Last updated: April 27, 2020

Preamble

Considerations for reassigned time are based on policies, Collective Bargaining Agreement (CBA), past practices, including structural differences, budget, transparency, equity, and fairness. Approval of all reassigned time is subject to the needs of the College and relevant department.

Allocation of Reassigned Time

Contractually, under the semester system the faculty normal workload is 12 weighted teaching units (WTU). According to EP&R 76-36 ("Faculty Workload: Policies and Procedures"):

> *The normal workload of a full-time faculty member consists of two components:*
>
> A. *12 WTU of direct instructional assignments, including classroom and laboratory instruction and instructional supervision (such as student thesis, project or intern supervision) equivalent to 36 hours per week, and*
>
> B. *3 WTU equivalences of indirect instructional activity such as student advisement, curriculum development and improvements, and committee assignments (4 to 9 hours per week).*

At CSUSB, full-time faculty workload also generally follows this "12+3 model," as outlined in EP&R 76-36. On the semester system, full-time faculty workload will also follow the "12+3 model."

One WTU of faculty workload is intended to equate to about 3 hours of total effort by the faculty member per week (e.g., 1 WTU x 3 hours per week = 45 hours of effort per 15-week semester). In the semester system, 3 WTU reassigned time will be equivalent of 135 hours (3 WTU x 3 hours per week x 15 weeks).

The most noteworthy difference between EP&R 76-36 and local past practices is that -- in addition to direct and indirect instructional activities (i.e., teaching and service) -- faculty are *also* expected to perform research and creative activity, and they are evaluated during the RPT process on that work. WTU are not specifically allocated for these purposes, though (unless faculty secure internal or external grant support for that work).

Assigned Time Categories, Descriptions, and Recommended WTU

I. Teaching

Minimum Teaching Load:
CSUSB's normal teaching load per academic year is 4-4 under the semester system. Per CBA, a new tenure track faculty member will receive one three-unit course of reassigned time in each semester in the first two academic years of his or her employment.

Because departments need to create schedules that meet student and programmatic needs, which can include cases requiring specific courses (or percentages of courses) to be taught by tenure-line faculty (for purposes of accreditation, for example), there may be limitations on the College Dean's ability to authorize tenure-line faculty reassigned time during a given academic term or year. Faculty must consult directly with their Chair and the Dean before accepting or applying for reassigned time to ensure that such conflicts will not exist. Reassigned time may be converted to professional development funds at the discretion of the Chair and Dean.

Large Lecture Compensation:

1. For tenured, tenure-track faculty's, full-time, and PT lecturers' 3-unit classes with assigned capacity of and census enrollment of:
   ● 120 to 179 students: to receive 1.5 additional semester-WTU and up to 5 hours of ISA per week;
   ● For enrollment of 180 students and above, the instructor will receive an additional 3 WTU and hire an ISA for up to 5 hours per week.

Department shall cover the expense of reassigned time and ISA. Departments should be mindful of the financial consequences and workload when scheduling such courses.

Due to the very dire budgetary situation induced by COVID-19, the College cannot currently offer an ISA for class sizes of 61-119 or a full course release for each course of 120-179 students. However, the College is committed to returning to a higher level of compensation as soon as the budget allows.

Supervision Courses (e.g., Internship, Independent Study, Thesis, etc.)
● Dean's Pre-approval: Per CSUSB Academic Affairs Policy, faculty will not receive workload credit for teaching supervision courses, unless the Dean of the college provides prior explicit written approval of the assignment as part of the WTU workload.
● High Enrollment Supervision Course: When a supervision course is offered with a high enrollment, such that the WTU generated by the CS# for the supervision course exceed the WTU that would be generated by the lecture or seminar course bearing the same number of student credit units, the WTU counted toward the faculty member's workload will be capped so as not exceed those that would be generated by a lecture or seminar course with the same number of student credit units.
   ○ For example, A 3-unit supervision course with S25 will generate 0.5 WTU per student up to a max. of 3 WTU.

