

## ASSIGNED TIME CODES AND DEFINITIONS

ASSIGN TYPE CODE	ASSIGN TYPE DESCRIPTION	CS WORKLOAD ASSIGNMENT DESCRIPTION	ASSIGN TYPE REASON/WORKLOAD REASON CODE	ASSIGN TYPE REASON/TIME SOURCE CODE	CSU DEFINITION
11	Excess Enrollments (Direct)	List course and section	<ul style="list-style-type: none"> <li>Assigned time for enrollment over 120</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>Chancellor</li> <li>College</li> <li>Department</li> <li>Lottery</li> <li>Reimbursed</li> <li>Revenue</li> <li>University</li> </ul>	<ul style="list-style-type: none"> <li>For classes with census date enrollment over 120, a graduate assistant, a student assistant, or an additional 3 WTUs may be assigned.</li> <li>A faculty member should not be granted assigned WTU more than one class for excess enrollments.</li> </ul>
12	New Preparations (Indirect)	List course(s) and section(s)	<ul style="list-style-type: none"> <li>New course preparation for a course never been taught by the faculty (excludes new probationary faculty, which should use code 36)</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>Chancellor</li> <li>College</li> <li>Department</li> <li>Lottery</li> <li>Reimbursed</li> <li>Revenue</li> <li>University</li> </ul>	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.
15	Non-Traditional Instruction (Direct)	List course(s) and sections(s)	<ul style="list-style-type: none"> <li>ATHL Coaches</li> <li>CS78 Courses</li> <li>Non-Traditional Instruction (includes Summer Bridge Courses)</li> <li>Step-to-College Courses</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>Chancellor</li> <li>College</li> <li>Department</li> <li>Lottery</li> <li>Reimbursed</li> </ul>	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

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				<ul style="list-style-type: none"> <li>Revenue</li> <li>University</li> </ul>	regularly meeting a group of students in an assigned classroom or laboratory setting.
16	In-Service Training for K-12 School Personnel (Direct)	List course or activity	<ul style="list-style-type: none"> <li>In-service training for K-12 school personnel</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>Chancellor</li> <li>College</li> <li>Department</li> <li>Lottery</li> <li>Reimbursed</li> <li>Revenue</li> <li>University</li> </ul>	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 (Direct)	List assignment(s)	<ul style="list-style-type: none"> <li>Evaluate comprehensive and challenge examinations for a degree program (example: dissertation)</li> <li>Evaluate student's prior experiential learning</li> <li>Evaluate student portfolios</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>Chancellor</li> <li>College</li> <li>Department</li> <li>Lottery</li> <li>Reimbursed</li> <li>Revenue</li> <li>University</li> </ul>	<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"> <li>Credit by evaluation of prior experiential learning (e.g. based upon evaluation of a portfolio of materials).</li> <li>Credit by examination (where the examination is generated and evaluated in whole or in part by the campus), including comprehensive and challenge examinations.</li> </ol> <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"> <li>Interview and make a preliminary assessment of the student's background.</li> <li>Counsel the student regarding preparation for the evaluation.</li> </ol>

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					<ul style="list-style-type: none"> <li>c. Selection for preparation of the examination or assistance in preparation of a student portfolio.</li> <li>d. Evaluation of the portfolio or evaluation of the student response to the examination.</li> </ul>
18	Instructional Support of Graduate Students (Direct)	List graduate testing duties	<ul style="list-style-type: none"> <li>▪ Special graduate student testing duties</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>▪ Chancellor</li> <li>▪ College</li> <li>▪ Department</li> <li>▪ Lottery</li> <li>▪ Reimbursed</li> <li>▪ Revenue</li> <li>▪ University</li> </ul>	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 (Indirect)	List course(s) or assignment(s)	<ul style="list-style-type: none"> <li>▪ Admin/Evaluation</li> <li>▪ Instruction TV</li> <li>▪ Team-teaching</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>▪ Chancellor</li> <li>▪ College</li> <li>▪ Department</li> <li>▪ Lottery</li> <li>▪ Reimbursed</li> <li>▪ Revenue</li> <li>▪ University</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>b. A faculty member may be given assigned WTU for program and tape production for instructional television.</li> <li>c. A faculty member may be given assigned WTU for liaison duties among multiple sections of the same course.</li> </ul>
22	Instructional Experimentation or Innovation (Indirect)	List activity or research description	<ul style="list-style-type: none"> <li>▪ Experimental programs related to the Chancellor's Office</li> </ul>	→Chancellor	<ul style="list-style-type: none"> <li>▪ A faculty may be given assigned WTU for development and implementation of experimental programs involving:               <ul style="list-style-type: none"> <li>○ Instructional television</li> <li>○ Computer assisted instruction</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>College or Department level sponsored research</li> <li>Academic Affairs, DUEAP, Presidential Award, Provost Assigned Time</li> </ul>	→ College/Dept  → University	<ul style="list-style-type: none"> <li>Other innovations in instruction</li> <li>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.</li> <li>A faculty member may be given assigned WTU for research when a 3-course standard load per semester is allowed.</li> <li>When a buyout is funded by non-general fund (e.g., grants, endowment, gifts), it is considered as reimburse time and should be excluded from assigned time.</li> <li>All reimbursement/buyout from non-general fund will be captured in OSF.</li> </ul>
23	Instruction-Related Services (Indirect)	List assignment	<ul style="list-style-type: none"> <li>Assistant Dean/Director/Coordinator of programs ancillary to the instructional program</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>Chancellor</li> <li>College</li> <li>Department</li> <li>Lottery</li> <li>Reimbursed</li> <li>Revenue</li> <li>University</li> </ul>	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 (Indirect)	List advising responsibilities	<ul style="list-style-type: none"> <li>Graduate advising</li> <li>Graduate Coordinator</li> <li>Undergraduate advising</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>Chancellor</li> <li>College</li> <li>Department</li> <li>Lottery</li> <li>Reimbursed</li> </ul>	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.

