

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

SAN FRANCISCO STATE UNIVERSITY  
ACADEMIC RESOURCES

ADM 467

August 2014

Last Revised: 03/15/21

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
03/15/18	S. Leng	Updated Appendix A and Appendix C	27-31, 33
04/25/18	S. Leng	Updated What is APDB, Selecting an Instructor Term Workload, APDB Reports, Appendix A and Appendix B	5, 9, 14, 25, 27-31, 32-33
04/26/18	S. Leng	Added Faculty Volunteers and Post-Census faculty; Updated Instructor Term Workload, Faculty Assigned Time Entry	7-8, 15, 19
07/12/18	S. Leng	Updated Assigned Time (AT) with new codes 36 and 37, APDB Faculty Batch Process, Updated Job Codes – removed 0051 job code, NSS, added new codes 36 and 37 to Appendix A – Assigned Time Codes and Appendix B – Assigned Time Action & Reason Combinations	8, 11, 12, 33, 36
09/21/18	S. Leng	Updated Appendix A – Assigned Time Codes & Definitions and Appendix B – Assigned Time Action & Reason Combinations	29-38
10/05/18	S. Leng	Added Student Program Fees to Assigned Time Code 22 in Appendix A – Assigned Time Codes & Definitions and Appendix B – Assigned Time Action & Reason Combinations	32, 37
11/21/19	S. Leng	Updated OSF; APDB Reports; removed Program Coordinators/Directors option for Assigned Time Code 21 in Appendix A- Assigned Time Codes & Definitions; updated Appendix B – Assigned Time Action & Reason Combinations; updated Appendix C – Non-Teaching Assigned Time Codes, Reasons and Description	24-25, 27-28, 31, 37-38, 38
06/29/20	S. Leng	Updated How Workload is Calculated	9
03/15/21	S. Leng	Remove Graduate Assistant from Job Codes	12

### 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
11/28/17	Sylvia Leng
03/27/18	Sylvia Leng
04/25/18	Sylvia Leng
07/12/18	Sylvia Leng
09/21/18	Sylvia Leng
10/05/18	Sylvia Leng
11/21/19	Sylvia Leng

<b>Table of Contents</b>	<b>Page</b>
About This Manual.....	5
Deadlines.....	5
1.0 What is APDB?.....	6
2.0 Faculty Appointments and Workload.....	7
2.1 Faculty Appointments.....	7
2.1.1 Faculty Volunteers.....	7
2.1.2 Post-Census Faculty.....	7
2.1.3 Assigned Time (AT).....	8
2.1.4 Non-Teaching Workload (NTW).....	8
2.2 How Workload is Calculated.....	9
2.2.1 CS Numbers (Non-Supervision) WTU Calculation.....	9
2.2.2 Supervision WTU Calculations.....	9
2.2.3 Conversion of Common WTUs to Appointment Times.....	10
2.2.4 Calculation of FTES (Full-time equivalent students).....	10
3.0 APDB Faculty Batch Process.....	11
3.1 Job Codes.....	12
4.0 Instructor Advisor Table.....	13
5.0 Instructor Term Workload.....	15
5.1 Selecting an Instructor Term Workload.....	15
5.2 Overview of the Instructor Term Workload.....	17
6.0 Faculty Assigned Time Entry.....	19
7.0 Faculty Non-Teaching Workload Entry.....	22
7.1 IAF.....	22
7.2 OSF.....	24
7.3 NSS.....	26
8.0 APDB Reports.....	27
Appendix A – Assigned Time Codes & Definitions.....	29
Appendix B – Assigned Time Action & Reason Combinations.....	37
Appendix C – Non-Teaching Assigned Time Codes, Reasons & Description.....	38

## 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](mailto: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 following dates 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 undergo a series of additional edits at the Chancellor's Office level.

Below are 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 Appointments and Workload

### 2.1 Faculty Appointments

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 Faculty Volunteers

Effective Spring 2018, Human Resources no longer require faculty volunteers to have an ETRAC appointment. Instead, the Department or College will direct these faculty volunteers to complete an online Community Request and submit volunteer paperwork as required by Human Resources. Contact Human Resources for additional information and guidelines. These faculty volunteers are reported in APDB as long as they are assigned to a course.

