

Appendix C – Assign Type Coding

The following table lists the values used for instruction related Assigned Time Code Activities for which WTUs may be assigned.

Assign Type	Assign Type Description - APDB Data Element Definition	Workload - CI Notes	Description in Peoplesoft
11 (IFF)	<p>Excess Enrollment</p> <p>a. For classes with census date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.</p> <p>b. For classes with census date enrollment of over 120, a graduate assistant, a student assistant, or an additional <u>3 WTU</u> may be assigned.</p> <p>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.</p> <p><u>* In no case shall a faculty member be granted assigned WTU for more than one class with excess enrollments.</u></p>	<p>Note: Because CI does not currently have classrooms that will accommodate 120 students, a class enrollment of 100 students will be considered to meet the requirement of 120 students in both A and B.</p> <p>For B, an additional 3 WTU may be assigned if enrollment is between 90 - 100.</p>	<p>Double Section +Course Number.</p> <p>Large Section + Course Number. i.e. Large Section COMP101</p>
12 (IFF)	<p>New Preparations</p> <p>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.</p>	<p>When an instructor is going to prepare for two or more courses the instructor has never taught</p>	

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14 (IFF)	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.	N/A	Excess Units
15 (IFF)	Nontraditional 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.	Used for a variety of reasons, including: <ul style="list-style-type: none"> • 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 	Composition Coordinator
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 and do not necessarily involve an instructor regularly meeting a group of students in an assigned classroom or laboratory setting on a campus.	Used for instruction given to K-12 school personnel on the school site with a variety of instructional modes.	

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17 (IFF)	<p>Credit by Examination/Evaluation</p> <p>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:</p> <p>a. Credit by evaluation of prior experiential learning (e.g., based upon evaluation of a portfolio of materials).</p> <p>b. Credit by examination (where the examination is generated and evaluated in whole or in part by the campus), including comprehensive and challenge examinations.</p> <p>*** Evaluation activities that are part of the regular instructional program.</p>	Used for instructional time spent in the evaluation and development of examinations to grant credit based upon the defined process.	
18 (IFF)	<p>Instructional Support of Graduate Students</p> <p>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.</p>	N/A	

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21 (IFF)	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.	<ul style="list-style-type: none"> • Team Teaching • Admin/Evaluation • Instruction TV • Liaison 	Team Teaching + course number i.e. Team Teaching NRS221
22 (IFF)	Instructional Experimentation or Innovation, or Instructionally Related Research a. A faculty member may be given assigned time for development and implementation of experimental programs involving: <ol style="list-style-type: none"> 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.	N/A	IRR + description of project
23 (IFF)	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.	N/A	Writing Center Math Center Lab Coordination Library Coordination

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31 (IFF)	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 his 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.	<ul style="list-style-type: none"> • Department Graduate Coordinator • Excessive Advising Load • Excessive Advising / Lack of Staffing 	Advising + program i.e. Advising CHEM
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, 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.	<ul style="list-style-type: none"> • Committee Assignment - Special • Committee Assignment - Regular 	Senate Assign Time
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.	<ul style="list-style-type: none"> • Curriculum Planning • Develop Tests / Computer Based Education 	PD + description of project

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34 (IFF)	Accreditation Responsibilities A faculty member may be given assigned WTU for accreditation responsibilities.	N/A	Accreditation Responsibility
35 (IFF)	Instruction-Related Facilities Planning A faculty member may be given assigned WTU for duties related to planning of instructional facilities.	N/A	
36 (IFF)	Probationary Faculty Activities 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).	Newly hired Faculty	New Faculty Release Time
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 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).	N/A	

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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, or 8.0 WTU for a quarter campus, per academic term..	N/A	CFA Release Time
IAF	Indicates the share of a faculty person's individual department appointment that is supported by the <u>state instructional administrative budget</u> .	<p>Used for all administrative assignments given to a faculty member within the department</p> <ul style="list-style-type: none"> • College Associate/Assistant Dean • Department Chair, 12 month • Department Chair, Academic Year • School Level, Deans/Division Chairs • Student Teacher Supervision • Univ, Other (Prod Mgr, etc) • University, Dean <p><u>NOTE:</u> In Peoplesoft you must enter a workload reason code for ALL IAF.</p>	<p>Chair + Program</p> <p>Director Sabbatical Leave Leave of Absence **</p>
IFF	Indicates the share of a faculty person's individual department appointment that is supported by the <u>state instructional budget</u> .	Used for all instructional assignments not detailed above. This should only be used for class assignments, directly from the schedule of classes.	
Not Include		<p>Used to not include workload within APDB.</p> <ul style="list-style-type: none"> • self-supported coursework. 	

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OSF	<p>Other Support Fraction (OSF)</p> <p>Indicates the share of a faculty person's individual department appointment that is supported by state funding other than the instructional or administrative support budgets.</p> <p>This element should be used to indicate:</p> <ol style="list-style-type: none"> 1. 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. 2. Reimbursed faculty time. For example, a librarian, administrator, or computer center employee who teaches a course funded from the total state support budget (rather than the instructional budget) would have his/her appointment fraction recorded as Other Support Fraction (OSF). ROTC, volunteer faculty, and dollar-a-year faculty should be reported with zero OSF. 	<p>Used for all funding for workload taken from other sources or for particular grants.</p> <ol style="list-style-type: none"> 1. General Fund – Non Instructional 2. Grant or Research – Non General Fund 3. Teaching – Non General Fund 	<p>Mini-Grants + description Outside Grants + description State Senators+ description EU + Units + description CERF Buy Out + course number</p> <p>i.e. Outside Grants ACCESO; EU-6u-ROP-COTT-NRS 201-2; CERF Buy Out</p>

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

**** If the faculty is on Family Leave (any type: Paternal, medical or maternal), you MUST contact faculty affairs.**

*** 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