

CSUSB FACULTY WORKLOAD GUIDELINES

Workload guidelines for faculty are determined by the Collective Bargaining Agreement between the California State University and the California Faculty Association (see, <https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx>), EP&R 76-36 on Faculty Workload: Policies and Procedures (EP&R 76-36) (see, https://www.calfac.org/sites/main/files/file-attachments/epr_76-36.pdf), and CSUSB Faculty Administrative Manual (FAM) (see, <https://www.csusb.edu/faculty-senate/fam>) where applicable.

While many of the faculty workload guidelines are college-specific, managing workload for supervision courses is governed by University-wide policies as outlined below. The Memorandum of Understanding on S-Factor Definitions included in EP&R 76-36 and FAM 847.7 (see, https://www.csusb.edu/sites/default/files/upload/file/%28Admin%29Independent_Study_0.pdf).

WORKLOAD GUIDELINES FOR SUPERVISION COURSES

- 1) In order to receive workload credit for teaching supervision courses, faculty must receive *prior explicit written approval* of the assignment as part of their WTU workload from the College Dean.
 - a) Please see below links for approval deadlines in each College.
- 2) Faculty who teach an approved overage may accumulate units during a period of three consecutive semesters (summer excluded), to be used for assigned time in that same period or in the following semester.
 - a) Banking updates will occur following the official census date each semester.
 - b) Banking statements will be distributed to all faculty with banked WTU by the beginning of the ninth full week of classes each semester.
 - c) For WTU not included as part of the total workload in the current semester, banked WTU may be “spent” in the semester following the third of three consecutive semesters (or sooner if enough WTU are accumulated). The period for banking will move forward each semester. For example, WTU banked in semesters A, B, and C, will be available during semesters A, B, or C, and if not exhausted, **MUST** be used in semester D, or the WTU from A will expire.
 - d) Faculty who are unable to use their accumulated supervision-related WTUs that are to expire at the end of the banking period will be compensated in the form of professional development funds.
- 3) The responsibilities of department chairs, school directors and coordinators includes serving as instructors of record for supervision courses, unless otherwise noted in their contract letters. Thus, the reassigned time guidelines regarding supervision courses do not apply to them.
- 4) College Deans will approve class offerings that meet the needs of students within the College, subject to fiscal limitations and College enrollment targets and other external constraints, including accreditation standards.