#### 2.1.2 Post-Census Faculty

Post-census faculty is a faculty who replaced an existing faculty in a class after Census has been declared. In APDB, the original faculty assigned is reported. Post-census faculty is not reported. Follow the instructions below to assign a post-census faculty to a class.

1. Pull up the class using the Update Print Ctl/Instructor ID page  
Main Menu > AOC Administration > Update Print Ctl/Instructor ID
2. In Meetings, click on "+" to add a new row for the post census faculty

The screenshot shows the 'Meetings' section of the APDB system. At the top, there are links for 'Find' and 'View All', and navigation buttons for 'First', '1 of 1', and 'Last'. Below this, there's a section for 'Class Meeting Pattern Nbr: 1' with a sub-header 'Instructors For Meeting Pattern'. There are tabs for 'Assignment' and 'Workload'. The main table has columns: ID, Name, \*Instructor Role, Print, Access, Contact, Empl Rcd#, and Job Code. A red circle highlights a '+' button in the bottom right corner of the table, indicating where to click to add a new row.

3. Enter ID
4. Set Instructor Role as 'Secondary Instructor'
5. Uncheck 'Print' for the original faculty so that this faculty will no longer print in the Class Schedule

**Meetings** [Find](#) | [View All](#) First 1 of 1 Last

Class Meeting Pattern Nbr: 1

**Instructors For Meeting Pattern** [Personalize](#) | [Find](#) | [Print](#) First 1-2 of 2 Last

[Assignment](#) | [Workload](#)

ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code		
<input type="text"/>	<input type="text"/>	Prim Ins	<input type="checkbox"/>	Approve	<input type="text"/>	0	2360	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	Sec Inst	<input checked="" type="checkbox"/>	Approve	<input type="text"/>	0	2360	<input type="button" value="+"/>	<input type="button" value="-"/>

6. In the Workload tab, change 'Assign Type' to 'Not Includ' for the post-census faculty
7. Delete the Load Factor for the post-census faculty

[Assignment](#) | [Workload](#)

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %		
<input type="text"/>	IFF	134 - ANTH	<input checked="" type="checkbox"/>	100.0000	3.00	<input checked="" type="checkbox"/>	20.00	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	Not Includ	134 - ANTH	<input type="checkbox"/>			<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

### 2.1.3 Assigned Time (AT)

Faculty workload may be reduced for research, grants, contracts, service, and special projects for the department, college, university or CSU through special assignment (assigned time). Assigned time are use for faculty not teaching but are still paid through state-support general fund.

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 receive no more than 12 WTUs of assigned time per semester and cannot report more than 3 types of assigned time.

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

Indirect Assigned Time Codes: 12, 14, 21-23, 31-37, and 41 (these assigned time are not directly related to instruction)

Refer to Appendix A on pages 29-36 for a list of assigned time codes and their description.

### 2.1.4 Non-Teaching Workload (NTW)

Non-teaching workload refers to the portion of a faculty member's appointment that is IAF, OSF or NSS.

Refer to Appendix C on page 38 for a list of non-teaching workload codes.



## 2.2 How Workload is Calculated

Below are 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 Units)	2.0 WTU
CS-7 (1 Unit)	<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, 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) <sup>1</sup>
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

<sup>1</sup>Effective 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

APDB Faculty Batch Process is a job that Academic Resources run to bring over all recurring and new faculty appointments from HRMS job table to the Instructor Term Workload in Campus Solutions. This process is scheduled to run daily at 2am from the beginning of each semester until the APDB deadline. The daily run captures and brings any new appointments to Campus Solutions that Human Resources have approved the day before.

The process brings over only the IFF and IAF appointment data and inserts them into the APDB Departmental Assignments fields in the Instructor Term Workload page. OSF appointments are not brought over by the process. College APDB Coordinators will need to identify OSF appointments in the Instructor Term Workload page. Academic Resources will enter the OSF after the APDB deadline. See page 24 for OSF instructions.

