

CAMPUS SOLUTIONS
INSTRUCTOR TERM WORKLOAD
(CSAPDB)
USER'S MANUAL

SAN FRANCISCO STATE UNIVERSITY
ACADEMIC RESOURCES

ADM 467

August 2014

Last Revised: 03/15/17

FINAL: 08/26/14

REVISION CONTROL

Document Title: CS 9.0 Fall 2014 Business Process Guide – Instructor Term Workload
Author: Academic Resources, San Francisco State University
File Reference: CS_BPG_SFO_CSAPDB_Manual_final_PT854.pdf

Date	By	Action	Pages
07/31/14	S. Leng	Creation of document	All
09/02/14	S. Leng	Updated Instructor Term Workload Overview	6-7
10/10/14	S. Leng	Updated Table of Contents, What is Faculty Assigned Time/Non-Teaching Workload, Instructor Term Overview, Entering Assigned Time, Entering Non-Teaching Workload, Assigned Time & Non-Teaching Workload Reports	3-4, 6-7, 9, 11-12, 15-16
11/01/16	S. Leng	Added Deadline, What is APDB , Faculty Workload, How Workload is Calculated, Faculty Batch Process, Job Codes, Instructor Term Workload Updated Instructor Advisor Table, Overview of the Instructor Term Workload, Faculty Assigned Time Entry, Faculty Non-Teaching Workload Entry, IAF, OSF	4-24
11/08/16	S. Leng	Updated APDB Reports	25
11/09/16	S. Leng	Added Step-to-College in SFSU Common Practice for Appendix A- Assigned Time Codes	27
03/15/17	S. Leng	Updated CS Numbers (Non-Supervision) WTU Calculation and Conversion of Common WTUs to Appointment Times; added 2393 and 2403 job codes; revised IAF	7-8, 10, 20-21

Review/Approval History

Date	By	Action	Pages
08/25-08/26/14	A. Lee, M. Chin	Review and Input	All
08/16/17	A. Lee	Review and Input	All

Confidentiality Statement

This document has been checked and screen shots do not contain any confidential information (staff names, addresses, social security numbers).

Please add a new line, verifying that screen shots have been checked each time this document is published.

Publishing Date	Name of Individual Checking Screen Shots
08/25/14	Sylvia Leng
03/15/17	Sylvia Leng

Table of Contents	Page
About This Manual.....	4
Deadlines.....	4
1.0 What is APDB?.....	5
2.0 Faculty Workload.....	6
2.1 Faculty Appointment.....	6
2.1.1 Assigned Time (AT).....	6
2.1.2 Non-Teaching Workload (NTW).....	6
2.2 How Workload is Calculated.....	7
2.2.1 CS Numbers (Non-Supervisipon) WTU Calculation.....	7
2.2.2 Supervision WTU Calculations.....	7
2.2.3 Conversion of Common WTUs to Appointment Times.....	8
2.2.4 Calculation of FTES (Full-time equivalent students).....	8
3.0 APDB Faculty Batch Process.....	9
3.1 Job Codes.....	10
4.0 Instructor Advisor Table.....	11
5.0 Instructor Term Workload.....	13
5.1 Selecting an Instructor Term Workload.....	13
5.2 Overview of the Instructor Term Workload.....	15
6.0 Faculty Assigned Time Entry.....	17
7.0 Faculty Non-Teaching Workload Entry.....	20
7.1 IAF.....	20
7.2 OSF.....	22
7.3 NSS.....	24
8.0 APDB Reports.....	25
Appendix A – Assigned Time Codes.....	27
Appendix B – Assigned Time Action & Reason Combinations.....	32
Appendix C – Non-Teaching Assigned Time Codes, Reasons & Description.....	33

About This Manual

This manual has been produced by Academic Resources as a guideline for the faculty assigned time and non-teaching workload entries and the reporting of faculty workload in Campus Solutions for the Academic Planning Database (APDB). This reporting process within Campus Solutions was implemented at San Francisco State University, effective the semester of Fall 2014. For any questions regarding the processes within the manual, contact Academic Resources in ADM 467, acadroom@sfsu.edu or 415-338-1011 (on campus, x8-1011).

Deadlines

Academic Resources publishes the Class Schedule Production Calendar which outlines the due dates for the production of the Academic Planning Database (APDB) and Class Schedule. The calendar is available at <http://academicresources.sfsu.edu/sched/calendars> under "Production Calendar by Semester".

The followings are listed on the Class Schedule Production Calendar and are important for the production of the APDB:

1. Census Date
2. Preliminary APDB Deadline
3. APDB Deadline

1.0 What is APDB?

APDB refers to Academic Planning Database. The APDB is made up of two files:

1. Section File that contains information, as of census, on each class section that is offered and the resources used to teach these courses each term.
2. Faculty File that contains information, as of census, on all person who are compensated from instructional budget accounts and person having teaching responsibilities in the CSU regardless of funding sources. This file also contains faculty's non-teaching workload data entered by the College APDB Coordinator.

Each semester Academic Resources audit a series of section and faculty data in Campus Solutions in preparation for generating the APDB files. The APDB files will then be uploaded electronically to the Chancellor's Office APDB application where the data undergoes a series of edits.

Below are some important data elements reported in APDB that the departments and colleges should pay attention to while building the Class Schedule and reconciling faculty workload.

Section File

Enrollment
Space Type
Meeting Pattern
Facility ID
TBA Hours
Learning Mode
Load Factor

Faculty File

Empl Rcd/Job Code
Instructional Faculty Fraction (IFF)
Instructional Admin Fraction (IAF)
Administrative Level
Assigned Time Code
Assigned Time WTU
OSF
NSS

2.0 Faculty Workload

2.1 Faculty Appointment

IFF = Instructional Faculty Fraction; state instructional funds that support a portion of a faculty's appointment for instructional activities.

IAF = Instructional Administrative Fraction; state instructional funds that support a portion of a faculty's appointment classified as administrative time for Department Chair, College Dean and Associate Dean.

OSF = Other Support Fraction; state non-instructional funds (e.g., teaching) and non-state reimbursed funds (e.g., grant) to support a portion of a faculty's appointment.

NSS = Non-State Support Fraction; non-CSU funds such as a trust fund to support a faculty's appointment.

