

12. Faculty Assigned Time / Non-Teaching Workload

This chapter describes procedures for performing faculty non-teaching workload transactions.

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12.1. What is Faculty Assigned Time / Non-Teaching Workload

The Faculty Non-Teaching Workload function allows for the entry and maintenance of an employee's non-teaching workload. This function allows you to enter assigned time and non-teaching time codes and their associated reasons. Both assigned time and non-teaching workload data are necessary in order to accurately report faculty workload. This data is used to prepare system wide statistical reports, reports for outside agencies such as the Legislature, and to monitor compliance with the collective bargaining agreement. Faculty appointment and workload data are integrated with class schedule assignment data in the Faculty Assignment by Department (FAD) report every semester at census. The FAD is sent to the colleges for reconciliation of each class, faculty and supervision assignment. This data is reported to the Chancellor's Office in the Academic Planning Data Base (APDB) prepared each semester by Academic Resources.

Assigned Time (AT)

Assigned time is a type of non-teaching workload that is a portion of the faculty member's appointment allocated to a specific CSU, SFSU, or department non-teaching instructionally related activity.

Non-Teaching Time (NT)

NT refers to that portion of a faculty's appointment that is IAF (Administrative Time), and/or OSF (Other Support Time).

12.2. Selecting an Employee for Fac AT Non-Teaching Workload

- 1 From the home page, navigate to the Faculty Non-Teaching Workload page: **SFO Self Service > E-TRAC > E-TRAC Home > Fac AT Non-Teaching Workload.**

The Faculty AT Non-Teaching Workload Find an Existing Value page appears.

Figure 13-1 These selection criteria will result in a list of active Biology Department faculty in alphabetical order.

This page allows you to search based on any of the individual data elements or a combination of data elements. For example, if you wanted to see all faculty members appointed in the biology department, you would enter 3570 in the Department field, and then click the search button. To further define your search, you could also select **Active** from the Employee Status field.

Note: The percent symbol (%) is a wildcard and will order the selected field in ascending order. So if you insert the % symbol in the Last Name field, the list returned to you would be in ascending alphabetical order.

Find an Existing Value

EmpID:
 Emp Rcd Nbr:
 Name:
 Last Name:
 Payroll Status:
 Job Code:
 Department:
 Case Sensitive

[Basic Search](#)

Search Results

[View All](#) First 1-100 of 240 Last

EmpID	Emp Rcd Nbr	Name	Payroll Status	Appointment End Date	Job Code	Job Title	Department	Department Description	Primary Fund Source
900000301	0	Knight,Sara R	Terminated	01/05/2004	2354	Teaching Associate AY	3570	BIOLOGY	TRST
900000899	1	Carola Howe	Terminated	06/03/2005	2358	Lecturer AY	3570	BIOLOGY	TRST
900001003	0	Michael Goldman	Active	(blank)	2481	Dept Chair 12 Mo	3570	BIOLOGY	GFND
900001003	1	Michael Goldman	Terminated	08/21/2005	2359	Lecturer 12 Mo	3570	BIOLOGY	GFND
900001003	2	Michael Goldman	Active	07/07/2006	0051	Non-Employee Tracking Code	3570	BIOLOGY	GFND
900001289	0	Richard Rocco	Active	08/01/2007	2358	Lecturer AY	3570	BIOLOGY	GFND
900001744	3	Newell Garfield	Terminated	07/07/2006	2359	Lecturer 12 Mo	3570	BIOLOGY	GFND
900002238	0	Richard Hatfield	Terminated	01/05/2004	2358	Lecturer AY	3570	BIOLOGY	TRST
900002381	0	Steven Obrebski	Terminated	01/03/2005	2358	Lecturer AY	3570	BIOLOGY	TRST
900002524	0	Ann Auleb	Active	06/01/2007	2358	Lecturer AY	3570	BIOLOGY	GFND
900002524	1	Ann Auleb	Terminated	07/12/2005	2357	Instr.Fac Summer Session	3570	BIOLOGY	GFND
900003226	0	Steven Weinstein	Active	(blank)	2360	Instr.Fac AY	3570	BIOLOGY	GFND

Figure 13-2 Result of selection criteria entered in Figure 13-1.

- 2 From the Search Results list, select the Empl ID link that corresponds to the faculty member's name you wish to update. Depending on how you've configured your search, there could be more than one record per faculty member, so be careful which record you select. Also, in those cases where faculty members are appointed in more than one job code, all job codes will appear, unless your search is limited to just one job code.