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32	Instruction-Related Committee Assignments (Indirect)	List committee assignment	<ul style="list-style-type: none"> <li>CSU Faculty Trustee</li> <li>CSU Statewide Academic Senate</li> <li>SFSU Academic Senate</li> <li>University wide committees</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>Chancellor</li> <li>College</li> <li>Department</li> <li>Lottery</li> <li>Reimbursed</li> <li>Revenue</li> <li>University</li> </ul>	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.
33	Curricular Planning or Studies (Indirect)	List assignment(s)	<ul style="list-style-type: none"> <li>Curriculum planning</li> <li>Development of Tests/CBE</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>Chancellor</li> <li>College</li> <li>Department</li> <li>Lottery</li> <li>Reimbursed</li> <li>Revenue</li> <li>University</li> </ul>	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.
34	Accreditation Responsibilities (Indirect)	List accreditation agency and assignment	<ul style="list-style-type: none"> <li>Accreditation responsibilities</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>Chancellor</li> <li>College</li> <li>Department</li> <li>Lottery</li> </ul>	A faculty member may be given assigned WTU for accreditation responsibilities.

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35	Instruction-Related Facilities Planning (Indirect)	List assignment	<ul style="list-style-type: none"> <li>Instruction-related facilities planning</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>Chancellor</li> <li>College</li> <li>Department</li> <li>Lottery</li> <li>Reimbursed</li> <li>Revenue</li> <li>University</li> </ul>	A faculty member may be given assigned WTU for duties related to planning of instructional facilities.
36	Probationary Faculty Activities (Indirect)	List course(s) or research assignments (include if faculty is on 1 <sup>st</sup> or 2 <sup>nd</sup> year)	<ul style="list-style-type: none"> <li>New course preparation for new probationary faculty funded by:               <ul style="list-style-type: none"> <li>Academic Affairs</li> <li>College/Department</li> <li>Grants/IDC (ORSP)</li> <li>Endowment, gifts</li> </ul> </li> </ul>	→ University → College/Dept → Reimbursed → Reimbursed	Assigned time given to new probationary faculty members for the first two years 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).  (Probationary faculty activities beyond the first two years should use code 22 if the department/college continues to fund them through general fund.)
37	Exceptional Service Level Activities (Indirect)	Use the description "ESAT" (Exceptional Service Assigned Time)	<ul style="list-style-type: none"> <li>Senate Faculty Exceptional Service Award</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>Chancellor</li> <li>College</li> </ul>	Assigned time given to faculty members who are engaged in exceptional levels of service that support the CSU's priorities such as for student mentoring, advising, and outreach, as well as development and implementation of high impact practices,

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41	CFA Activities (Indirect)	List CFA role	<ul style="list-style-type: none"> <li>▪ CFA activities</li> </ul>	Time Source Code Options: <ul style="list-style-type: none"> <li>▪ Chancellor</li> <li>▪ College</li> <li>▪ Department</li> <li>▪ Lottery</li> <li>▪ Reimbursed</li> <li>▪ Revenue</li> <li>▪ University</li> </ul>	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 6.0 WTU for a semester campus, or 8.0 WTU for a quarter campus, per academic term.