- Chairs or Coordinators: Department chairs or coordinators who already receive reassigned time for performing the tasks as part of their job responsibilities will not receive additional WTU for supervision courses.
- Two Academic Year Cycle: According to CSUSB Academic Affairs Guidelines, faculty who teach an approved overage may accumulate units during a period of three consecutive semesters (summer excluded), to be used for assigned time or professional development funds in that same period or in the following semester. In other words, every two academic years, the College will "sweep" any faculty's overage of WTU through either reassigned time or professional development funds. Exception to this rule shall be explicitly approved by the Dean.
- Banking of Excess WTU:
  - Banking updates will occur following the official census date each semester.
  - Banking statements will be distributed to all faculty with banked WTU by the beginning of the ninth full week of classes each semester.
  - 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.
  - No more than 3 WTU may be banked in any given academic term.
  - The faculty member may choose to convert their banked units to professional development funds instead of using them as assigned time. The conversion of professional development funds will be at the standard replacement salary rate for the term in which the funds are converted ($1175 per WTU during AY 2019-20 and $2050 per WTU on semesters).
  - At the quarter to semester transition, all quarter overage WTU as of June 30, 2020 shall be converted to Professional Development Funds (PDF) and must be spent or encumbered by June 30, 2021.
  - Overage WTU shall be spent either through reassigned time or PDF which must be spent by the end of the following academic year.

- Form, Approval Flow and Timeline: Supervision course application form and approval workflow will be posted on CAL website. Students shall complete the supervision application form by the second week of each new term at the latest. See attached for a copy of CAL Supervision Course Application Form.
- Dean and Department Chairs will schedule class offerings that meet the needs of students, subject to fiscal limitations and College enrollment targets.
- In general, part-time lecturers are rarely assigned to supervision courses. In the event that a PT lecturer must be hired to teach a supervision course then a written approval of the Dean must be obtained at least 2 weeks prior to the start of the term and PT faculty must be paid in the same quarter/semester when the service is provided.
- Temporary PT lecturers will generally not be assigned to more than 27-29 WTU in any semester academic calendar.
- The 1:1 mentorship and guidance in supervision courses make them important pedagogical opportunities for faculty and students; however, these courses involve time- and labor-intensive pedagogies that require adequate workload support in the form of WTU credit. Without this support, instructional quality and student learning can suffer, and faculty may face excessive and unbalanced workloads.

- The CSU's governing document on Faculty Workload, EP&R 76-36 states that supervision courses are part of a tenure-line faculty member's 12 WTU for *direct* instructional activities -- *not* their 3 WTU for indirect instructional activities. Moreover, the CSU's Course Classification Numbers document describes how many WTU (or fractions thereof) faculty should receive for teaching supervision courses.
- The College will develop system for tracking the WTU faculty generate for teaching supervision courses, and they should see that the WTU faculty earn are reflected in their teaching assignments.
- Relevant policies:
    - EP&R 76-36 -- "Faculty Workload: Policies and Procedures"
    - Course Classification Numbers (CS Numbers)
    - FAM 847.7 -- Independent Study
    - EO 1064 -- Student Internships

Thesis Direction Responsibilities:

     * Coordinating student research reports, projects, and papers as required in a thesis.

     * Direct supervision and guidance of student research and writing.

     * Review and assessment of student progress to ensure timely completion for graduation.

**RECOMMENDATION: Chairs of graduate theses can earn between .33-.5 WTU per student (depending on how much they meet with the student) upon successful completion of the thesis. Where thesis assignment requirements in a department or program are consistently excessive, the department may assign WTU in the form of course instruction. Total should not exceed 3 WTU applied for assigned time per academic year. Additional WTU can be banked.

Independent Study:

Independent study must be pre-approved by the dean. Students shall fill out the Supervision Course Application Form in a timely manner (i.e., by the end of the 2nd week at the latest). Per FAM 847.7:

- students are required to have a minimum overall GPA of 3.0 in order to be eligible to sign up for independent study.
- A student taking independent study is expected to devote 3 hours per week for each unit of independent study.
- As a norm, faculty are expected to spend 1-1/2 hours per week in preparation for, meeting with or evaluating the work of each supervised student enrolled for 5 or more SCUs
- The College Dean bears the responsibility to maintain, in a clearly auditable fashion, the records of independent study assignments for each department each term.