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="-"/>

When the process is running, the APDB Departmental Assignments in the Instructor Term Workload are temporary 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.

The data in the OSB R12 report relies on the daily run of the APDB Faculty Batch Process for accuracy. 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 appointed 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. It is crucial when entering assigned time in the Term Workload page and building the Class Schedule that the correct job code and job record are selected as it affects how Chancellor's Office .








Class/Job Codes	Description	Assignment Type
2354	GTA AY	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
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	
			
<b>Instructor Details</b>		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	
			
<b>Instructor Details</b>		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	
<b>Course Description</b>		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"> <li>1. Name</li> <li>2. SFSU ID</li> <li>3. Primary Academic Org</li> <li>4. Approved Subjects (if cross-listed, provide the cross-listed subject(s) as well)</li> <li>5. ETRAC #</li> </ol>	<p>New hire, no SFSU ID</p> <ol style="list-style-type: none"> <li>1. ETRAC to generate a SFSU ID</li> <li>2. Submit ETRAC</li> </ol> <p>Provide Academic Resources the following on the Instructor/Advisor Table form:</p> <ol style="list-style-type: none"> <li>3. Name</li> <li>4. SFSU ID</li> <li>5. Primary Academic Org</li> <li>6. Approved subjects (if cross-listed, provide the cross-listed subject(s) as well)</li> <li>7. ETRAC #</li> </ol>
---	---

#### 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 consists of a faculty's job data as well as instructional and non-instructional workload for each semester. This feature allows for the monitoring of the faculty's workload assignments and the entry of assigned time and or non-teaching workload.

Faculty job and workload assignments data are available for auditing through a number of APDB related queries and reports in Campus Solutions as listed on pages 27-28 of this manual. It is the responsibility of the College APDB Coordinator to audit these data and reconcile any issues related to the faculty's instructional and non-instructional assignments. The reconciled data are used to prepare systems-wide statistical reports, reports for outside agencies such as the Legislature, and to monitor compliance with the collective bargaining agreement. These data are 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.

**Find an Existing Value** Add a New Value

▼ Search Criteria

ID: begins with [ ] [Search Icon]

Academic Institution: begins with [ ] [Search Icon]

Name: begins with [ ]

☐ Case Sensitive

**Search** Clear Basic Search Save Search Criteria

- 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 inaccurate data.

**Workload Definition**

Academic Institution: SFCMP San Francisco State University

Term: ~~2163~~ Spring 2016

Instructor Assignment: FT Full Time

Instructor Type: Professor

Calculate Workload: ☒ Assigned FTE %: 100.00

Limit Workload: ☐ Instructor Multiplier: 100

Primary Department: 131 - BUS

Total Term FTE%: 100.00

**APDB Departmental Assignments**

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

Find View All First 1 of 26 Last

Term: 2157 Spring 2016

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

Enter search string:

2157

OK Cancel



## 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

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	Primary Assignment	Other Assignment
131 - BUS	0800	0000	0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
476 - MKTG	0200	0000	0000	<input type="checkbox"/>	<input type="checkbox"/>

**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
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** **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)

- This area of the Instructor Term Workload contains the faculty's current job data. 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.**
- Academic Resources will enter OSF appointment data into the OSF field after the APDB deadline using 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 the faculty's Primary Assignment. Additional

rows are 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)

- This area of the Instructor Term Workload contains the faculty's instructional assignments, assigned time, and non-teaching 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 are automatically 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 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

Each faculty can report up to 3 different types of assigned time and no more than 12 WTUs of assigned time in APDB. Follow the instructions below to enter assigned time 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 workload assignment row for the assigned time.

