

## FAD OVERVIEW

The APDB reporting process looks something like this.

Schedule of Classes prepared by Vanessa Franklin, Director of Academic Scheduling. Previous schedule data is rolled from Fall to Fall and Spring to Spring as a starting place.

Faculty Affairs prepares Faculty contracts, populates Instructor/Advisor Table and PeopleSoft with faculty data.

Departments run Faculty Activity Detail report known as the Fake FAD and proof for:

1. Faculty pay range named Grade on report (i.e. Assistant Professor/Lecturer B?)
2. Are all classes listed?
3. Is CS code correct?
4. Days & times & room correct?
5. Are total units correct?

Course section and faculty data is extracted from PeopleSoft to create flat files in TextPad.

Run initial round of Carina Reports, review error reports and make corrections in Peoplesoft.

Run Carina Reports for departments review and approval. Make any final edits in flat file.

Run final round of Carina Reports for Chancellor's Office and transmit.

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– WHAT REPORTS ARE GENERATED FROM THE FACULTY & SECTION FILES? –

**CSDR** – Course and Section Data Report: provides information such as SCU, FTES and WTUs broken down by class level – Lower Division, Upper Division and Graduate.

**CSR** – Course Section Report: provides information broken down by class level and course type (i.e. lab, lecture, etc.) The official SFR numbers are generated in the CSR (In the CSR, the SFR is Department specific rather than Person specific.)

**FAD** – Faculty Assignments by Department: provides information about faculty work loads, split appointments, etc. At the end of each section, school totals are provided.

**SCAL** – Summary By Classification And Level Report: provides information about enrollment broken down by class type as defined by CS number.

**SSFD** – Section Size Frequency Distribution Report: also shows enrollment by CS number but in a format different from the SCAL.

After the final report is transmitted to the Chancellor's office all reports are posted on the server in the APDB folder. All reports except the FAD can be found in corresponding report folders the current year. The FAD report is divided into separate reports by school within the 4-working FAD RPTS folder by term.

## - A BASIC FACULTY LOAD -

The FAD header is comprised of three lines (shown highlighted below) which correspond to the faculty information below.

0 FACULTY ID		NAME				RANGE CODE				TSF		IAF		ADM-LVL		OSF			IFF					
SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU	
ASSIGNED TIME ACTIVITY																								
0 XXXXX0000		J	RICHER				ASSTPF				1.000						.200						.800	
ECON	0201	B	04	22041	1	43	*10	2	4.0	TTH	1300	1450		001	3072	1		1.000	172.0	3.8	4.00			
ECON	0322		01	22041	2	25	*10	2	4.0	TTH	1500	1650		001	3072	1		1.000	100.0	3.8	4.00			
ECON	0481		01	22041	2	24	*10	2	4.0	MW	1000	1150		001	2050	1		1.000	96.0	3.8	4.00			
ECON	0499		01	22041	2	1	*10	78	2.0	ARR				998		3		1.000	2.0					
IN REL SERVICES																							1.0	
TOTAL INDIVIDUAL					----				93								370.0			11.4	12.00	.0	13.0	

Courses with a CS code of 78 do not generate workload for faculty. CS 78's are intended to be used for some types of special instruction. For example, as in ECON 499 above, when faculty are supervising student interns.

Another example of this might be an instructor who has multiple sections of a supervision course. They could be listed as 78s and the instructor would receive a set amount of units in Assigned Time to compensate for these sections. CS 78 codes may not be used for Part-time (adjunct) faculty.

12 Units is considered full-time for tenure-track faculty.

Continue to check:

- Is faculty pay range correct (i.e. Assistant Professor/Lecturer B)
- Are all of the correct classes listed. Anything missing?
- Is the CS Code correct
- Are days and times correct?
- Is room listed correct?
- Are total units correct? (T-WTU)
- Is Total Support Fraction (TSF) and Instructional Faculty Fraction (IFF) correct?
- Is Instructional Administrative Fraction (IAF), Assigned Time, and Other Support Fraction (OSF) correct?

