impact practices.	Exceptional Service

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41 (IFF)	**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 **6.0** WTU for a semester campus, per academic term.	N/A	CFA Release
IAF	Indicates the share of a faculty member's individual department appointment that is supported by the <u>state instructional administrative budget</u>. **NOTE:** You must enter a workload reason code for **ALL IAF**.	Used for all admin assignments such as: • University Dean • College Associate/Assistant Dean • Department Chair, 12 month • Department Chair, AY (Academic Year) • School Level, Deans/Division Chairs • Student Teacher Supervision • Univ, Other	By University Agreement Dept Chair- 12 mo Dept Chair- AY Faculty Director RSCA (Internal) Special Project (Dept) Special Project (Dean) Special Project (Provost) Special Project (Campus) Sabbatical Leave ****Leave of Absence**
IFF	Indicates the share of a faculty person's individual department appointment that is supported by the state instructional budget.	Used for all instructional assignments not detailed above and should only be used for class assignments, directly from the schedule of classes.	
Not Include	Used to not include workload within APDB, usually applies to self-supported coursework.	Directed Studies, Independent Research, or to exclude duplicates for multiple meeting patterns within the same course.	

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OSF	Indicates the fraction of a faculty member's individual department appointment that is supported by outside funding other than the instructional or administrative support budgets. This assign type should be used to indicate: • The appointment fraction for a person who teaches one or more sections and is being paid from state funds other than instructional budget or administrative budget. • Reimbursed faculty time. i.e., Librarian, administrator, or center(s) employee who teaches a course funded from the total state support budget (rather than the instructional budget). • ROTC, volunteer faculty, and dollar-a-year faculty should be reported with zero OSF. ♦ Other Support Fraction (OSF).	Used for all workload funding taken from other sources such as: • General Fund: Non-Instructional • Grant or Research: Non-General Fund • Extended University (EU) Teaching: Non-General Fund	Ext Univ Buy-Out (Teaching) Ext Univ Release (Admin) Grant/Award (External) RSCA (External)

* Description coding should be selected exactly as written within **InfoReady** to request Faculty Reassigned Time appointments, in order to facilitate proper salary accountability.

** If faculty are on **Family Leave** (any type: maternal/paternal, medical, etc.), you **MUST** use **Leave of Absence** as the description and contact **Faculty Affairs.**