2.1.1 Assigned Time (AT)

Assigned time is a portion of the faculty member's appointment allocated to a specific CSU, university, college or department non-teaching instructionally related activity (research, contracts, service, and special projects).

Faculty may not report more than 3 types of assigned time and no more than 12 WTUs of assigned time per semester.

Direct Assigned Time Codes: 11, 15-18 (these assigned time are directly related to instruction)

Indirect Assigned Time Codes: 12, 14, 21-23, 31-35, and 41 (these assigned time are not directly related to instruction)

Refer to Appendix A on pages 27-31 for a list of assigned time codes and their description.

2.1.2 Non-Teaching Workload (NTW)

Non-teaching workload refers to the portion of a faculty member's appointment that is IAF (Instructional Administrative Fraction), OSF (Other Support Fraction) or NSS (Non-state).

Refer to Appendix C on page 33 for a list of non-teaching workload codes.

Assigned time and Non-teaching workload are necessary in order to accurately report faculty workload to the Chancellor's Office. The data is used to prepare system-wide statistical reports, reports for outside agencies such as the Legislature, and to monitor compliance with the collective bargaining agreement. This data is reported to the Chancellor's Office in the Academic Planning Database (APDB) prepared each semester by Academic Resources.

2.2 How Workload is Calculated

Below are some references for calculating classroom instruction and supervision workload for a faculty.

2.2.1 CS Numbers (Non-Supervision) WTU Calculation

CS Number	K-Factor	Units	WTUS (K-Factor x Units)	Appt Time (FTEF)
C1 to C6	1			
		1	1.0	0.07
		2	2.0	0.13
		3	3.0	0.20
		4	4.0	0.27
C7 to C14	1.3			
		1	1.3	0.09
		2	2.6	0.17
		3	3.9	0.26
		4	5.2	0.35
C15	1.5			
		1	1.5	0.10
		2	3.0	0.20
		3	4.5	0.30
C16 to C17	2			
		1	2.0	0.13
		2	4.0	0.27
		3	6.8	0.40
		4	8.0	0.53
C18	6			
		1	6.0	0.40
C19 to C21	3			
		1	3.0	0.20
		2	6.0	0.40
		3	9.0	0.60
		4	12.0	0.80
C78				

Notes:

The CS # for a course can be found on the Course Catalog in Campus Solutions. The K-Factor is defined by the CSU for each CS #.

Many courses have split (two) classifications. To calculate total WTUS:

CS-4	2.0 WTU
CS-7	<u>1.3 WTU</u>
Total WTUs	3.3

C78 classification is used for courses that do not fit into any of the usual classifications. C78 is different from others because it does not generate WTUs. For C78, an appropriate number of assigned time WTUs and assigned time code 15 should be used.

2.2.2 Supervision WTU Calculations

Supervision Courses

WTUs are calculated by the number of students enrolled.

CS#:	S-25	# Students x 0.48
	S-36	# Students x 0.33
	S-48	# Students x 0.25

2.2.3 Conversion of Common WTUs to Appointment Times

WTU	Appointment Time (WTU/15)
1.0	0.07
1.3	0.09
2.0	0.13
2.3	0.15
2.6	0.17
3.0	0.20
3.3	0.22
3.9	0.26
4.0	0.27
6.0	0.40
7.5	0.50
9.0	0.60

Notes:

For lecturers, a full workload is 15 WTUs. Therefore, WTUs/15 = Appt time.

For full-time tenured/tenure-track faculty, full workload is 15 WTUs. However, the faculty received 3 WTUs service credit from CSU for advising and committee work.

For summer, appt time for lecturers and tenured/tenure track faculty are calculated by WTUs/12 = Appt time.

2.2.4 Calculation of FTES (Full-time equivalent students)

FTES = <u>Course Credit Units x Enrollment</u> divided by 15			
Course Credit Units (CCU)	X Enroll =	Student Credit Units (SCU)	SCU/15 = FTES (students) ¹
1.0	15	15	1.0
	20	20	1.3
	25	25	1.7
	30	30	2.0
	40	40	2.7
	75	75	5.0
2.0	15	30	2.0
	20	40	2.7
	25	50	3.3
	30	60	4.0
	40	80	5.3
	75	150	10.0
3.0	15	45	3.0
	20	60	4.0
	25	75	5.0
	30	90	6.0
	40	120	8.0
	75	225	15.0

¹Effective Summer 2006, the State of California agreed that the CSU should change the calculation of graduate full-time equivalent students (FTES) to recognize how graduate instruction differs from undergraduate instruction. Graduate FTES is calculated at 12 students credit units per FTES, in contrast to 15 students credit units per FTES used for undergraduate enrollments. The graduate formula is used to calculate FTES for enrollments of students who are officially designated as either classified graduate, conditionally classified graduate and doctoral students.

3.0 APDB Faculty Batch Process

The APDB Faculty Batch Process is a job that Academic Resources run at the beginning of each semester until the APDB deadline to bring over all recurring and new faculty appointments from HRMS job table to the Instructor Term Workload in Campus Solutions. The job data will be automatically inserted as APDB Departmental Assignments in the Instructor Term Workload page. Only IFF and IAF appointments are brought over and inserted. OSF appointments will need to be identified by the College APDB Coordinator in the Instructor Term Workload page. Academic Resources will enter the OSF after the APDB deadline.

APDB Departmental Assignments				
*Department	IFF	IAF	OSF	
<input type="text"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>	<input type="button" value="+"/> <input type="button" value="-"/>

The APDB Faculty Batch Process is scheduled to run daily at 2am. The daily run will capture and bring any new appointments to Campus Solutions that Human Resources have approved the day before.

When the process is running, the APDB Departmental Assignments in the Instructor Term Workload are temporarily wiped out. Once the process is completed, any new and current APDB Department Assignments will be mapped. As a result of this behavior, the process is scheduled to run afterhours to prevent interference with the College APDB Coordinator’s auditing process.

As an added note, the data in the OSB R12 report relies on the APDB Faculty Batch Process being run daily for the accurate data. When changes are made in the Update Print Ctl/Instructor ID, Schedule of Classes and/or Instructor Term Workload, the APDB Faculty Batch Process needs to run in order for the changes to be reflected on the OSB R12 report. Changes made during the day will be reflected on the OSB R12 report the next morning. If changes made need to be reflected on the OSB R12 report immediately, please contact the Academic Resources APDB Coordinator.

