

## ADDENDUM 1

### Assigned Time Code Selections - Drop Down Menu Term Workload Page

When adding assigned time on the Term Workload page is it necessary to populate the Assign Type by using the drop down menu and then select the "Assign Type Reason" link to pick a specific definition from the drop down menu. The list below shows all choices available.

Code #	Title	Drop-down Choices
11	Excess Enrollment	Excess Enrollments Excess Enrollments - 75-120 Excess Enrollments > 120
12	New Preparations	New Preparations
14	Course or Supervision Overload	Course or Supervision Overload
15	Non-Traditional Instruction	Non-Traditional Instruction
16	In-Service Training K-12	In-Service Training K-12
17	Credit by Exam/Evaluation	Credit by Exam/Evaluation Evaluation of Prior Learning Exam, incl comp or challenge
18	Instructional Support for Grad Students	Instruct Support of Grads
21	Special Instructional Programs	Admin/Evaluation Instruct TV/Tape Production Liaison-Multiple crse sections Special Instructional Programs Team Teaching Participation
22	Instruct Experimentation, Innovation or Instructionally Related Research	Dvlp/Implem Instruct TV  Dvlp/Implem computer asst instr Documented research eval Inst Exp/Innov, Inst-Rel Reser Oth Innovations in instruction
23	Instruction-Related Services	Instruction-Related Services
31	Advising Responsibilities	Advising Responsibilities Dept. Grad Coordinator Excess Adv due to staffing Greater share Advising Respon
32	Instruction-Related Committee Assignments	All-university assigned time Committee Assign-Special Committee Assign-Normal Level Instruct-Rel Committee Assign
33	Curricular Planning or Studies	Curr plan, develop and redev Curricular Planning or Studies Develop Tests/CBE
34	Accreditation Responsibilities	Accreditation Responsibilities
35	Instruction-Related Facilities Planning	Instr-Rel Facilities Planning
41	California Faculty Association Activities	CFA Activities

**Other Categories Requiring "Assign Type Reason" Selection**

IAF	Instructional Administrative Fraction	College/Assoc Dean
		Department Chair, 12 Month Department Chair, Acad Year School Level, Deans/Div Chairs Student Teacher Supervision Univ, Other (Prod Mgr, etc) University Dean
IFF	Instructional Faculty Fraction	Instructional Faculty Fraction
OSF	Other Support Fraction	GF-Non Instructional Grant or Research (Non-GF) Teaching (Non-GF)

## Addendum #2 Instructional Related Assigned Time Codes

### Definition

A two digits numeric code used to indicate up to three different types of activities per faculty assignment for which weighted teaching units may be assigned for faculty to receive workload credit.

11 = Excess Enrollments

12 = New Preparations

14 = Course or Supervision Overload

15 = Nontraditional Instruction

16 = In-Service Training for K-12 School Personnel

17 = Credit by Examination/Evaluation

18 = Instructional Support of Graduate Students

21 = Special Instructional Programs

22 = Instructional Experimentation or Innovation, or Instructionally Related Research

23 = Instruction-Related Services

31 = Student Advisor Responsibilities (Graduate Student Evaluation, etc.)

32 = Instruction-Related Committee Assignments

33 = Curricular Planning or Studies

34 = Accreditation Responsibilities

35 = Instruction-Related Facilities Planning

41 = CFA Activities

## INSTRUCTION RELATED ASSIGNED TIME CODE DEFINITIONS

### 11. Excess Enrollments

- a. For classes with census date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.
- b. For classes with census date enrollment of over 120, a graduate assistant, a student assistant, or an additional 3 WTU may be assigned.

Assignment of graduate assistants is a preferable way of handling such large class loads, but it is recognized that qualified graduate assistants are not always available.

(In no case shall a faculty member be granted assigned WTU for more than one class with excess enrollments).

### 12. New Preparations

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.

### 14. Course or Supervision Overload

A faculty member may be given assigned WTU equal to course or supervision overload earned in a prior fiscal year provided that calendar considerations so necessitate and the faculty member has not been present for the full preceding academic year.

### 15. Non-Traditional Instruction

A faculty member may be given assigned WTU for activities involving instruction and evaluation, which include such activities as modularized instruction, self-paced 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. 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

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 a campus.

### 17. Credit by Examination/Evaluation

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 acquired. Such activities include:

- a. Credit by evaluation of prior experiential learning (e.g., based upon evaluation of a portfolio of materials).
- b. Credit by examination (where the examination is generated and evaluated in whole or in part by the campus), including comprehensive and challenge examinations.

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:

- a. Interview and make a preliminary assessment of the student's background.
- b. Counsel the student regarding preparation for the evaluation.
- c. Selection or preparation of the examination or assistance in preparation of a student portfolio.
- d. Evaluation of the portfolio or evaluation of the student response to the examination.