– COURSE CLASSIFICATION (CS) NUMBERS –

OFACULTY ID	NAME	RANGE	CODE	TSF	IAF	ADM-LVL	OSF	IFF															
SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU
ASSIGNED TIME ACTIVITY																							
0	XXXXX0000	J	ABBOTT				ASSOPF				1.000		.500	AY	DEPT							.500	
HIST	0201	02	22051	1	68	*10	<b>2</b>	3.0	MW	1300	1415		001	3008	1	1.000			204.0	2.5	3.00		
HIST	0495	07	22051	2	1	*10	<b>36</b>	4.0	ARR				998		3	1.000			4.0	1.0	.30		
HIST	0498	03	22051	2	15	*10	5	4.0	MW	1000	1150		001	2079	1	1.000			60.0	3.8	4.00		
HIST	0499	01	22051	2	3	*10	<b>25</b>	4.0	ARR				998		3	1.000			4.0	1.0	1.50		
HIST	0596	01	22051	3	1	*10	25	2.0	ARR				998		3	1.000			2.0	1.0	.50		
TOTAL INDIVIDUAL					86												274.0	9.3	9.30	.0	9.3		
0	XXXXX0000	H	XXXXXX				INSTR				.330											.330	
BIOL	0348	01	04011	2	8	*10	4	3.0	TTH	800	915		002	0035	1	1.000			24.0	2.5	3.00		
BIOL	0348	02	04011	2	8	*10	<b>16</b>	1.0	TH	925	1215		002	0230	2	1.000			8.0	2.8	2.00		
TOTAL INDIVIDUAL					16												32.0	5.3	5.00	.0	5.0		

CS numbers, also known as Course Classification numbers and other miscellaneous 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 CS Code is a critical factor in calculating final WTU; different class types have different workload multipliers (See Addendum #3).

The examples above show supervision, lecture and laboratory classes. HIST 201 (highlighted in blue) is a CS 2 lecture class with the multiplier of 1.0.  $(3.0 \text{ units}) \times (1.0) = 3.0 \text{ WTU}$

Further down, BIOL 348 (highlighted in green) is a CS 16 laboratory class with a multiplier of 2.0.  $(1.0 \text{ units}) \times (2.0) = 2.0 \text{ WTU}$

The two Supervision classes in History are highlighted in yellow. WTU in Supervision classes is determined by number of students enrolled and the multiplier. HIST 495 is a CS 36 Supervision class with a multiplier of .333.  $(1 \text{ student}) \times (.333) = .30 \text{ WTU}$  (The CO software rounds this figure down to .30.)

HIST 499 is a CS 25 Supervision class with a multiplier of .50.  $(3 \text{ students}) \times (.50) = 1.5 \text{ WTU}$

- ADDING ASSIGNED TIME -

Assigned time is used for work load outside of and/or beyond scheduled classes.

0	FACULTY ID	NAME	RANGE	CODE	TSE	IAF	ADM-LVL	OSF	IFF																
SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU		
ASSIGNED TIME ACTIVITY																									
0	XXXXX0000	M	MOOKERJEE					ASSTPF				1.000											1.000		
GEOL	0303		01	19141	2	14	*10	1	3.0	TTH	1300	1415		002	0022	1		1.000	42.0	2.5	3.00				
GEOL	0417		01	19141	2	11	*10	1	3.0	MW	1200	1315		002	0128	1		1.000	33.0	2.5	3.00				
GEOL	0417		02	19141	2	11	*10	16	1.0	M	1430	1720		002	0128	2		1.000	11.0	2.8	2.00				
GEOL	0418		01	19141	2	10	*10	16	1.0	M	1330	1420		002	0128	2		1.000	10.0	.8	2.00				
GEOL	0495		03	19141	2	1	*10	36	4.0	ARR				998		3		1.000	4.0	1.0	.30				
NEW PREPARATIONS																									
																					3.0				
TOTAL INDIVIDUAL					---					47											100.0	9.6	10.30	3.0	13.3

New Faculty may be assigned 3.0 WTUs for class preparation. The Assigned Time Code is 12. See Addendum #2

The Indirect WTUs (I-WTU) appears here and is added to the total WTU.