3.1 Job Codes

Faculty appointments with job codes listed in the charts below are defined in the APDB Faculty Batch Process to be brought over from HRMS job table to Campus Solutions. Faculty with these job codes are reported in APDB so it is important that the correct job code is attached at the section level and is selected for the assigned time and non-teaching workload.








Class/Job Codes	Description	Assignment Type
0051	Volunteer	IFF
2354	GTA AY	IFF
2355	GA	IFF
2356	Sub Instr Fac	IFF
2358	Lec AY	IFF
2359	Lec 12M	IFF
2360	Instr Fac (T/TT) AY	IFF
2361	Instr Fac 12M	IFF
2374	Head Coach 10M	IFF
2375	Head Coach AY	IFF
2377	Coach 10M	IFF
2378	Coach AY	IFF
2384	Coach Asst AY	IFF
2387	Grant Fac AY	IFF
2388	Grant Fac 12M	IFF
2393	Visiting Faculty AY	IFF
2399	Instr Fac (T/TT New Wave) AY	IFF
2403	FT Faculty Unit-Addtl Employment	IFF
2481	Chair 12M	IAF
2919	LIB 10M	OSF
2920	LIB 12M	OSF
2977	PRES	IAF
3300	Admin IV	IAF
3306	Admin III	IAF






Summer Class/Job Codes	Description	Assignment Type
0051	Volunteer	IFF
2324	GTA - Summer Term	IFF
2457	Instr Fac Summer Session State Support	IFF

4.0 Instructor Advisor Table

Faculty must be in the Instructor/Advisor Table before they can be selected as a faculty in the Schedule of Classes. The Primary Org and Approved Courses must be defined in this table. If the faculty is teaching a cross-listed course, all subjects of the cross-listed must be defined under Approved Courses. Once the faculty members are assigned to their classes, their sections will appear in the Instructor Term Workload page.

Below is an example of an Instructor/Advisor Table of a faculty whose Primary Academic Org is with the Finance Department. Based on the Academic Org identified in the Approved Courses tab, the faculty can be assigned to FIN and BUS courses. If the faculty is scheduled to teach another subject, such as ACCT, the department must submit an Instructor/Advisor Table form to the College to add ACCT to the Approved Courses.

Instructor/Advisor Table		Approved Courses	
			
Instructor Details		Find View All	
		First 1 of 1 Last	
*Effective Date:	08/25/2014 	*Status:	Active 
			+ -
*Instructor Type:	Professor 	<input type="checkbox"/> Advisor	
*Academic Institution:	SFCMP 	San Francisco State University	
*Primary Acad Org:	262 - FIN 	Finance	
*Instructor Available:	Available 		

Instructor/Advisor Table		Approved Courses	
			
Instructor Details		Find View All	
		First 1 of 1 Last	
Effective Date:	08/25/2014	Status:	Active
Instructor Type:	Professor	<input type="checkbox"/> Advisor	
Academic Institution:	SFCMP	San Francisco State University	
Primary Acad Org:	262 - FIN	Finance	
Course Description		Personalize Find  	
		First 1-2 of 2 Last	
Seq Nbr	*Acad Org	Subject Area	Course ID
Offer Nbr	Catalog Nbr	Campus	
1	131 - BUS 		
2	262 - FIN 		
			+ -
			+ -

To add a faculty to the Instructor/Advisor Table, follow the steps listed below:

1. Run the SFO_CS_SR_OSB_FACULTY_ORG query to check if the faculty exists in the department.
2. Provide to Academic Resources the information outlined below on the Instructor/Advisor Table form. Fax the form to 415-338-6790 (on-campus, x8-6790).

<p>Existing instructor, SFSU ID</p> <p>Provide Academic Resources the following on the Instructor/Advisor Table form:</p> <ol style="list-style-type: none"> 1. Name 2. SFSU ID 3. Primary Academic Org 4. Approved Subjects (if cross-listed, provide the cross-listed subject(s) as well) 5. ETRAC # 	<p>New hire, no SFSU ID</p> <ol style="list-style-type: none"> 1. ETRAC to generate a SFSU ID 2. Submit ETRAC <p>Provide Academic Resources the following on the Instructor/Advisor Table form:</p> <ol style="list-style-type: none"> 3. Name 4. SFSU ID 5. Primary Academic Org 6. Approved subjects (if cross-listed, provide the cross-listed subject(s) as well) 7. ETRAC #
---	---

Example of an Instructor/Advisor Table Form

PREPARED BY: <u>Sylvia Leng</u>		PROCESSED BY: _____		
Term: <u>Fall 2014</u>				
SFSU ID	FACULTY NAME	APPOINTED DEPT	*APPROVED SUBJECT(S)	ETRAC #
123456789	College, Sci	GE OG	GEOG, USP, ENVS	0015245
234567890	College, Bus	ACCT	ACCT	0015246

5.0 Instructor Term Workload

The Instructor Term Workload allows for the entry and maintenance of a faculty's assigned time and or non-teaching workload. Both assigned time and non-teaching workload data are necessary in order to accurately report faculty workload. Each faculty member can report up to three different types of assigned time and no more than 12 WTUs of assigned time.

Faculty appointment and workload data are available for auditing through a number of APDB related queries and reports in Campus Solutions. It is the responsibility of the College APDB Coordinator to audit these data and reconcile each class, faculty and supervision assignment. These queries and reports are listed on pages 25-26 of this manual. The reconciled data is used to prepare systems-wide statistical reports, reports for outside agencies such as the Legislature, and to monitor compliance with the collective bargaining agreement. This data is also reported to the Chancellor's Office in the APDB prepared each semester by Academic Resources.

5.1 Selecting an Instructor Term Workload

The Instructor Term Workload can be accessed by following one of the navigations below:

1. Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Term Workload
2. Main Menu > AOC Administration > Class Schedule AOC WorkCenter > APDB > Instructor Term Workload

Term Workload

Enter any information you have and click Search. Leave fields blank for a list of all values.

