

College of Social & Behavioral Sciences

AY 2020-2021 Assigned Time Guidelines

Revised 4/27/2023

This document exclusively addresses the matter of course-equivalent “Assigned Time” – assignment to non-teaching activities that warrant *consideration* for a semester-based or annualized reduction in direct instructional obligations. Generally speaking, workload associated with these non-instructional activities should:

1. Equate to at least 3 WTU/135 hours of total effort by the faculty member.¹
2. Consider that, in addition to 12 WTU of direct instructional assignments, tenure-line faculty are expected to allocate the equivalent of 3 additional WTU/9 hours of effort per week to indirect instructional activities not tied to a specific class (e.g. curriculum development, student advisement, committee service, etc.).²

With the exception of S-factor work, workload that does not achieve the total effort threshold noted in Item 1 above is not addressed by this document. Guidelines stated in this policy shall not conflict with credit assured for “supervision” work carried out by faculty as articulated in the CFA Unit 3 Faculty Collective Bargaining Agreement (CBA).³ Also not discussed here is workload generally considered to be in keeping with the considerations identified above in Item 2.

Annually, the dean’s office will circulate a template and call for department academic year projected workload reports. These reports will map annualized direct instructional loads for each tenure-line faculty member along with all intended assigned time and funding sources. It is the responsibility of each department chairperson to submit these reports by the requested deadline. The dean’s office will review these reports for consistency with the assigned time guidelines articulated in the remainder of this document, and the dean will confer with department chairs about the ultimate approved allocation of assigned time.

Obtainability and approval of assigned time described in this document is contingent upon funding available to the college.

¹ Per the CSU Workload Conventions, 1 WTU of instruction is expected to equate to 3 hours of total effort by the faculty member per week.

² Per the CSU response to the Little Hoover Commission, available from: <https://www2.calstate.edu/csu-system/administration/systemwide-human-resources/faculty-support/Documents/little-hoover-commission-responses.pdf>

And per EP&R 76-36 “Faculty Workload: Policies and Procedures,” available from: https://www.calfac.org/sites/main/files/file-attachments/epr_76-36.pdf

³ 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.

Categories for Assigned Time Consideration

Category 1 – Excess Enrollment/Large Lecture Courses

Any faculty member serving as the instructor of record for large courses meeting one of the following criteria is entitled to either 3 WTU in Assigned Time or Instructional Student Assistant (ISA) support. Consultation between the department chairperson and the affected faculty member should guide the determination of the specific form of support offered/received. Departments may not pool excess enrollment resources, nor may departments allocate excess enrollment resources generated by lecturers/part-time faculty toward reduced teaching loads for tenure-line faculty.

Excess Enrollment Criteria:

- **Enrollment of 120 students or more** in any instructional format, and if the course incorporates (in a clearly documented manner) 1 or more High Impact Teaching Practices (HIPs).
- **Enrollment of 180 students or more**, with or without the inclusion of HIPs.

*Deans retain discretion to modify excess enrollment guidelines based on the needs of their respective colleges.

Category 2 – Graduate Program Coordination (*undergraduate program coordination will be discussed later*)

Tenure-line faculty who coordinate Graduate Programs with 10 or more currently enrolled students and who singularly fulfil the other obligations (listed below) associated with Graduate Program Coordination may be eligible for 3 WTU in Assigned Time.

- In a timely fashion, review and process graduate student applications, waivers, petitions, etc.
- Advise currently enrolled graduate students; ensure the completion of Program Plans; ensure timely graduation through accurate and attentive advisement.
- Engage in strategic recruitment and retention of students.
- Respond, in a timely fashion, to prospective student queries.
- Regularly attend OGS Graduate Coordinator meetings and workshops.
- Coordinate comprehensive exams and thesis committees/defenses.
- Duties may include some summer “housekeeping” duties while on AY contract.