II. Research

Department funded reassigned time for research shall be covered by the department upon approval of the department chair and the department. There should be a transparent and equitable process for the department funded reassigned time for research.

III. Service

Department Chair Responsibilities:
- Plan and schedule courses for SB and PDC campuses
- Schedule teaching assignments for tenure-track faculty and part-time faculty
- Implement strategic plan for the College and University
- Ensure timely graduation and meet GI2025 targets
- Monitor DWFI rates
- Coordinate and assign classroom visitations for Part-time faculty
- Recruitment, selection, hiring, orientation, evaluation and supervision of adjunct faculty and graduate student teaching assistants (GTAs)
- Planning and managing budget, resource allocation, keeping track of expenditures, determining available funds in each of the Department's accounts
- Implement, maintain, and recommend departmental policies and procedures
- Maintain and monitor compliance with CSU Executive Orders, CBA, FAM, University, State, and Federal policies, procedures, and regulations
- Collaborate with various divisions and units on campus
- Establish and maintain contacts with Department alumni; reach out to community organizations, and colleagues at community colleges
- Recruitment and retention of students
- Supervise staff and student assistants
- Serve as instructor of record for supervision courses
- Serve as a member of CAL Council of Chair and Leadership Team
- Conduct student academic and career advising
- Troubleshoot departmental operational problems
- Maintain Department records and archive
- See FAM 641.65 Responsibilities of Department Chairs for detailed and exhaustive list of job descriptions.

Associate Chair Responsibilities:
- Assist Chair with departmental duties such as: recruitment, retention, advising, scheduling, classroom visitations coordination, department operations and promotion.
- Special projects as determined on the needs of the department.
- Serve as instructor of record for supervision courses, if needed

Program Director Responsibilities:

CAL Reassigned Time Guidelines and Considerations

- Director of TRC: Duties and responsibilities are assigned by the AVP of Faculty Affairs and Development.
- ITS Faculty Director: Duties and responsibilities are assigned by the VP of Technology and CIO

Undergraduate Program Coordinator Responsibilities:
- Recruit and maintain students
- Promote the program
- Advise students to ensure timely graduation and meet GI 2025 targets
- Provide pertinent information and coordinate with department chair to schedule appropriate courses
- Collaborate with various constituents on campus
- Assist program review
- Conduct ongoing program assessment
- Serve as instructor of record for supervision courses, if needed

Graduate Program Coordinator Responsibilities:
- Develop and market the program and recruit qualified graduate students to it
- Develop and market scholarships, internships, and professional opportunities
- Review and process graduate program applications, waivers, petitions, etc.
- Advise graduate students, particularly those that do not yet have a committee chair
- Advise students in forming a committee and completing their programs of study
- Monitor student progress toward degree, and support students
- Promote graduate student research and students colloquiums
- Coordinate comprehensive exams and thesis committees
- Assess student learning and program learning outcomes
- Maintain a database of alumni and alumni relations
- Promote and seek graduate student funding, in connection with Grad Studies, in the form of TAship, tutorships, fee waiver, or any other source.
- Serve as instructor of record for supervision courses

RECOMMENDATION: Graduate Coordinators may receive a minimum of 3 WTU of reassigned time on semesters per academic year. Additional WTU should be allocated for large programs and/or excessive responsibilities.

Internship Coordinator Responsibilities:
- Conduct (or direct students to) pre-internship meetings (1:1 or group) to advise students in finding, choosing, securing, and preparing for internships
- Review and process student internship applications
- Work with students and site supervisors to adapt learning outcomes to internships