ID: begins with

Academic Institution: begins with

Name: begins with

Case Sensitive

- Click on the Find an Existing Value tab, enter the faculty's SFSU ID or last name.
- Click Search.

Navigate to the correct term by using the arrows on the right side of the Instructor Term Workload table as shown below or use the “Find” feature. When using the “Find” feature, enter the term code to search.

Do not use the “Term” field to pull up the term. Entering the term code or using the look-up feature on the “Term” field will result in scrambled data.

*Department	IFF	IAF	OSF	Primary Assignment
131 - BUS	0600	0000	0000	+
476 - MKTG	0400	0000	0000	+

Term: Spring 2016

Do not enter the term code or use the look-up feature in this field.

Enter search string:

5.2 Overview of the Instructor Term Workload

The Instructor Term Workload contains two areas of data.

1. APDB Departmental Assignments (Grid)
2. Workload Assignments & Job Code (Detail)

Workload Definition Find | View All First 2 of 26 Last

Academic Institution: SFCMP San Francisco State University Total Term FTE% 100.00

Term: 2157 Fall 2015

Instructor Assignment: FT Full Time

Class: 2

Instructor Type: Profess

Calculate Workload: Assigned FTE %: 100.00

Limit Workload: Instructor Multiplier: 100

Primary Department: 131 - BUS

APDB Departmental Assignments

*Department	IFF	IAF	OSF	Primary Assignment
131 - BUS	0800	0000	0000	<input checked="" type="checkbox"/>
476 - MKTG	0200	0000	0000	<input type="checkbox"/>

Workload Assignment 1

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
BUS COMM FOR PROF - GVAR	BUS	300GW	14	1906		25	IFF	Assign Type Reason	131 - BUS	3.00	<input checked="" type="checkbox"/>	20.00
DIGITAL MARKETING	MKTG	469	03	6759		44	IFF	Assign Type Reason	476 - MKTG	3.00	<input checked="" type="checkbox"/>	20.00
BUS COMM FOR PROF - GVAR	BUS	300GW	13	1905		25	IFF	Assign Type Reason	131 - BUS	3.00	<input checked="" type="checkbox"/>	20.00
BUS COMM FOR PROF - GVAR	BUS	300GW	18	1910		25	IFF	Assign Type Reason	131 - BUS	3.00	<input checked="" type="checkbox"/>	20.00
BUS COMM FOR PROF - GVAR	BUS	300GW	22	1914		25	IFF	Assign Type Reason	131 - BUS	3.00	<input checked="" type="checkbox"/>	20.00

Workload Assignment 2

Job Code

*Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code
BUS COMM FOR PROF - GVAR	BUS	300GW	14	1906	Academic Regular Session	9	2358
DIGITAL MARKETING	MKTG	469	03	6759	Academic Regular Session	0	2358
BUS COMM FOR PROF - GVAR	BUS	300GW	13	1905	Academic Regular Session	9	2358
BUS COMM FOR PROF - GVAR	BUS	300GW	18	1910	Academic Regular Session	9	2358
BUS COMM FOR PROF - GVAR	BUS	300GW	22	1914	Academic Regular Session	9	2358

1. APDB Departmental Assignments (Grid)
 - The faculty's current job data is listed in this area of the Instructor Term Workload. The job data, with the exception of OSF, is brought over from the APDB Faculty Batch Process, which is scheduled to run daily at 2am from the beginning of the semester until the APDB deadline. **DO NOT UPDATE THE DATA IN THESE FIELDS. THE SCHEDULED PROCESS WILL OVERWRITE YOUR UPDATES.**
 - OSF appointment data will be entered into the OSF field by Academic Resources after the APDB deadline. Academic Resources will use the OSF non-teaching workload data entered by the College APDB Coordinator in the Workload Assignments area of the Instructor Term Workload.

- Faculty who has multiple appointments with different departments will have a row for each department. The first row is listed as the faculty's Primary Assignment. Additional rows are listed as Other Assignment. Each faculty can report no more than three appointments in APDB.
- The faculty's Primary Department is defined in the Instructor/Advisor Table under the Primary Academic Org field. There can only be one Primary Academic Org for a faculty. Contact the Academic Resources APDB Coordinator if the Primary Department is incorrect.

2. Workload Assignments & Job Code (Detail)

- The faculty's instructional assignments, assigned time, and non-teaching workload are listed in this area of the Instructor Term Workload.
- The instructional assignments listed are pulled from the Schedule of Classes. These data cannot be updated in the Instructor Term Workload. Changes to these data are made on the class section's Meetings page or on the Update Print Ctl/Instructor ID page.
- Assigned time and OSF are entered into the Instructor Term Workload by the College APDB Coordinator. Updates to these data are the responsibility of the College APDB Coordinator and can be done at any time prior to the APDB deadline for each semester. For the APDB production timeline, contact the APDB Coordinator in Academic Resources.
- Non-teaching workload such as IAF will automatically be added to the Instructor Term Workload by the APDB Faculty Batch Process for faculty hired under job codes 2481 (Chair 12M), 3300 (Admin IV – Dean) and 3306 (Admin III – Associate Dean). The College APDB Coordinator is responsible for auditing these data for accuracy.
- Faculty on sabbatical, graduate assistants (job code 2355) and NSS (Non-State Support hired through trust funds) assignments are also automatically added to the Instructor Term Workload by the APDB Faculty Batch Process to be reported in APDB. The College APDB Coordinator can audit these for accuracy.

6.0 Faculty Assigned Time Entry

Below are the instructions to enter assigned time. Each faculty can report up to three different types of assigned time and no more than 12 WTUs of assigned time in APDB.

1. Search by faculty SFSU ID or name (Last,First).

Term Workload

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

ID: begins with

Academic Institution: begins with

Name: begins with

Case Sensitive

Search
Clear
Basic Search
 Save Search Criteria

2. Navigate to the correct term using the arrows. Once on the correct term, click on the sign to create a blank assignment row for the assigned time.