**Workload Definition** Find | View All First 2 of 29 Last

Academic Institution: SFCMP San Francisco State University

Term: 2187 🔍 Fall 2018

Instructor Assignment Class: FT 🔍 Full Time

Instructor Type: Professor

Calculate Workload: ☒ Assigned FTE %: 100.00

Limit Workload: ☐ Instructor Multiplier %: 100

Primary Department: 235 - ECON

**APDB Departmental Assignments**

*Department	IFF	IAF	OSF	
235 - ECON 🔍	1000	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 %	
EXPRMT ECON GAME THEORY	ECON	616	02	10087		35	IFF	Assign Type Reason	235 - ECON	1.30	✓	8.67	+ -
INTR MICROECON ANALYSIS	ECON	101	01	2237		133	IFF	Assign Type Reason	235 - ECON	3.00	✓	20.00	+ -
EXPRMT ECON GAME THEORY	ECON	616	01	10085		35	IFF	Assign Type Reason	235 - ECON	2.00	✓	13.33	+ -

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 2 of 29 Last

Academic Institution: SFCMP San Francisco State University

Term: 2187 Fall 2018

Instructor Assignment Class: FT Full Time

Instructor Type: Professor

Calculate Workload: ☒ Assigned FTE %: 100.00

Limit Workload: ☐ Instructor Multiplier %: 100

Primary Department: 235 - ECON

**APDB Departmental Assignments**

*Department	IFF	IAF	OSF	
235 - ECON	1000	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 %
EXPRMT ECON GAME THEORY	ECON	616	02	10087		35	IFF	Assign Type Reason	235 - ECON	1.30	<input checked="" type="checkbox"/>	8.67
INTR MICROECON ANALYSIS	ECON	101	01	2237		133	IFF	Assign Type Reason	235 - ECON	3.00	<input checked="" type="checkbox"/>	20.00
EXPRMT ECON GAME THEORY	ECON	616	01	10085		35	IFF	Assign Type Reason	235 - ECON	2.00	<input checked="" type="checkbox"/>	13.33
ECON 101.01						0	11	Assign Type Reason	235 - ECON	3.00	<input checked="" type="checkbox"/>	20.00
Economics of technology						0	22	Assign Type Reason	235 - ECON	3.00	<input checked="" type="checkbox"/>	20.00

**Assign Type Reason**

Assignment Type: 22

Workload Reason Code: Coll/Dept Sponsored Research

Time Source Code: Department

8. 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	
EXPRMT ECON GAME THEORY	ECON	616	02	10087	Academic Regular Session	0 2360		+ -
INTR MICROECON ANALYSIS	ECON	101	01	2237	Academic Regular Session	0 2360		+ -
EXPRMT ECON GAME THEORY	ECON	616	01	10085	Academic Regular Session	0 2360		+ -
ECON 101.01						0 2360		+ -
Economics of technology						0 2360		+ -

9. 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 workload assignment row to the Instructor Term Workload if the faculty has a 2481, 3300 or 3306 appointment. The process will also insert the reason and time source codes. 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.

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

- 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

Instructor Type: Professor

Calculate Workload: ☒ Assigned FTE %: 100.00

Limit Workload: ☐ Instructor Multiplier %: 100

Primary Department: 368 - ISYS

**APDB Departmental Assignments**

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

Instructor Type: Professor

Calculate Workload: ☒ Assigned FTE %: 100.00

Limit Workload: ☐ Instructor Multiplier %: 100

Primary Department: 368 - ISYS

**APDB Departmental Assignments**

*Department	IFF	IAF	OSF	Primary Assignment
368 - ISYS	0400	0600	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 %
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 workload assignment row to enter the OSF.

Workload Definition
Find | View All
First 2 of 9 Last

Academic Institution: SFCMP San Francisco State University
Term: 2157 Fall 2015
Instructor Assignment Class: FT Full Time
Instructor Type: Professor
Calculate Workload: ☒ Assigned FTE %: 100.00
Limit Workload: ☐ Instructor Multiplier %: 100

Total Term FTE% 13.33
Primary Department: 515 - NURS

APDB Departmental Assignments

*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 %
FNP PRACTICUM III	NURS	812	022	13062		6	IFF	Assign Type Reason	515 - NURS	2.00	<input checked="" type="checkbox"/>	13.33



3. In the description field, type description of the assignment.
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** Find | View All First 2 of 39 Last