### **18. Instructional Support for Graduate Students**

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**

- a. A faculty member may be given assigned WTU for participation in a team teaching effort. The total assigned and earned WTU associated with a teamtaught 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.
- b. A faculty member may be given assigned WTU for program and tape production for instructional television.
- c. A faculty member may be given assigned WTU for liaison duties among multiple sections of the same course.

### **22. Instructional Experimentation, Innovation, or Instructionally Related Research**

- a. A faculty member may be given assigned time for development and implementation of experimental programs involving:
  1. Instructional television
  2. Computer assisted instruction
  3. Other innovations in instruction
- b. A faculty member may be given assigned time for documented research evaluations which are demonstrably related to the instructional functions and programs of the college.

### **23. Instruction-Related Services**

A faculty member may be given assigned WTU for his services related to college clinics, study skill centers, farms, art galleries, and other campus institutions and facilities which are ancillary to the instruction program.

### **31. Advising Responsibilities**

- 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 his department.
- b. A faculty member may be given assigned WTU for carrying a greater than normal share of departmental or school advising responsibilities.
- c. A faculty member may be given assigned WTU for services as departmental graduate adviser.

### **Addendum #3A Course Classification Number (CS Number)**

#### **Number Description Typical Example and Comments**

C-01 Large Lecture courses in any discipline with more than 50 enrollments.

C-02 Lecture Discussion Lecture courses in any discipline in which class participation is a planned portion of the instructional method.

C-03 Lecture - Composition Business, education, English, and Lecture - Counseling psychology courses in which students Lecture - Case Study write, are counseled or study law cases.

C-04 Discussion in any discipline in which student participation (discussion) is the primary instructional method.

C-05 Seminar Courses in any discipline using seminar methods of instruction.

C-06 Seminar/Clinical Nursing and psychology courses in clinical Demonstration processes and education courses involving individual testing, such as driver training in a simulator.

C-07 Fine Arts and Science Art, anthropology and science activities.  
Activities

C-08 Education Workshops Includes methods taught on an activity and Social Science basis in education and subject areas.

C-09 Music Activity Does not result in a major public (large group) performance.

C-10 Music Activity Instrumental or vocal instruction. (small group)

C-11 Physical Education and Gym classes or intramural sports if Recreation Activity credit is given.

C-12 Speech, Drama and Classwork in debate, acting and publication; Journalism Activity no public performances involved.

C-13 Technical Activities and Courses involving the use of business and Laboratories other machines; accounting, geography, foreign languages, home economics, psychology, library science, photography, engineering, industrial arts, agriculture, mathematics and statistics.

C-14 Remedial Course Courses for students admitted as Activities exceptions only.

C-15 Technical Activities Laboratories in art, foreign languages, home and Laboratories economics, industrial arts, physical education, speech correction, cartography, audio-visual, mathematics, library science, police science.

C-16 Science Laboratories in natural science, life science, psychology, natural resources, agriculture, engineering, meteorology and photography.

C-17 Clinical Practice Nursing, social work. Laboratories Off-Campus

C-18 Major Intercollegiate Football, basketball, baseball, track and Athletic Sports Activities field, wrestling, swimming, etc.; limited to four sports per year.

C-19 Minor Intercollegiate Other sports not listed as Athletics. Athletic Sports Activities.

C-20 Performance/Production Production courses in art, drama, Activities journalism, music, photography, radio-TV, debate; results in a major public performance, showing or distribution.

C-21 Performance/Production Major performance groups, such as Activities orchestras, bands, and choruses.

S-23 Social Work Graduate level social work only. Faculty - Supervision student contact averages 3 hours per week.

S-24 Practice Teaching Undergraduate - all disciplines. Faculty - student contact averages 2 hours per week.

S-25 Practice Teaching, Undergraduate - practice teaching and Workstudy, Thesis graduate level public school nursing - Project and all disciplines. Faculty - student contact Independent Study averages 90 minutes per week.

S-36 Independent Study, Undergraduate - all disciplines. Faculty - Field Work, Studio student contact averages one hour per Instruction, Supervised week. Activities.

S-48 Independent Study, Undergraduate - all disciplines. Faculty - Studio Instruction, student contact averages 45 minutes per Supervised Activities week.

C-77 Peer-taught Courses, Course which generates no workload ROTC or Non-Workload for faculty but generates FTES for the Instruction which is not campus and is not state supported. State supported.

C-78 Non-traditional Course which generates credit by instruction, examination, examination or evaluation or which or evaluation is taught in modes not ascribed by the formulas faculty workload is assigned. All 78 courses are state supported.