Workload Definition Find | View All First 2 of 26 Last

Academic Institution: SFCMP San Francisco State University Total Term FTE%

Term: Fall 2015

Instructor Assignment Class: Full Time

Instructor Type: Professor

Primary Department: 131 - BUS

Calculate Workload: Assigned FTE %:

Limit Workload: Instructor Multiplier %:

APDB Departmental Assignments				IFF	IAF	OSF		
<input type="text" value="131 - BUS"/>	<input type="text" value="0800"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>	Primary Assignment	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="476 - MKTG"/>	<input type="text" value="0200"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>	Other Assignment	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Workload Assignment		Job Code														
*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %				
BUS COMM FOR PROF - GVAR	BUS	300GW	14	1906		25	IFF	Assign Type Reason	131 - BUS	3.00	<input checked="" type="checkbox"/>	20.00	<input type="text" value=""/>	<input type="text" value=""/>		
DIGITAL MARKETING	MKTG	469	03	6759		44	IFF	Assign Type Reason	476 - MKTG	3.00	<input checked="" type="checkbox"/>	20.00	<input type="text" value=""/>	<input type="text" value=""/>		
BUS COMM FOR PROF - GVAR	BUS	300GW	13	1905		25	IFF	Assign Type Reason	131 - BUS	3.00	<input checked="" type="checkbox"/>	20.00	<input type="text" value=""/>	<input type="text" value=""/>		
BUS COMM FOR PROF - GVAR	BUS	300GW	18	1910		25	IFF	Assign Type Reason	131 - BUS	3.00	<input checked="" type="checkbox"/>	20.00	<input type="text" value=""/>	<input type="text" value=""/>		
BUS COMM FOR PROF - GVAR	BUS	300GW	22	1914		25	IFF	Assign Type Reason	131 - BUS	3.00	<input checked="" type="checkbox"/>	20.00	<input type="text" value=""/>	<input type="text" value=""/>		

3. In the description field, type in a short description of the assigned time.
4. In the Assign Type drop down field, select the appropriate numerical assign type code.
5. Click on Assign Type Reason and select the appropriate Workload Reason Code and Time Source Code. Both are required for all assigned time and APDB reporting. The various time source options are Chancellor, College, Department, Reimbursement, Revenue, or University.
6. Select the APDB Dept ID for the Assigned Time.
7. Enter the assigned time WTU value in the Work Load field. Once the WTU has been entered, the Total Term FTE% will be updated.

Workload Definition Find | View All First 8 of 32 Last

Academic Institution: SFCMP San Francisco State University **Total Term FTE%** 110.00

Term: 2157 Fall 2015

Instructor Assignment Class: FT Full Time

Instructor Type: Professor

Calculate Workload: **Assigned FTE %:** 100.00

Limit Workload: **Instructor Multiplier %:** 100

Primary Department: 131 - BUS

APDB Departmental Assignments			
*Department	IFF	IAF	OSF
131 - BUS	0800	0000	0000 Primary Assignment
476 - MKTG	0200	0000	0000 Other Assignment

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
BUS COMM FOR PROF - GVAR	BUS	300GW	14	1906		25	IFF	Assign Type Reason	131 - BUS	3.00	<input checked="" type="checkbox"/>	20.00
DIGITAL MARKETING	MKTG	469	03	6759		44	IFF	Assign Type Reason	476 - MKTG	3.00	<input checked="" type="checkbox"/>	20.00
BUS COMM FOR PROF - GVAR	BUS	300GW	13	1905		25	IFF	Assign Type Reason	131 - BUS	3.00	<input checked="" type="checkbox"/>	20.00
BUS COMM FOR PROF - GVAR	BUS	300GW	18	1910		25	IFF	Assign Type Reason	131 - BUS	3.00	<input checked="" type="checkbox"/>	20.00
BUS COMM FOR PROF - GVAR	BUS	300GW	22	1914		25	IFF	Assign Type Reason	131 - BUS	3.00	<input checked="" type="checkbox"/>	20.00
Research						0	22	Assign Type Reason	131 - BUS	0.50	<input checked="" type="checkbox"/>	3.33
Advising						0	31	Assign Type Reason	131 - BUS	0.50	<input checked="" type="checkbox"/>	3.33
Excess Enroll MKTG 469						0	11	Assign Type Reason	476 - MKTG	0.50	<input checked="" type="checkbox"/>	3.33

Assign Type Reason

Assignment Type: 11

Workload Reason Code: Excess Enroll (>120)

Time Source Code: Department

- Click on the Job Code tab. In the Empl Rcd# field, select the correct employee record # for the assigned time.

Workload Assignment		Job Code							
*Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code		
BUS COMM FOR PROF - GVAR	BUS	300GW	14	1906	Academic Regular Session	9	2358	+	-
DIGITAL MARKETING	MKTG	469	03	6759	Academic Regular Session	0	2358	+	-
BUS COMM FOR PROF - GVAR	BUS	300GW	13	1905	Academic Regular Session	9	2358	+	-
BUS COMM FOR PROF - GVAR	BUS	300GW	18	1910	Academic Regular Session	9	2358	+	-
BUS COMM FOR PROF - GVAR	BUS	300GW	22	1914	Academic Regular Session	9	2358	+	-
Research						0	2358	+	-
Advising						0	2358	+	-
Excess Enroll MKTG 469						0	2358	+	-

- Click 'Save' to save the assigned time entry.

7.0 Faculty Non-Teaching Workload Entry

7.1 IAF

IAF is used to indicate the portion of a position classified as administrative time for faculty who are department chairs (job code 2481), college deans (job code 3300) and associate deans (job codes 3306).

The APDB Faculty Batch Process will automatically insert an IAF row to the Instructor Term Workload if the faculty has a 2481, 3300 or 3306 appointment. The reason and time source codes are also inserted by the process. It is the College APDB Coordinator’s responsibility to review this data for accuracy.

To review the list of IAF in your college, run the SFO_CS_SR_APDB_INSTR_IAF_DTL query in query viewer. Contact the Academic Resources APDB Coordinator if someone is missing from the list.

To pull up a faculty with an IAF appointment, follow the instructions below.

1. Search by faculty SFSU ID or name (Last,First).

Term Workload

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

ID: begins with ▼

Academic Institution: begins with ▼

Name: begins with ▼

Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

- Navigate to the correct term using the arrows. The IAF row is inserted by the APDB Faculty Batch Process.