Academic Institution: SFCMP San Francisco State University

Term: 2197 Fall 2019

Instructor Assignment Class: FT Full Time

Instructor Type: Professor

Calculate Workload: ☒ Assigned FTE %: 100.00

Limit Workload: ☐ Instructor Multiplier %: 100

Total Term FTE%: 70.01

Primary Department: 146 - BIOL

**APDB Departmental Assignments**

*Department	IFF	IAF	OSF	
146 - BIOL	1000	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 %
OSF- Bridges,RISE, NIH						0	OSF	Assign Type Reason	146 - BIOL	6.00	<input checked="" type="checkbox"/>	40.00
SEMINAR: CELL & MOLECULAR BIOL	BIOL	881	18	1395		31	IFF	Assign Type Reason	146 - BIOL	1.00	<input checked="" type="checkbox"/>	6.67

**Assign Type Reason**

Assignment Type: OSF

Workload Reason Code: Grant or Research (Non-GF)

Time Source Code: Reimbursed

Primary Department: 146 - BIOL

**APDB Departmental Assignments**

*Department	IFF	IAF	OSF	
146 - BIOL	0600	0000	0400	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- Bridges,RISE, NIH						0	2360

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 and hence no IFF is reported in APDB to the Chancellor's Office.

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 workload assignment row for the NSS 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

Instructor Type: Professor

Calculate Workload: ☒ Assigned FTE %: 100.00

Limit Workload: ☐ Instructor Multiplier %: 100

Primary Department: 515 - NURS

**APDB Departmental Assignments**

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

**Workload Assignment** Job Code

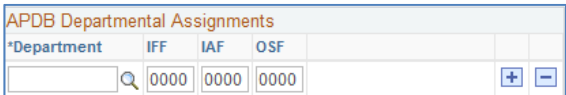
*Description	Subject	Catalog	Section	Class	Comb	Tot End	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App	Assignment
NSS						0	NSS	Assign Type Reason	515 - NURS	12.75	<input checked="" type="checkbox"/>	85.00
GRAD NURSNG PRACTICUM II	NURS	802	11	13338		1	IFF	Assign Type Reason	515 - NURS	0.25	<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
	<b>FTE from Job Data</b> Report from 'Grid' (APDB Dept Assignment) in Instructor Term Workload page.    For discrepancies in the IFF and/or IAF values, contact HR for appointments.	SFO_CS_AR_APDB_GRID_FTE
	<b>Assign Time Report</b> Reports all of the assign time entered in the Instructor Term Detail.	SFO_CS_AR_APDB_ASSIGN_TIME
	<b>Instructor IAF from Term Detail Report</b> Report from Instructor Term Detail for IAF values. Use as a cross-check with Grid IAF values.	SFO_CS_AR_APDB_INSTR_IAF_DTL
	<b>Instructor OSF from Term Detail Report</b> Report from Instructor Term Detail for OSF values. Use as a cross-check with Grid OSF values.	SFO_CS_AR_APDB_INSTR_OSF_DTL
	<b>Instructor NSS from Term Detail Report</b> Report from Instructor Term Detail for NSS values.	SFO_CS_AR_APDB_INSTR_NSS_DTL
	<b>Workload report for SUP sxn</b> Workload for SUP sections for S-Factor sections except C78 sections with enrollment. SUP sections without enrollment will not have workload.	SFO_CS_AR_APDB_WKLOAD_SUP
	<b>C78 sections for APDB</b> Contains C78 sections with enrollment. If appropriate, enter assigned time code 15 for the faculty.	SFO_CS_AR_APDB_C78_SXN
	<b>Faculty with C78 Assign Time</b> Reports faculty with C78 Assign Time.	SFO_CS_AR_APDB_C78_SXN_AT