## **Addendum #3B Course Classification (CS) Numbers - Additional Information and Examples**

### **Lecture Classes**

CS numbers, also known as Course Classification numbers and other misc. names, are numerical codes used to identify class type (i.e., lecture, laboratory, activity, supervision, etc). Lectures are the most common class type, followed by activities and labs. Supervision courses are in a category separate from classroom and laboratory courses. The classroom/supervision distinction is critical to calculating faculty workload.

For example, a lecture in the seminar format would receive CS Code 5 and, if it has 3 course credit units, the faculty will receive 3.0 WTU. There is a direct one to one correspondence. This is also true of lecture classes coded CS 1 which are large lecture classes with 50 or more students enrolled. (There are separate provisions for adjusting faculty workload for large lecture classes using an "override WTU" in the APDB Section Master File.)

### **Activity Class Examples**

On the other hand, some classroom and activity courses create a greater workload for faculty and this is accounted for by the workload multipliers (See Addendum #3). For example, if a laboratory course in Biology has 3.0 course credit units, faculty will receive 6.0 WTU. Faculty workload is determined by multiplying course credit units by workload factor (i.e. K-factor). Classes with CS Code of 16 have a workload multiplier of 2.0.

Classes in vocal or instrumental instruction which are taught in small groups have a CS Code of 10 and have a workload factor of 1.3. In this case a 3.0 unit course would translate to 3.9 WTUs. Due to the increased workload for faculty in musical performance/production courses, they are coded CS 20 and have a workload factor of 3.0. In this case, faculty would receive 9.0 WTUs for a 3.0 units class.

### **Supervision Classes**

CS Code 25 is used to designate thesis projects and practice teaching for undergraduate students. It is estimated that faculty/student contact average 90 minutes per week. The multiplier is .50 WTU per students enrolled.

CS Code 48 which is used to identify Independent Study, Studio Instruction and other undergraduate supervised activities. In this case faculty/student contact averages 45 minutes per week and the workload multiplier is .25 per students enrolled.

#### **Addendum #4 Range Code (Salary) Definition**

A one digit code indicating the position classification (salary range) of a faculty member for a given departmental assignment.

#### **Values**

0 = Graduate Assistant

1 = Teaching Assistant, Lecturer "L"

2 = Instructor, Coaching Assistant, Junior Vocational Instructor, Lecturer "A"

3 = Assistant Professor, Coaching Specialist, Intermediate Vocational Instructor, Lecturer "B"

4 = Associate Professor, Coach, Senior Vocational Instructor, Lecturer "C"

5 = Professor, Head Coach, Principal Vocational Instructor, Lecturer "D"

6 = Administrator (no Instructional Faculty Fraction)

7 = Teaching Associate

8 = Other (when an invalid value in Salary Range Code is encountered, other than 0 through 7, that value is defaulted to 8).

**Addendum #5 Administrative Level Definition**

A one digit code that denotes the organizational level at which a person with an Instructional Administrative Fraction (IAF) is assigned. It also defines the type of work assigned and the term of appointment. Persons with an IAF of 0.0 will be coded zero (0).

**Values**

- 0 = No administrative duties (default).
- 1 = Department level, academic year appointment, such as Department Chairs, Associate or Assistant Department Chairs, and Athletic Directors.
- 2 = Department level, 12-month appointment, such as Department Chairs, Associate or Assistant Department Chairs, and Athletic Directors.
- 3 = Coordinator of teacher education, all appointment terms, school or department.
- 4 = School level, Deans and Division Chairs (all appointment terms).
- 5 = School level, Associate and Assistant Deans.
- 6 = Campus level, Deans (all appointment terms). This category covers the Dean and above types of an assignment, such as an Associate Vice President or Graduate Dean.
- 7 = Campus level, other (all appointment terms). This category applies to all other campus level assignments, such as Academic Planner, Associate Dean of Graduate Studies, Coordinator of Evening Sessions, and Production Manager.

## Addendum #6

<b>WTU CONVERSION</b>	
<b>Time Base 15ths</b>	<b>WTUs</b>
1.00	15.00
.97	14.5
.93	14.0
.90	13.5
.86	13.0
.83	12.5
.80	12.0
.76	11.5
.73	11.0
.70	10.5
.67	10.0
.63	9.5
.60	9.0
.57	8.5
.53	8.0
.50	7.5
.47	7.0
.43	6.5
.40	6.0
.37	5.5
.33	5.0
.30	4.5
.27	4.0
.23	3.5
.20	3.0
.17	2.5
.13	2.0
.10	1.5
.07	1.0

As a rule, full-time tenured professors are assumed to be advising students for roughly 20% their workload (20% = 3.0 units). Therefore, faculty teaching 12 units are considered full-time (100%).