

# College of Social & Behavioral Sciences

## Assigned Time Guidelines

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.<sup>1</sup>
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.).<sup>2</sup>

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).<sup>3</sup> Also not discussed here is workload generally considered to be in keeping with the considerations identified above in Item 2.

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.

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 work with Department ASC 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.**

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<sup>1</sup> 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.

<sup>2</sup> Per the CSU response to the Little Hoover Commission 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](https://www.calfac.org/sites/main/files/file-attachments/epr_76-36.pdf)

<sup>3</sup> 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-andemployee-relations/Pages/unit3-cfa.aspx>), EP&R 76-36 on Faculty Workload: Policies and Procedures (see, [https://www.calfac.org/sites/main/files/file-attachments/epr\\_76-36.pdf](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).
  - Department chairs are responsible for ensuring HIPs are included in courses for which excess enrollment WTU is being granted.
- **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.

It is preferred that faculty members not be granted assigned WTU for more than one class with excess enrollment per term.<sup>1</sup> Additionally, large courses should be assigned equitably and in consultation with all department faculty.

#### **Instructional Assistant Support Hours:**

| <b>Enrollment</b> | <b>Allotted ISA Hours per Semester</b> | <b>High Impact Practices (HIP)</b> |
|-------------------|----------------------------------------|------------------------------------|
| 120-179           | 45                                     | Course must incorporate HIP        |
| 180-239           | 60                                     | HIP not required                   |
| 240+              | 75                                     | HIP not required                   |

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<sup>1</sup> EP&R 76-36: [https://www.calfac.org/wp-content/uploads/2021/07/epr\\_76-36.pdf](https://www.calfac.org/wp-content/uploads/2021/07/epr_76-36.pdf)

## **Category 2 – Graduate Program Coordination**

Tenure-line faculty who coordinate Graduate Programs with 10 or more currently enrolled students and who singularly fulfill 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 supervision courses 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 (e.g., comprehensive exams, directed study courses, etc.).
- Graduate coordinators can receive WTU for chairing graduate thesis committees as stipulated below in Category 7). If the direction of graduate theses supervision courses typically falls under the normal duties of the remunerated graduate coordinator and they chair the majority of thesis committees in a program, then faculty receiving assigned time for coordinator duties may not receive additional WTU for graduate thesis 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 five-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\***

Faculty may receive s-factor credit for internship coordination or field director supervision if they 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 CSU system, CSUSB, and department-specific internship guidelines.

If above criteria are met, faculty may earn 0.33 WTU for each enrolled student.

For departments with a high-volume of students enrolled in internships and as an alternative to supervision credit for internships, an internship class should be scheduled with an assigned instructor of record. This determination will be made through consultation between the department chair and the 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 undergraduate students must be enrolled by the Census date, and enrollment caps may not be set at fewer than 24 students. When designated as a class, faculty will not receive additional WTU for internship supervision.

\*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 for supervision courses may be calculated at 0.5 units for each graduate student (e.g., directed study, graduate project) and 0.33 units for each undergraduate student (e.g., independent study, honors project) unless otherwise indicated on the approved course proposal.
- Department Chairs/School Directors, by nature of their position, do not earn s-factor credit for supervision courses. However, Chairs/Directors can earn s-factor PDF for chairing a thesis committee.
- If faculty are supervising more than 9 students in an undergraduate supervision course (or 7 students in a 6000-level supervision course) in any given term (fall or spring), that supervision should be run as a regular 3-WTU course. Summer courses have higher enrollment thresholds.
- Chairs of graduate thesis committees may earn 1 WTU per student upon successful completion of the thesis. A graduate thesis consists of original research conducted by the graduate student as their culminating experience, includes a formal proposal and defense, and takes a minimum of two academic terms to complete. A copy of the Thesis/Project Committee Certification form (as required by Graduate Studies) must be submitted to the Dean's Office as proof of successful completion.
- 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 two semesters, unless otherwise approved in writing by the dean.
- The maximum number of supervision units per academic year that any faculty member can claim as part of their workload is 6 WTU.
- 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 - in accordance with minimum enrollment - as part of their regular semester workload.
- 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.

\* 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.

## Banking and Use of WTU

- S-factor credit must be validated and approved by the Dean's Office before it can be used. Requests for use of s-factor credits for PDF or reassign time must be submitted using the [S-factor Request Form linked here](#).
- Approved fractional WTU earned from S-factor courses will accumulate for no more than three consecutive academic years (summer and intercession excluded).
- Once faculty earn 3 WTU of s-factor credit within the three-year period, that credit must be used within the following academic year or it will be converted to PDF and subjected to college rules regarding the usage of PDF.
- Faculty cannot bank an excess of 3 WTU.
- 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.
- Anticipation of earning 3 WTU of s-factor credit in a given semester does not qualify use of that 3 WTU for reassign time in the same semester; all s-factor WTU must be earned then validated by the Dean's Office and [the request form](#) must be submitted and approved before it can be used.

## Appendix

### S-Factor Process Guidelines

Department S-Factor Tracking spreadsheets accessible through Google Drive were created to establish a consistent tracking tool across the college. Effective Fall 2024, the tracking sheets will be maintained by the college office with Department Chairs and ASC having view only access.

This will allow departments to monitor available WTU. Chairs should **use the tracking sheet to confirm WTU prior to approving S-factor request forms** submitted by faculty to apply accrued balances.

The tracking spreadsheet will be updated by the College Analyst for eligible S-factor in accordance with the CSBS Assigned Time Guidelines, and after the SBS Supervision Course Application Form is approved.

WTU earned from S-factor work cannot be applied toward a faculty's workload until the associated work (e.g. independent study, thesis) has been completed. Hence, the WTU cannot be applied during the term that work is assigned.

Available S-factor WTU may be applied to meet faculty workload deficits of 1 WTU or greater.

S-Factor WTU can be used towards Assigned Time (AT) or Professional Development Funds (PDF).

When requesting to apply S-Factor WTU, faculty should submit the **S-Factor Request Form** for approval by Department Chair and College Analyst. The department S-factor tracking sheet should be reviewed to verify available WTU before approving requests or accounting for assigned time in workload scheduling.

In order for WTU to be applied toward AT, the full amount (3 WTU per course release) must be earned within a 3-year period. In addition, S-factor WTU cannot be "banked" and must be applied when eligible for assigned time.

Approved S-factor request forms for AT should be made available to department ASC for workload documentation.

Tracking sheets will be updated by college analyst to reflect approved s-factor applied as AT or PDF.

Per CSBS Assigned Time Guidelines, upon expiration (3 years from term earned) and if not used towards AT, any earned WTU will be converted to PDF funds. The rate of compensation for PDF will be based on the amount of a standard course release (For 25/26, 3 WTU=\$7,465) or proportionately.