	<b>Faculty Schedule Report</b> <ul style="list-style-type: none"> <li>Look up by Term</li> <li>Enter '%' for entire College or Department faculty or by SFSU ID</li> </ul>	SFO_CS_AR_APDB_FACULTY_SCHED
	<b>Job Code Audit</b> Use to audit the faculty job code assigned to a section.	SFO_CS_AR_APDB_JOB_CODE
	<b>Instructor Role in Meeting Pattern</b> Use to audit instructor role and grade access.	SFO_CS_SR_OSB_INSTR_ROLE_MTG
	<b>Missing Instructor Audit</b> Lists sections with enrollment that are missing an instructor attached.	SFO_CS_AR_APDB_MISSING_FAC
	<b>Faculty Not Teaching Audit</b> Use to audit faculty who has an appointment and not teaching.	SFO_CS_AR_APDB_FNOTTEACH
	<b>Faculty With No Appt Audit</b> Use to audit faculty who are teaching without an appointment.	SFO_CS_AR_APDB_FAC_NO_APPT

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	
	<b>R07 Faculty WTU Report</b> This report lists the classes and WTU for each faculty. Does not include class assignment and WTU generated from another college.
	<b>R12 Faculty Workload</b> 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.
	<b>APDB Term Workload Job Audit</b> Job data audit report. Report with a list of active and terminated job records and job codes for each faculty.

## Appendix A – Assigned Time Codes & 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 for the first six years, 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 AFTER the six-year probationary period.
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 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> </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.

ASSIGN TYPE CODE	ASSIGN TYPE DESCRIPTION	CS WORKLOAD ASSIGNMENT DESCRIPTION	ASSIGN TYPE REASON/WORKLOAD REASON CODE	ASSIGN TYPE REASON/TIME SOURCE CODE	CSU DEFINITION
				<ul style="list-style-type: none"> <li>Reimbursed</li> <li>Revenue</li> <li>University</li> </ul>	These activities typically do not involve a single instructor 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</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>

ASSIGN TYPE CODE	ASSIGN TYPE DESCRIPTION	CS WORKLOAD ASSIGNMENT DESCRIPTION	ASSIGN TYPE REASON/WORKLOAD REASON CODE	ASSIGN TYPE REASON/TIME SOURCE CODE	CSU DEFINITION
					<ul style="list-style-type: none"> <li>a. Interview and make a preliminary assessment of the student's background.</li> <li>b. Counsel the student regarding preparation for the evaluation.</li> <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 multiple sections of the same course.</li> </ul>

ASSIGN TYPE CODE	ASSIGN TYPE DESCRIPTION	CS WORKLOAD ASSIGNMENT DESCRIPTION	ASSIGN TYPE REASON/WORKLOAD REASON CODE	ASSIGN TYPE REASON/TIME SOURCE CODE	CSU DEFINITION
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> <li>College or Department level sponsored research</li> <li>Academic Affairs, DUEAP, Presidential Award, Provost Assigned Time</li> </ul>	→ Chancellor  → College/Dept  → University	<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> <li>Other innovations in instruction</li> </ul> </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>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.



ASSIGN TYPE CODE	ASSIGN TYPE DESCRIPTION	CS WORKLOAD ASSIGNMENT DESCRIPTION	ASSIGN TYPE REASON/WORKLOAD REASON CODE	ASSIGN TYPE REASON/TIME SOURCE CODE	CSU DEFINITION
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> <li>Revenue</li> <li>University</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.
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.

ASSIGN TYPE CODE	ASSIGN TYPE DESCRIPTION	CS WORKLOAD ASSIGNMENT DESCRIPTION	ASSIGN TYPE REASON/WORKLOAD REASON CODE	ASSIGN TYPE REASON/TIME SOURCE CODE	CSU DEFINITION
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> <li>Reimbursed</li> <li>Revenue</li> <li>University</li> </ul>	A faculty member may be given assigned WTU for accreditation responsibilities.
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> </ul>	A faculty member may be given assigned WTU for duties related to planning of instructional facilities.