XXXXX0000	F	VAZQUEZ						PROF				1.000						SPLIT	APPT	99110		.250	.750		
LIBS	0320	A	02	49015	2	16	*10	5	3.0	M	900	1140		008	0034	1		1.000	48.0	2.8	3.00				
LIBS	0320	A	04	49015	2	15	*10	5	3.0	M	1300	1540		008	0034	1		1.000	45.0	2.8	3.00				
LIBS	0595		01	49015	3	1	*10	36	4.0	ARR				998		3		1.000	4.0	1.0	.30				
UNIV	0199		02	49013	1	39	*10	77	1.0	T	1200	1250		006	1061	3		1.000	39.0						
INST SUP OF GRAD																									
																					1.5				
FACILITY PLANG																									
																					1.5				
TOTAL INDIVIDUAL					---					71											136.0	6.6	7.80	1.5	9.3

The CO reporting process, known as the FAD, translates the Assigned Time Code into a brief description.

D-WTU (Direct) – Code 18 is for Instructional Support for Grad Students

I-WTU (Indirect) – Code 35 is for Instructionally Related Facilities Planning

NOTE: Assigned time codes 11,15, 17 & 18 are reported as “Direct” WTU’s/ All other assigned time is reported as “Indirect.” (See Addendum #3)



- ADD IAF (Instructional Administrative Fraction) -

OFACULTY ID	NAME	RANGE	CODE	TSF	IAF	ADM-LVL	OSF					IFF																
SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU					
ASSIGNED TIME ACTIVITY																												
0	XXXXX0000	M	JAMES							PROF		1.000		.330	AY	DEPT							.670					
	GEOL	0105	01	19141	1	128	*10	1	3.0	TTH	1045	1200	002	0103	1			1.000	384.0	2.5	3.00							
	GEOL	0301	01	19141	2	103	*10	4	3.0	MW	1600	1715	001	1002	1			1.000	309.0	2.5	3.00							
	GEOL	0304	01	19141	2	12	*10	16	1.0	M	1200	1250	002	0023	2			1.000	12.0	.8	2.00							
	GEOL	0396	02	19141	2	1	*10	36	3.0	ARR			998		3			1.000	3.0	1.0	.30							
	GEOL	0495	02	19141	2	4	*10	36	4.0	ARR			998		3			1.000	16.0	4.0	1.30							
	GEOL	0496	01	19141	2	4	*10	2	3.0	W	800	1050	002	0128	1			1.000	12.0	2.8	3.00							
TOTAL INDIVIDUAL					252																			736.0	13.6	12.60	.0	12.6

0	XXXXX0000	T K	CLARKE							OTHER		1.000		1.000	12M	DEPT							.000					
	BUS	0367	01	05011	2	24	*10	4	4.0	W	1200	1540	001	3049	1			1.000	96.0	3.8	4.00							
TOTAL INDIVIDUAL					24																			96.0	3.8	4.00	.0	4.0

Department Chair responsibilities are considered an Administrative function. This percentage is reported under the **IAF (Instructional Administrative Fraction)** heading. This fraction is assigned/approved by your Dean. (See Addendum #5 for descriptions).

0	XXXXX0000	S	RAHIMI							PROF		1.000		1.000	SCH	DN							.000					
ASSIGNED TIME ACTIVITY																												
TOTAL INDIVIDUAL					0																			.0	.0	.00	.0	.0

Dean assignments are also **IAF** and will show up in this category as well.

As with Assigned Time, the CO reporting process translates the IAF Code into an abbreviated Administrative Level description.