Other Requirements:

- Any graduate coordinator seeking remuneration in the form of assigned time must have a formal position description on file with the SBS dean’s office. The department chairperson in consultation with the program coordinator (if one already exists) should draft this position description, and the dean of the college must approve descriptions. The dean’s office will be responsible for drafting position descriptions for programs residing in the college and not under the purview of any specific department.

- The direction of graduate theses and related supervision typically falls under the normal duties of remunerated graduate coordinators. Therefore, faculty receiving assigned time for coordinator duties will not receive additional WTU for graduate student supervision.

Category 3 – Directors of Centers or Institutes

Campus Centers and Institutes (CCI) are research organizations affiliated with CSUSB that offer non-credit instruction, information, or other services to constituencies beyond the campus community. CCI *must* be interdisciplinary and/or collaborative units and their focus cannot be exclusively internal. These units organize scholarly, creative, research, education, and/or public service activity that combines the interests and expertise of individuals, departments or administrative units, and may draw on expertise of others external to the campus or the Academy.

The expectation is that CCI strive to be self-supporting. Therefore, generally speaking, assigned time will not be allocated from the college or departments to directors of research centers or institutes. Exceptions will be considered only if:

- External support requires matching assigned time as a condition of funding.
- A research center has generated meaningful external material support within the previous academic year (with or without generating indirect funds) and demonstrates a strong likelihood of continued or additional support.
- Specific to its work as a CCI, the unit has garnered significant recognition from knowledgeable authorities external to the university during the previous academic year, and the vision articulated in the annual CCI report demonstrates likelihood of continued recognition.

*These provisions do not apply to the distribution of other professional development funding directed toward supporting the work of SBS CCI formally recognized by the university. But, these funds may not be pooled for “course buyouts” or assigned time without meeting the aforementioned criteria and without receiving expressed approval from the dean’s office.

Category 4 – Department Assessment Coordinators

Ongoing assessment is critical to student learning and a key tool in positively shaping pedagogy. It provides academic programs with opportunities for continuous improvement and is necessarily a collaborative effort among all program faculty. With respect to department and program specific assessment efforts, assigned time may be only considered for assessment coordinator duties in programs that hold discipline-specific accreditation from an external accrediting commission or authority; programs currently undergoing the university-required seven-year review; or during WASC review cycles (with workload justification). In each case and in addition to realizing the “total effort” benchmark mentioned in this document’s preamble, faculty receiving assigned time for assessment coordination should generally be responsible for:

- Reviewing program curriculum.
- Coordinating ongoing assessments of program effectiveness.
- Writing outcomes assessment reports.

- Liaising with accrediting bodies and, as necessary, the Deputy Provost for Academic Programs.
- And other duties related to effective program assessment.

Category 5 – Curriculum Revision/New Course Design

Curriculum development is a component of “indirect instructional activities not tied to a specific class,” and therefore part of the normal workload expectations for tenure-track faculty. Tenure-track faculty are encouraged to seek existing forms of institutional support (e.g. TRC funding, VETI grants, etc.) that promote curriculum development, revision, and innovation in keeping with our university’s strategic priorities. Exceptions for curriculum-related assigned time may be considered when a tenure-line faculty member is managing overall curriculum redesign/transformation or directing an otherwise substantial update of a department program.

Category 6 – Internship Coordinator/Field Director*

Department chairs may petition for assigned time to one faculty member per semester for the purpose of serving as either the department internship coordinator or field director provided:

1. The recipient does not seek exceptional recognition for service in this capacity.
2. The faculty member does not receive direct workload credit for actual instruction of an internship course.
3. The faculty member does not receive additional “S-factor” credit for internship supervision.
4. The service does not count toward official faculty workload in some other fashion.

For example, faculty members who receive assigned time for internship coordination should not also identify this activity as “exceptional service” for the purpose of RPT or awards, nor should they have an internship course for which students may be registered “double-counted” for the purposes of institutional workload reporting. Additionally, a minimum of 9 students must be explicitly under the credited faculty member’s supervision during the specific semester for which internship-related assigned time is awarded.