ASSIGN TYPE CODE	ASSIGN TYPE DESCRIPTION	CS WORKLOAD ASSIGNMENT DESCRIPTION	ASSIGN TYPE REASON/WORKLOAD REASON CODE	ASSIGN TYPE REASON/TIME SOURCE CODE	CSU DEFINITION
				▪ University	
36	Probationary Faculty Activities (Indirect)	List course(s) or research assignments	<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 six 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).
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> <li>▪ Department</li> <li>▪ Lottery</li> <li>▪ Reimbursed</li> <li>▪ Revenue</li> <li>▪ University</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, 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).
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> </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 three (3) WTU on a semester campus, or four (4) WTU on a quarter campus, per academic term.

ASSIGN TYPE CODE	ASSIGN TYPE DESCRIPTION	CS WORKLOAD ASSIGNMENT DESCRIPTION	ASSIGN TYPE REASON/WORKLOAD REASON CODE	ASSIGN TYPE REASON/TIME SOURCE CODE	CSU DEFINITION
				<ul style="list-style-type: none"><li>▪ Reimbursed</li><li>▪ Revenue</li><li>▪ University</li></ul>	

## Appendix B – Assigned Time Action & Reason Combinations

Assigned Time Actions		Assign Type Reasons	
Assign Type Code	Assign Type Description	Reason Code	Reason Code Description
11	Excess Enrollment	11B	Excess Enroll (>120)
12	New Course Preparation	12	New Course Preparation
15	Non-Traditional Instruction	15	Non-Traditional Instruction
		15A	C-78
		15B	Step-to-College
		15C	ATHL Coach
16	In Service (K-12 School)	16	In-Service Training (K-12)
17	Credit by Exam/Evaluation	17A	Prior Experiential Learning
		17B	Student Portfolios
		17C	Comprehensive & Challenge Exam
18	Instruction Supp/Grad	18A	Special Graduate Student Testing Duties
21	Special Instruction	21B	Instruction TV
		21C	Admin/Evaluation
		21J	Team-Teaching
		22C	College/Dept Sponsored Research
22	Dev/Impl Exp/Doc Eval	22H	Univ (AA, DUEAP, Pres Awrd, Prov AT)
		22I	Grants/IDC (ORSP); Stud Prog Fees
		22J	Endowment, Gifts (UCorp, Dev)
		22K	Chancellor
		23D	Director/Coordinator Programs Ancillary
23	Instructional Related Services	31C	Graduate Coordinator
31	Advising	31D	Undergraduate Advising
		31E	Graduate Advising
		32C	CSU Faculty Trustee
32	Instructionally Related Com	32D	CSU Statewide Academic Senate
		32E	SFSU Academic Senate
		32F	University Wide Committees
		33A	Curriculum Planning
33	Curriculum	33B	Develop Tests/CBE
		34	Accreditation Response
34	Accreditation Response	35	Instru Related Facilities Planning

Assigned Time Actions		Assign Type Reasons	
Assign Type Code	Assign Type Description	Reason Code	Reason Code Description
35	Instr Related Facilities Plan	36A	NewPrep-Funded by College/Dept
36	Probationary Faculty Activities	36B	NewPrep-Funded by Acad Affairs
		36C	NewPrep-Fund byGrant/IDC(ORSP)
		36D	NewPrep-Funded by Endwmt,gifts
		36E	Research-Funded byCollege/Dept
		36F	Research-Funded byAcad Affairs
		36G	Resch-Fund byGrants/IDC (ORSP)
		36H	Resch-Funded by Endwmt,gifts
		37	Sen Fac Excep Svc Award
37	Exceptional Service Level Activities	41	CFA Activities
41	CFA Activities		

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

Assign Type Code	Reason Code	Short Description
IAF	Department Chair, Acad Year	Chair, AY
IAF	Department Chair, 12 month	Chair, 12 mo
IAF	Student Teacher Supervision	Std Teach
IAF	School Level, Dean/Div Chairs	Sch Dn/Div
IAF	College Assoc/Asst Dean	Assoc Dean
IAF	University Dean	Dean
IAF	Uni, Other (prod Mgr, etc)	Other
OSF	Faculty Affirmative Action	
OSF	Grant or Research (Non-GF)	
OSF	Research, Scholarship and Creative Activity	
OSF	Statewide Academic Senate	
OSF	Special Sessions	
OSF	Librarian	