- When the Faculty AT Non-Teaching Workload page appears, you will see information associated with the faculty member's position such as Empl ID, Empl Rcd#, Name, Payroll Status, Appointment End Date, Job Code, Job Title, Department, Department Description, and Primary Fund Source. Use this information to verify that you have selected the correct faculty member and job code. You will also see a list of terms that were converted from the Human Resources Faculty File (HRF).

Faculty Assigned Time and Non-Teaching Workload

Please select a term that you would like to work with. Any changes made to an employee's data after the APDB cutoff date listed will not be reported to the Chancellor's Office.

EmplID: 900003226 Steven Weinstein

Empl Rcd#: 0 **Job Code:** 2360 Instr Fac AY **Pay Status:** A

Department: 3570 BIOLOGY **FTE:** 1.000000

Terms Available									
Select	Year	Term	AT FTE	NT FTE	Start Date for Gen Standing PO	Census Date	APDB Cutoff	End Date	
Select	2008	SPR	0.00	0.00	01/22/2008	02/24/2008	04/13/2008	06/02/2008	
Select	2007	FALL	0.00	0.00	08/27/2007	09/25/2007	10/23/2007	01/03/2008	
Select	2007	SPR	0.00	0.00	01/22/2007	02/24/2007	04/23/2007	06/01/2007	
Select	2006	FALL	0.60	0.00	08/28/2006	09/25/2006	10/23/2006	01/03/2007	
Select	2005	SPR	0.80	0.00	01/25/2005	02/25/2005	04/05/2005	06/03/2005	
Select	2004	FALL	0.37	0.00	08/23/2004	09/22/2004	11/24/2004	01/03/2005	
Select	2004	SPR	0.40	0.00	01/22/2004	02/24/2004	03/15/2004	06/07/2004	
Select	2003	FALL	0.50	0.00	08/25/2003	09/22/2003	09/22/2003	01/05/2004	
Select	2003	SPR	0.40	0.00	01/21/2003	02/19/2003	02/19/2003	06/02/2003	
Select	2002	FALL	0.40	0.00	08/26/2002	09/25/2002	09/25/2002	01/06/2003	
Select	2002	SPR	0.20	0.00	01/22/2002	01/23/2002	01/23/2002	05/31/2002	
Select	2001	FALL	0.30	0.00	08/27/2001	09/28/2001	09/28/2001	01/07/2002	
Select	2001	SPR	0.47	0.00	01/22/2001	02/27/2001	02/27/2001	06/01/2001	
Select	2000	FALL	0.40	0.00	08/28/2000	09/29/2000	09/29/2000	01/08/2001	
Select	2000	SPR	0.30	0.00	01/24/2000	02/28/2000	02/28/2000	05/29/2000	

13-3 List displaying terms with appointment data that were converted from the Human Resources Faculty File (HRF).

- Select the term you wish to update. If the faculty member has no assigned time or non-teaching workload, an intermediate page will show the employee's basic appointment information. It will also show the start and end dates of the selected term with the census and APDB Cutoff Dates.

New Assigned Time or Non-Teaching Workload

The selected employee has no Assigned Time or Non-Teaching Workload for this term. Please enter a date that you want the non-teaching workload to be effective. In most cases, this date is set by default to the start date of the academic term selected.


Employee Information			
EmpID:	900003226	Steven Weinstein	
Empl Rcd#:	0	Job Code: 2360	Instr Fac AY
Department:	3570	BIOLOGY	Pay A Status: FTE: 1.000000

Selected Year & Term			
For Year:	2007	Start:	08/27/2007
Term:	FALL	End:	01/03/2008
Effective Date:	08/27/2007	Census:	09/25/2007
		APDB Cutoff:	10/23/2007

13-4 Intermediate page that allows user to indicate effective date of assigned time or non-teaching workload. This date defaults to the start date of the academic term selected; this date should only be changed in exceptional cases.

- 5 Click **Next**.
- 6 On the next page, you may enter either assigned time or non-teaching workload or both.
- 7 If the faculty member has assigned time or non-teaching workload for the term selected, a page appears displaying the workload. Then if you click the **Change Non-teaching Workload For This Term** link, you will be brought to the intermediary page.
- 8 Click **Next**, and proceed with the update.

12.3. Entering Assigned Time

- 1 Place your cursor in the AT Code field and enter the AT Code. The AT Code description field will be automatically populated. To view a current list of AT Codes, click the lookup icon  to the right of the AT field. Some AT Codes have reasons associated with them.