Workload Definition Find | View All First 1 2 of 46 Last

Academic Institution: SFCMP San Francisco State University Total Term FTE% 82.00

Term: 2157 Fall 2015

Instructor Assignment Class: FT Full Time Primary Department: 368 - ISYS

Instructor Type: Professor

Calculate Workload: Assigned FTE %: 100.00

Limit Workload: Instructor Multiplier %: 100

APDB Departmental Assignments

*Department	IFF	IAF	OSF	Primary Assignment
368 - ISYS	0400	0600	0000	Primary Assignment

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
IAF						0	IAF	Assign Type Reason	368 - ISYS	9.00	<input checked="" type="checkbox"/>	60.00
BICS SPREADSHEET MAKE-UP	ISYS	198	01	4376		0	IFF	Assign Type Reason	368 - ISYS		<input checked="" type="checkbox"/>	

Workload Assignment **Job Code**

*Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code
IAF						4	2481
BICS SPREADSHEET MAKE-UP	ISYS	198	01	4376	Academic Regular Session	0	2360

- Click on Assign Type Reason to view the reason and time source codes.

Workload Definition Find | View All First 1 2 of 46 Last

Academic Institution: SFCMP San Francisco State University Total Term FTE% 82.00

Term: 2157 Fall 2015

Instructor Assignment Class: FT Full Time Primary Department: 368 - ISYS

Instructor Type: Professor

Calculate Workload: Assigned FTE %: 100.00

Limit Workload: Instructor Multiplier %: 100

APDB Departmental Assignments

*Department	IFF	IAF	OSF	Primary Assignment
368 - ISYS	0400	0600	0000	Primary Assignment

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
IAF						0	IAF	Assign Type Reason	368 - ISYS	9.00	<input checked="" type="checkbox"/>	60.00
BICS SPREADSHEET MAKE-UP	ISYS	198	01	4376		0	IFF	Assign Type Reason	368 - ISYS		<input checked="" type="checkbox"/>	

Assign Type Reason

Assignment Type: IAF

Workload Reason Code: Department Chair, 12 Month

Time Source Code: Department

7.2 OSF

OSF is used to indicate the portion of a position classified as Other Support Fraction (often referred to as Other State Funds). These funds provided by the CSU for a special purpose generally referred to as a “system wide provision.” These funds provide for the following activities: (1) Faculty Affirmative Action, (2) Librarian, (3) Research, Scholarship and Creative Activity, (4) Special Sessions, and (5) Statewide Academic Senate.

The APDB Faculty Batch Process brings over OSF faculty as an IFF assignment. It is the responsibility of the College APDB Coordinator to identify the faculty with OSF so that Academic Resources can update/adjust the IFF and OSF fields accordingly after the APDB deadline.

Follow the instructions below to enter OSF for a faculty.

1. Search by faculty SFSU ID or name (Last,First).

Term Workload

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

ID: begins with

Academic Institution: begins with

Name: begins with

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

2. Navigate to the correct term using the arrows. Once on the correct term, click on the sign to create a blank assignment row to enter the OSF.

Workload Definition Find | View All First 2 of 9 Last

Academic Institution: SFCMP San Francisco State University

Term: Fall 2015

Instructor Assignment Class: Full Time

Instructor Type: Professor

Calculate Workload: Assigned FTE %:

Limit Workload: Instructor Multiplier %:

Total Term FTE% + -

13.33

Primary Department: 515 - NURS

APDB Departmental Assignments				
*Department	IFF	IAF	OSF	
515 - NURS	0133	0000	0000	Primary Assignment + -

Workload Assignment		Job Code											
*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %	
FNP PRACTICUM III	NURS	812	02Z	13062		6	IFF	Assign Type Reason	515 - NURS	2.00	<input checked="" type="checkbox"/>	13.33	+ -

3. In the description field, type OSF.
4. In the Assign Type drop down field, select OSF.
5. Click on Assign Type Reason and select the appropriate Workload Reason Code and Time Source Code. Both are required for all assigned time and APDB reporting. The various time source options are Chancellor, College, Department, Reimbursement, Revenue, or University.
6. Select the APDB Dept ID for the OSF.
7. Enter the OSF WTU value in the Work Load field. Once the WTU has been entered, the Total Term FTE% will be updated.
8. Academic Resources will update the OSF field in the APDB Departmental Assignments using the WTU that was entered in the above steps after the APDB deadline.

Workload Definition

Academic Institution: SFCMP San Francisco State University **Total Term FTE%** 26.66

Term: 2157 Fall 2015

Instructor Assignment Class: FT Full Time

Instructor Type: Professor

Calculate Workload: Assigned FTE %: 100.00

Limit Workload: Instructor Multiplier %: 100

Primary Department: 515 - NURS

*Department	IFF	IAF	OSF	
515 - NURS	0133	0000	0000	Primary Assignment

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
OSF						0	OSF	Assign Type Reason	515 - NURS	2.00	<input checked="" type="checkbox"/>	13.33
FNP PRACTICUM III	NURS	812	02Z	13062		6	IFF	Assign Type Reason	515 - NURS	2.00	<input checked="" type="checkbox"/>	13.33

Assign Type Reason

Assignment Type: OSF

Workload Reason Code: Special Sessions

Time Source Code: Reimbursed

*Department	IFF	IAF	OSF	
515 - NURS	0000	0000	0133	Primary Assignment

*Do not update the OSF field. Academic Resources will update it after the APDB deadline.

9. Click on the Job Code tab. In the Empl Rcd# field, select the employee record for the OSF assignment.

Workload Assignment **Job Code**

*Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code
OSF						0	2358
FNP PRACTICUM III	NURS	812	02Z	13062	CEL Academic Credit Session	0 2358	

10. Click 'Save' to save the OSF entry.

7.3 NSS

NSS is used to indicate the portion of a position classified as Non-State Support fraction paid for with funds from non-CSU sources. Faculty with a NSS appointment will not have an IFF.

Faculty with a NSS appointment is defined to be brought over by the APDB Faculty Batch Process when they are hired using a trust fund. The process will insert a row for the NSS workload assignment into the Instructor Term Workload page. No entries from the College APDB Coordinator are required for NSS.

Run the SFO_CS_SR_APDB_INSTR_NSS_DTL query in query viewer for a list of faculty with a NSS appointment.