- Actively supervise student experiences (e.g., meet with students; read/reply to journal entries) for the average weekly contact hours associated with each internship's CS#
  - S1 classification = avg. 45 min. of faculty-student contact/wk = .25 WTU/student/term
  - S2 classification = avg. 60 min. of faculty-student contact/wk = .333 WTU/student/term
  - S3 classification = avg. 90 min. of faculty-student contact/wk = .5 WTU/student/term
  - S4 classification = avg. 2 hours of faculty-student contact/wk = .667 WTU/student/term
- Monitor student interns' progress and provide constructive feedback to students
- Maintain dialog with site supervisors concerning student interns' experiences
- Conduct final self- and supervisor-evaluations of student's internship experience
- Maintain (or contribute to) a list of internship opportunities relevant to the program
- Maintain a confidential database of past experiences to advise prospective interns
- Participate in ongoing assessment of student learning outcomes
- Additional WTU may be allocated for internship coordination in large programs and/or programs involving direct faculty field supervision
- Serve as instructor of record of internships

RECOMMENDATION: Internship Coordinators may receive a minimum of 3 WTU of reassigned time on semesters depending on supervision load. Additional WTU may be allocated for large programs and/or excessive responsibilities. Relevant policies: EO 1064: Student Internships.

GTA Coordinator Responsibilities:
- Review and process applications.
- Hold workshops for new GTAs on various pedagogy-related topics.
- Hold extra office hours for mentoring GTAs.
- Teach courses pertaining to pedagogy to enhance GTAs' teaching effectiveness
- Visit TA classes and offer constructive feedback.

RECOMMENDATION: GTA Coordinators may receive a minimum of 3 WTU of reassigned time on semesters depending on supervision load. Additional WTU may be allocated for large programs and/or excessive responsibilities.

Department Assessment Coordinator Responsibilities:
- Draft departmental self-study report in years when needed
- Draft annual assessment reports, as needed
- Communicate the status and progress of program outcomes assessment plans to the department
- Map CSUSB Institutional Learning Outcomes (ILOs) with Program Learning Outcomes (PLOs), Student Learning Outcomes (SLOs) and General Education Learning Outcomes (GELOs).
- Assist in program review program planning. This includes rotating as a CLASS representative to the University Program Review Committee.

- Keep a well-organized and readily accessible repository of assessment data and reports consistent with university requirements.
- Provide assessment data and information from the college for WASC reporting.
- Coordinate across colleges to contribute to university level assessment efforts.
- Supervise departmental assessment or senior project courses

RECOMMENDATION: The Department Assessment Coordinator may receive a minimum of 3 WTU of reassigned time on semesters. Additional WTU should be allocated in years when WASC reporting is required or when other major assessment and reporting responsibilities are required (e.g., implementing a new assessment platform)

College Assessment Coordinator Responsibilities:
From CSUSB CLASS Committee's "College Assessment Coordinator Charge" document

- Each college appoints a representative to CLASS to coordinate college assessment activities and contribute to campus wide assessment efforts as the college representative. This includes:
  - Providing guidance and supporting department and program level assessment efforts across the college. Support includes being available for consultation on the development of assessment plans, providing ideas on contemporary trends in assessment gained through professional development or CLASS participation, and communicating university requirements for assessment to department assessment coordinators.
  - Communicating the status and progress of program outcomes assessment plans to the dean of the college.
  - Mapping CSUSB Institutional Learning Outcomes (ILOs) with other levels of outcomes (e.g. Program Learning Outcomes (PLOs), General Education Learning Outcomes (GELOs), Course Learning Outcomes (CLOs) and Co-curricular Activity Outcomes (ALOs) for departments within the college.
  - Participating in the design of guidelines and criteria for specific assessment plans to be implemented by departments and programs.
  - Coordinating college level assessment efforts for GE courses.
  - Assisting in program review, program planning, and Q2S conversion. This includes rotating as a CLASS representative to the University Program Review Committee.
  - Keeping a well-organized and readily accessible repository of assessment data and reports consistent with university requirements.
  - Providing assessment data and information from the college for WASC reporting.
  - Coordinating across colleges to contribute to university level assessment efforts.

RECOMMENDATION: The College Assessment Coordinator may receive a minimum of 3 WTU of reassigned time on semesters. Additional WTU should be allocated in years when WASC reporting is required or when other major assessment and reporting responsibilities are required (e.g., implementing a new assessment platform)

*In addition to the aforementioned responsibilities, at the discretion of the Chair and the Dean, faculty may receive reassigned time for service activities not included in the itemized list above.