Faculty Assigned Time and Non-Teaching Workload

You may review or edit Assigned Time or Non-Teaching Workload for the selected faculty member on this page. If you wish to make a change, click on the "Change Workload" link.

EmplID: 900003226 **Empl Rcd#:** 0 Steven Weinstein **Start:** 08/27/2007
For Year: 2007 **Term:** FALL **Census:** 09/25/2007
APDB Cutoff: 10/23/2007
[Select another term](#) **End:** 01/03/2008

History Find | View All First 1 of 1 Last

Steven Weinstein **Job FTE:** 1.000000 **Action:** 02/22/2007

Job Code: 2360 Instr Fac AY **Total FTE (all jobs):** 1.00 **User:** Gomez,Xavier
DeptID: 3570 BIOLOGY **Total AT FTE:** 0.00
Eff Date: 08/27/2007 **Seq:** 0 **Pay Status:** A **Total NT FTE:** 0.00 No non-teaching workload

Assigned Time Customize | Find | First 1 of 1 Last

AT Code	Description	AT Reason	Source	WTU	FTE	Recurring?	Duration
[]			[]			<input type="checkbox"/>	

Non-Teaching Time Customize | Find | First 1 of 1 Last

NT Code	NT Reason	Description	FTE	Recurring?	Duration
[]				<input type="checkbox"/>	

Figure 13-5 Page displaying non-teaching workload for 12 month department chair

- 2 You are required to indicate a source for all assigned time. Your options are: CSU, College, Department, Reimbursed Release Time, or University.
- 3 You can then enter either the WTUs or the FTE associated with the AT Code. If you enter WTUs then the FTE is calculated for you based on a 15 unit load for full time. If you enter FTE then WTUs are calculated for you. Neither may exceed the faculty member's total FTE.
- 4 You may also indicate if the assigned time is recurring by selecting the **Recurring?** checkbox. You must then select **Academic Year** or **Multi-year**. If you choose **Academic Year**, the AT will continue in the spring term. If you choose **Multi Year**, it will remain part of the faculty member's appointment until it is removed.

Faculty Assigned Time and Non-Teaching Workload

You may review or edit Assigned Time or Non-Teaching Workload for the selected faculty member on this page. If you wish to make a change, click on the "Change Workload" link.

EmpID: 900003226 **Empl Rcd#:** 0 Steven Weinstein **Start:** 09/27/2007
For Year: 2007 **Term:** FALL **Census:** 09/25/2007
[Select another term](#) **APDB Cutoff:** 10/23/2007
End: 01/03/2008

History Find | View All First 1 of 1 Last

Steven Weinstein **Job FTE:** 1.000000 **Action:** 02/22/2007
Job Code: 2360 Instr Fac AY **Total FTE (all jobs):** 1.00 **User:** Gomez,Xavier
DeptID: 3570 BIOLOGY **Total AT FTE:** 0.20
Eff Date: 08/27/2007 **Seq:** 0 **Pay Status:** A **Total NT FTE:** 0.00 No non-teaching workload


Assigned Time						
AT Code	Description	AT Reason	Source	WTU	FTE	Recurring?
11	Excess Enrollment	B	College	3.00000	0.20	<input checked="" type="checkbox"/>

Non-Teaching Time						
NT Code	NT Reason	Description	FTE	Recurring?	Duration	

Figure 13-6 This example shows three WTUs of AT Code for teaching a class whose enrollment is greater than 120 (AT reason = B). The source of this assigned time is the college office and it is for the academic year.

Note: If you enter two of the same assigned time codes with two different reason or source codes, when the data is written to SIMS, the two occurrences will be added together.

12.4. Entering Non-Teaching Time (Stopped Updating Here)

- 1 From the Faculty Assigned Time and Non-Teaching Workload page, click the link for the term which you would like to update.
- 2 Place your cursor in the NT Code field and enter the non-teaching indicator.
- 3 Click the lookup icon  to the right of the NT Code field for a list of codes. There are only two values to choose from: IAF (Instructional Administrative Fraction) and OSF (Other Support Fraction).

Select one of the following values:

IAF	Instructional Admin Fraction
OSF	Other Support Fraction

Figure 13-7 Non-Teaching Reason Code Description for IAF

- 4 IAF is used to indicate that portion of a position classified as administrative time for department chairs, school deans and associate deans, and university deans.



The associated NT Reason is a numeric value that translates directly to the Administrative level code found on forms 31A, 31C and 31W in SIMS.