Workload Definition Find | View All First 2 of 11 Last

Academic Institution: SFCMP San Francisco State University Total Term FTE% 170.00

Term: 2157 Fall 2015

Instructor Assignment Class: FT Full Time Primary Department: 515 - NURS

Instructor Type: Professor

Calculate Workload: Assigned FTE %: 100.00

Limit Workload: Instructor Multiplier %: 100

APDB Departmental Assignments

*Department	IFF	IAF	OSF	
515 - NURS	0000	0000	0000	Primary Assignment

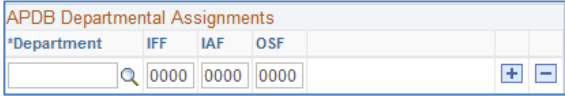
Workload Assignment		Job Code											
*Description	Subject	Catalog No.	Section	Class No.	Comb	Seats	Tot Enrl.	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
NSS							0	NSS	Assign Type Reason	515 - NURS	12.75	<input checked="" type="checkbox"/>	85.00
GRAD NURSNG PRACTICUM II	NURS	802	11	13338			1	IFF	Assign Type Reason	515 - NURS	0.25	<input checked="" type="checkbox"/>	1.67
NURSING CARE OF CHILDREN	NURS	410	12	7271			8	IFF	Assign Type Reason	515 - NURS	6.00	<input checked="" type="checkbox"/>	40.00
NURSING CARE OF CHILDREN	NURS	410	04Z	12982			8	IFF	Assign Type Reason	515 - NURS	6.00	<input checked="" type="checkbox"/>	40.00
ADV MED SURG & CRIT CARE	NURS	520	04	11294			15	IFF	Assign Type Reason	515 - NURS	0.50	<input checked="" type="checkbox"/>	3.33

8.0 APDB Reports

Effective Fall 2014, the APDB reporting tools for Campus Solutions are accessed within Campus Solutions at San Francisco State University via the SF State gateway. Below are queries and OSB reports for auditing the APDB.

The queries can be accessed by following one of the navigations below:

1. Main Menu > Reporting Tools > Query > Query Viewer
2. Main Menu > AOC Administration > Class Schedule AOC WorkCenter > AOC Reports & Query

PS Query	
Query Description	Report Name
<p>FTE from Job Data Report from 'Grid' (APDB Dept Assignment) in Instructor Term Workload page.</p>  <p>For discrepancies in the IFF and/or IAF values, contact HR for appointments.</p>	SFO_CS_SR_APDB_GRID_FTE
<p>Assign Time Report Reports all of the assign time entered in the Instructor Term Detail.</p>	SFO_CS_SR_APDB_ASSIGN_TIME
<p>Instructor IAF from Term Detail Report Report from Instructor Term Detail for IAF values. Use as a cross-check with Grid IAF values.</p>	SFO_CS_SR_APDB_INSTR_IAF_DTL
<p>Instructor OSF from Term Detail Report Report from Instructor Term Detail for OSF values. Use as a cross-check with Grid OSF values.</p>	SFO_CS_SR_APDB_INSTR_OSF_DTL
<p>Instructor NSS from Term Detail Report Report from Instructor Term Detail for NSS values.</p>	SFO_CS_SR_APDB_INSTR_NSS_DTL
<p>Workload report for SUP sxn Workload for SUP sections for S-Factor sections except C78 sections with enrollment. SUP sections without enrollment will not have workload.</p>	SFO_CS_SR_APDB_WKLOAD_SUP
<p>C78 sections for APDB Contains C78 sections with enrollment.</p>	SFO_CS_SR_APDB_C78_SXN

	<p>Input assign time in the Instructor Term Workload Page as follows: * Assign Type = 15 * Assign Type Reason > Workload Reason Code = Non-Traditional Instruction</p> <p>Once these are entered, they will be in both Faculty with C78 Assign Time and the Assign Time Report.</p>	
	<p>Faculty with C78 Assign Time Reports faculty with C78 Assign Time.</p>	<p>SFO_CS_SR_APDB_C78_SXN_AT</p>
	<p>Faculty Schedule Report</p> <ul style="list-style-type: none"> • Look up by Term • Enter '%' for entire College or Department faculty or by SFSU ID 	<p>SFO_CS_SR_OSB_FACULTY_SCHED</p>
	<p>Job Code Audit Use to audit the faculty job code assigned to a section.</p>	<p>SFO_CS_SR_APDB_JOB_CODE</p>
	<p>Instructor Role in Meeting Pattern Use to audit instructor role and grade access.</p>	<p>SFO_CS_SR_OSB_INSTR_ROLE_MTG</p>
	<p>Missing Instructor Report Lists sections with enrollment missing instructors attached.</p>	<p>SFO_CS_SR_OSB_MISSING_FAC</p>

The OSB Reports can be accessed by following one of the navigations below:

1. Main Menu > SF State > Campus Solutions > OSB Reports
2. Main Menu > AOC Administration > Class Schedule AOC WorkCenter > AOC Reports & Query > OSB Reports

OSB Reports	
	<p>R07 Faculty WTU Report This report lists the classes and WTU for each faculty. Does not include class assignment and WTU generated from another college.</p>
	<p>R12 Faculty Workload This report lists HR job data and workload assignments from the Instructor Term Workload page for each faculty. Workload generated outside the faculty's primary org and primary group are listed in the 'Outside WTU' column.</p>
	<p>APDB Term Workload Job Audit Job data audit report. Report with a list of active and terminated job records and job codes for each faculty.</p>

Appendix A – Assigned Time Codes

A list of assigned time codes and their descriptions are listed in the table below.

Code	Description	SFSU Common Practice	Definition
11	Excess Enrollment	Census enrollment >120	<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 enrolment if over 120, a graduate assistant, a student assistant, or an additional 3 WTUs 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. In no case shall a faculty member be granted assigned WTU for more than one class with excess enrollments.</p>
12	New Preparations	New course preparation for one course only	A faculty member may be given assigned WTU for preparation of courses never before taught by that particular faculty member, if course actually taught include two or more such new preparations.
14	Course or Supervision Overload	Not used	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.
15	Non-Traditional Instruction	Teaching C-78, Step-to-College, online, web-streamed sections	A faculty member may be given assigned WTU for activities involving instruction and evaluation, which include such activities as modularized instruction, self-pace 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.