Any faculty member receiving assigned time for internship coordination must demonstrably adhere to the following criteria and supervisory obligations:

- Establish relationships and act as a liaison with internship sites.
- Advise students on internship placements.
- Review and process student internship applications.
- Meet regularly with student interns to understand and address their progress needs, and accomplishments. As a general rule, a minimum of 1 hour of student-faculty engagement per week is expected.
- Conduct evaluations of student performance.
- Participate in the ongoing assessment of program effectiveness.
- Assure that all student credit hour standards, faculty-workload/pedagogical standards, and risk-management standards are being met as required by the California State University system, CSUSB, and department-specific internship guidelines.

Particularly for departments with a high-volume of students enrolled in internships and as an alternative to supervision credit for internships, an internship class may be scheduled with an assigned instructor of record. This determination will be made through consultation between the department chair and dean. The instructor of record will receive 3 WTU for the course and all of the above supervisory obligations must be met. A minimum of 9 students must be enrolled by the census date, and enrollment caps may not be set at fewer than 24 students.

* The School of Social Work is an exceptional case, and will develop separate field direction and supervision standards that are consistent with institutional objectives and external accreditation requirements.

Category 7 – Supervision Courses

The following guidelines apply to all other S-factor courses including graduate research and thesis supervision, directed studies (graduate and undergraduate), field experience, independent studies, and undergraduate honors thesis supervision.

- Units claimed for workload credit will be calculated at 0.5 units for each graduate student and 0.33 units for each undergraduate student unless otherwise indicated on the approved course proposal.
- The units claimed by each faculty member for workload credit will be based on student headcount, and not the number of units or number of different S-factor courses in which a student enrolls with that faculty member as the faculty of record.
- The maximum number of semesters that a faculty member can claim S-factor for working with a specific student will be four semesters unless otherwise approved in writing by the dean.
- The maximum number of units per academic year that any faculty member can claim as part of their workload is six semester units.
- Because FERP faculty may not exceed the CalPERS permissible period of employment limit of a .50 timebase as described in Article 29.8 of the collective bargaining agreement, FERP faculty may only be assigned S-factor courses as part of their regular semester workload.
- If a faculty member plans workload based on a student's intention to enroll in an S-factor course and the student ultimately fails to sign up for the S-factor course, the faculty member will have a reduced workload that semester that must be balanced by a higher workload in the next subsequent semester.
- Faculty on AY contracts may not accumulate supervision related WTU during the summer semester, but may earn workload credit for summer supervision courses that satisfy minimum enrollment requirements.
- **Written prior approval from the Dean, or designee is required for all workload credit for S-factor courses.** Prior approval is obtained through course scheduling and workload forms submitted by the department office to the office of the dean.

Banking of WTU

- Approved fractional WTU earned from S-factor courses will accumulate for no more than three consecutive academic years (summer and intercession excluded).
- Assigned time earned through banking of S-factor courses must be used within the following academic year or will be converted to PDF and subjected to college rules regarding the usage of PDF.
- Banked WTU insufficient to award assigned time will be converted to PDF at the end of the three consecutive academic year time period banking cycle and subjected to college rules regarding the usage of PDF.

* Once again, the School of Social Work offers an exceptional case, and will develop separate field direction and supervision standards that are consistent with institutional objectives and external accreditation requirements.

Category 8 – Discretionary Assigned Time

In keeping with and in addition to the provisions outlined in the categories noted above and based on available resources, an annual FTEF-based assigned time allocation may be available to department chairs to pursue unit-specific strategic objectives. Typical examples include: faculty research, excessive student advising, exceptional service to the department, and the promotion and supervision of undergraduate student research. These discretionary assigned time awards should be clearly documented, and no single faculty member should receive more than one such award in an academic year without prior consultation with the dean.