## - CROSS LISTED & OTHER GROUPED COURSES-

OFACULTY ID	NAME	RANGE CODE	TSF	IAF	ADM-LVL	OSF	IFF																	
SUBJ	COUR SUFF SEC DISC	L ENR	S CS A-CCU DAYS	BEG	END	TBA	FACL SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU									
ASSIGNED TIME ACTIVITY																								
0	XXXXX0000	R	EZRA		ASSTPF		.400						SPLIT APPT 32781	.200	.200									
	AMCS	0255	02 22991	1	42	*10 2 3.0 MW	1725 1840		008	0068	1	15	1.000	126.0	1.7	2.10								
	NAMS	0200	02 22121	1	19	*10 2 3.0 MW	1725 1840		008	0068	1	15	1.000	57.0	.8	.90								
	WGS	0280	01 49991	1	40	*10 2 3.0 W	1900 2140		008	0020	1		1.000	120.0	2.8	3.00								
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TOTAL INDIVIDUAL																101				303.0	5.3	6.00	.0	6.0

In the example above, AMCS 255 and NAMS 200 are cross-listed courses. The number 15 appears in the Group Code column and is the unique identifier to this pair of classes. This is a random number generated by the system. The 3 unit workload is distributed between the two classes based on the number of students enrolled in each.

OFACULTY ID	NAME	RANGE CODE	TSF	IAF	ADM-LVL	OSF	IFF																	
SUBJ	COUR SUFF SEC DISC	L ENR	S CS A-CCU DAYS	BEG	END	TBA	FACL SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU									
0	XXXXX0000	N	GEIST		ASSOPF		1.000								1.000									
	BIOL	0224	01 04011	1	22	*10 1 3.0 MWF	800 850		002	0103	1	40	1.000	66.0	.7	1.00								
	BIOL	0224	02 04011	1	22	*10 16 1.0 M	900 1150		002	0227	2		1.000	22.0	2.8	2.00								
	BIOL	0224	03 04011	1	24	*10 1 3.0 MWF	800 850		002	0103	1	40	1.000	72.0	.9	1.00								
	BIOL	0224	05 04011	1	24	*10 1 3.0 MWF	800 850		002	0103	1	40	1.000	72.0	.9	1.00								
	BIOL	0385	01 04011	2	50	*10 4 3.0 TTH	1300 1415		002	0102	1		1.000	150.0	2.5	3.00								
	BIOL	0495	16 04011	2	1	*10 36 4.0 ARR			998		3		1.000	4.0	1.0	.30								
	BIOL	0499	02 04011	2	3	*10 36 3.0 ARR			998		3		1.000	9.0	3.0	1.00								
	BIOL	0499	05 04011	2	1	*10 36 4.0 ARR			998		3		1.000	4.0	1.0	.30								
	BIOL	0515	01 04011	3	8	*10 2 2.0 T	1600 1750		002	0227	1		1.000	16.0	1.8	2.00								
-----																								
TOTAL INDIVIDUAL																155				415.0	14.6	11.60	.0	11.6

In the example above, BIOL 224 sections 1, 3 and 5 are taught simultaneously by this faculty member. The 3.0 units are distributed evenly among those 3 sections, i.e. each individual sections carried 1.0 WTU. 40 is the unique identifier for this set of classes.

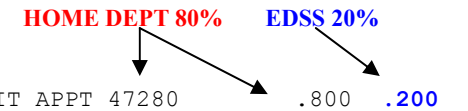


- SPLIT APPOINTMENTS -

OFACULTY ID	NAME	RANGE CODE	TSF	IAF	ADM-LVL	OSF	IFF												
SUBJ	COUR SUFF SEC DISC	L ENR	S CS A-CCU DAYS	BEG	END	TBA	FACL SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU				
ASSIGNED TIME ACTIVITY																			
JOB APD55 PGM APD60 FACULTY ASSIGNMENTS BY DEPARTMENT FOR FALL 2006 CC 85 SONOMA																			
OSCHOOL - 47 HUMANITIES DEPARTMENT - 280 MODERN LANGUAGES																			
0	XXXXX4555	J	REEDER		ASSOPF	1.000			.330	AY DEPT		SPLIT APPT 50245		.200	.470				
	EDSS	0444	03 08011	2	9	*10 4 3.0 W	1600 1840	001 3038	1	1.000	27.0	2.8	3.00						
	SPAN	0300	01 11051	2	24	*10 4 4.0 F	800 1140	001 3030	1	1.000	96.0	3.8	4.00						
	SPAN	0495	01 11051	2	1	*10 36 4.0 ARR		998	3	1.000	4.0	1.0	.30						
-----																			
TOTAL INDIVIDUAL												34			127.0	7.6	7.30	.0	7.3