Code	Description	SFSU Common Practice	Definition
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 campus.
17	Credit by Examination/ Evaluation		<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 required. Such activities include:</p> <ol style="list-style-type: none"> Credit by evaluation of prior experiential learning (e.g. based upon evaluation of a portfolio of materials). Credit by examination (where the examination is generated and evaluated in whole or in part by the campus), including comprehensive and challenge examinations. <p>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:</p> <ol style="list-style-type: none"> Interview and make a preliminary assessment of the student's background. Counsel the student regarding preparation for the evaluation. Selection for preparation of the examination or assistance in preparation of a student portfolio. Evaluation of the portfolio or evaluation of the student response to the examination.
18	Instructional Support of Graduate 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

Code	Description	SFSU Common Practice	Definition
21	Special Instructional Programs	<ul style="list-style-type: none"> ▪ Admin & Eval of tests for CEEL ▪ American Language Institute ▪ Collection Curator ▪ Fieldwork Coordinator ▪ Jt. Doctoral Program ▪ Journal Editor ▪ Laboratory Coordinator ▪ Multiple Section Coordinator ▪ Program Coordinator/Director ▪ Team Teaching 	<p>requirements.</p> <ul style="list-style-type: none"> a. A faculty 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 fir program and tape production for instructional television. c. A faculty member may be given assigned WTU for liaison duties multiple sections of the same course.
22	Instructional Experimentation or Innovation	<p>Research</p> <ul style="list-style-type: none"> ▪ College or Department Sponsored Research ▪ Presidential Award for Probationary Faculty ▪ Provost Assigned Time, Affirmative Action, Other SFSU Funded Faculty Development Release Time Awards ▪ Research supported by grants from non-state 	<ul style="list-style-type: none"> a. A faculty 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.

Code	Description	SFSU Common Practice	Definition
		agencies which provide funding for replacement faculty in the classroom	
23	Instruction-Related Services	<ul style="list-style-type: none"> ▪ Art Galleries ▪ Campus institutions ancillary to the instructional program (e.g.: Athletics) ▪ Study Skills Center 	A faculty member may be given assigned WTU for his/her service related to college clinics, study skill centers, farms, art galleries, and other campus institutions and facilities which are ancillary to the instruction program.
31	Advising Responsibilities	<ul style="list-style-type: none"> ▪ General Education Advising ▪ Graduate Advising ▪ Learning Assistance Center ▪ Liberal Studies Advising ▪ Mentorship Program ▪ Student Organization Advisor ▪ Undergraduate Coordinator ▪ Graduate Coordinator 	<ol style="list-style-type: none"> 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 the faculty's department. b. A faculty member may be given assigned WTU for carrying a greater than normal share departmental or school advising responsibilities. c. A faculty member may be given assigned WTU for services as departmental graduate advisor.
32	Instruction- Related Committee Assignments	<ul style="list-style-type: none"> ▪ CSU Faculty Trustee ▪ CSU Statewide Academic Senate ▪ Liberal Studies Council ▪ SFSU Academic Senate 	<ol style="list-style-type: none"> 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

Code	Description	SFSU Common Practice	Definition
		<ul style="list-style-type: none"> ▪ University Wide Committees 	<p>instructional programs of the college, or the CSU system at large.</p> <p>c. Includes all-university assigned time.</p>
33	Curricular Planning or Studies		<p>a. A faculty member may be given assigned WTU for special individual or committee-related curriculum planning, development and redevelopment activities.</p> <p>b. A faculty member may be given assigned WTU for development of special tests for credit by examination.</p>
34	Accreditation Responsibilities		A faculty member may be given assigned WTU for accreditation responsibilities.
35	Instruction-Related Facilities Planning		A faculty member may be given assigned WTU for duties related to planning of instructional facilities.
41	CFA Activities		Each CFA campus Chapter President and each of four CFA statewide officers (President, Vice President, Secretary, and 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.

Appendix B – Assigned Time Action & Reason Combinations

Assigned Time Actions		Assigned Time Reasons	
AT Code	AT Description	AT Code	AT Description
11	Excess Enrollment	A	Excess Enroll (75-120)
		B	Excess Enroll (>120)
12	New Course Preparation		
15	Non-Traditional Instruction		
16	In Service (K-12 School)		
17	Credit by Exam/Evaluation		
18	Instruction Supp/Grad		
21	Special Instruction	A	Program Coordinator/Director
		B	Instruction TV
		C	Admin/Evaluation
		D	American Language Institute
		E	Collection Curator
		F	Fieldwork Coordinator
		G	Jt. Doctoral Coordinator
		H	Journal Coordinator
		I	Laboratory Coordinator
		J	Team-Teaching
22	Dev/Impl Exp/Doc Eval	A	Dev/Impl of Experimental Prog
		B	Documented Research Evaluation
23	Instructional Related Services		
31	Advising	A	Excess/Dept Staffing
		B	Excess Load
		C	Dept Graduate Coordinator
		D	Undergraduate Advising
		E	Graduate Advising
32	Instructionally Related Com	A	Committee Assn GT Norm Level
		B	Committee Assn -Special
		C	CSU Faculty Trustee
		D	CSU Statewide Academic Senate
		E	SFSU Academic Senate
		F	University Wide Committees
33	Curriculum	A	Curriculum Planning
		B	Develop Tests/CBE
34	Accreditation Response		
35	Instr Related Facilities Plan		
41	CFA Activities		

Appendix C – Non-Teaching Assigned Time Codes, Reasons & Description

Code	Non-Teaching Reason	Description	Short Description
IAF	1	Department Chair, Acad Year	Chair, AY
IAF	2	Department Chair, 12 month	Chair, 12 mo
IAF	3	Student Teacher Supervision	Std Teach
IAF	4	School Level, Dean/Div Chairs	Sch Dn/Div
IAF	5	College Assoc/Asst Dean	Assoc Dean
IAF	6	University Dean	Dean
IAF	7	Uni, Other (prod Mgr, etc)	Other
OSF	FAA	Faculty Affirmative Action	
OSF	RS	Research, Scholarship and Creative Activity	
OSF	SAS	Statewide Academic Senate	
OSF	SPS	Special Sessions	
OSF	LIB	Librarian	