JOB APD55 PGM APD60 FACULTY ASSIGNMENTS BY DEPARTMENT FOR FALL 2006 CC 85 SONOMA																			
OSCHOOL - 50 EDUCATION DEPARTMENT - 245 TEACHER PREPARATION																			
0	XXXXX0000	J	REEDER		ASSOPF	1.000						SPLIT APPT 47280		.800	.200				
	EDSS	0444	03 08011	2	9	*10 4 3.0 W	1600 1840	001 3038	1	1.000	27.0	2.8	3.00						
	SPAN	0300	01 11051	2	24	*10 4 4.0 F	800 1140	001 3030	1	1.000	96.0	3.8	4.00						
	SPAN	0495	01 11051	2	1	*10 36 4.0 ARR		998	3	1.000	4.0	1.0	.30						
-----																			
TOTAL INDIVIDUAL												34			.0	.0	.00	.0	.0



Split Appointments refer to faculty teaching in more than one department. For example the above part-time faculty member teaches in SPAN and EDSS. Faculty may teach in up to **three different departments** each semester. In the FAD, a record will appear for each department assignment. They are distinguished in the APDB Faculty File by the initial codes of F1, F2, F3. Faculty's home department is always designated by F1.

On the FAD, all of their workload will appear in their home department. Departmental totals show on the FAD, all the instructors WTU (direct and indirect) will appear in their home department.

The right-most IFF is associated with the department shown in the FAD header. This instructor's home department is Modern Languages. 80% of this instructor's workload is in their home department: 33% of administrative time and 47% direct WTUs. 20% of their teaching time is spent teaching EDSS 444 (3 units).

– MAKING CHANGES TO WTU TOTALS –

0	FACULTY ID	NAME	RANGE	CODE	TSE	IAF	ADM-LVL	OSF	IF																
	SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU	
ASSIGNED TIME ACTIVITY																									
0	XXXXX0000	K	CHAMBERS					ASSTPF					.470												.470
	GEOG	0203		03	22061	1	35	*10	2	3.0	MW	1600	1715		001	3036	1		1.000	105.0	2.5	3.00			
	GEOG	0460		01	22061	2	12	*10	5	3.0	M	1200	1350		001	3036	1		1.000	36.0	1.8	3.00			
								*12	16	1.0	W	1200	1350		001	3036	1		1.000	12.0	1.8	2.00			
-----																									
TOTAL INDIVIDUAL																									
							47													153.0	6.1	8.00	.0		8.0

The Department requested that the WTU for this class be changed to 1.0 WTU. At an initial glance, it looks like a 1.0 unit class should have a 1.0 WTU teaching load. The 2.0 WTU is correct.

How is this figured?  
 Note the CS code of 16 which designates this as a lab class. The CS code of 16 carries a workload factor multiplier of 2.0 (See Addendum #3) –  
 Thus: (1.0) x (2.0 workload factor) = 2.0 D-WTU

The D-WTU figure is GENERATED by the report. We are unable to change this figure. If something needs to be modified, you need to check the CS number and class units. A change to the FINAL D-WTU will not occur unless one of the other items is modified. Both of these are determined by Master Catalog information for each course. If you want to permanently change a CS code or class unit total you must submit a Master Catalog Change Form. The exception to this would be those classes that are listed in the Course Catalog as variable units, i.e. Independent Study, 1-4 units.