- 5 Enter the FTE for the selected IAF Code.
- 6 OSF is used to indicate that portion of a position classified as Other Support Fraction (often referred to as "Other State Funds"). These are funds provided by the CSU for a special purpose generally referred to as a "system wide provision." These funds provide for the following activities: (1) Faculty Affirmative Action, (2) Librarian, (3) Research, Scholarship and Creative Activity, (4) Special Sessions, and (5) Statewide Academic Senate.

Note: All librarian appointments are OSF. These will be handled automatically at the E-TRAC level based on job code.

- 7 Enter the FTE for the selected OSF code.

12.5. Changing Existing AT/NT Workload

- 1 Select the faculty member you wish to update.
- 2 Click on **Change Non-Teaching Workload for this Term** link.
- 3 This system will bring you to the intermediate page where you may change the Effective Date if necessary.
- 4 A duplicate of the existing AT/NT Workload will be created with the next sequence number.
- 5 If you want to change the existing assignment from 3 WTUs to 6 WTUs, enter **6** in the WTU field.
- 6 If you want to remove all of the existing assignment, select the **No non-teaching workload** checkbox.
- 7 If you want to delete one of many existing assignments, click  at the end of the row.
- 8 If you want to delete one of many existing assignments, click  at the end of the row you wish to delete.
- 9 In all of the above, a new assignment will be created with the next sequence number, the Action date and the user who performed the update.

Note: Although, in HRMS and SIMS, there is no limit to the number of AT occurrences, APDB can only accept the first three assignments.

12.6. Assigned Time Codes

Code	Description	Definition
11	Excess Enrollments	<p>a. For classes with census date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.</p> <p>b. For classes with census date enrollment of over 120, a graduate assistant, a student assistant, or an additional 3 WTUs may be assigned.</p> <p>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.</p> <p>In no case shall a faculty member be granted assigned WTU for more than one class with excess enrollments.</p>
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.
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	<p>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:</p> <ul style="list-style-type: none"> 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. <p>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:</p> <ul style="list-style-type: none"> 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 of Graduate Students	<p>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.</p>
21	Special Instructional Programs	<ul style="list-style-type: none"> 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 team-taught 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 or Innovation	<ul style="list-style-type: none"> a. A faculty member may be given assigned time for development and implementation of experimental programs involving: <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.
32	Instruction-Related Committee Assignments	<ul style="list-style-type: none"> a. A faculty member may be given assigned WTU for participation over and above normal levels in such areas as curriculum, personnel, budget, library, audio-visual, and selection committees at the department, school or college level. b. A faculty member may be given assigned WTU for membership in or liaison to special committees whose activities have significant bearing on the instructional programs of the college, or the CSU system at large. c. Includes all-university assigned time.
33	Curricular Planning or Studies	<ul style="list-style-type: none"> a. A faculty member may be given assigned WTU for special individual or committee-related curriculum planning, development and redevelopment activities. b. A faculty member may be given assigned WTU for development of special tests for credit by examination.
34	Accreditation Responsibilities	A faculty member may be given assigned WTU for accreditation responsibilities.
35	Instruction-Related Facilities Planning	A faculty member may be given assigned WTU for duties related to planning of instructional facilities.
41	CFA Activities	Each CFA campus Chapter President and each of four CFA statewide officers (President, Vice President, Secretary, and Treasurer) shall be granted a reduction in workload, without loss of compensation, of up to three (3) WTU on a semester campus, or four (4) WTU on a quarter campus, per academic term.

12.7. Assigned Time Action and Reason Combinations

Assigned Time Actions		Assigned Time Reasons	
AT Code	AT Description	AT Code	AT Description
11	Excess Enrollment	A	Excess Enroll (75-120)
		B	Excess Enroll (>120)
12	New Course Preparation		
15	Non Traditional Instructional		

16	In Service (K-12 School)		
17	CBE/Evaluation		
18	Instruction Supp/Grad		
21	Special Instruction	A	Team Teaching
		B	Instruction TV
		C	Liaison
		D	Admin / Evaluation
22	Dev/Impl Exp/Doc Eval	No matching values were found.	
23	Instructional Related Services	No matching values were found.	
31	Advising	No matching values were found.	
32	Instructionally Related Com	A	Committee Assn GT Norm Level
		B	Committee Assn - Special
33	Curriculum	A	Curriculum Planning
		B	Develop Tests/CBE
34	Accreditation Response	No matching values were found.	
35	Instr Related Facilities Plan	No matching values were found.	
41	CFA Activities	No matching values were found.	

12.8. Definitions for Assigned Time and Non-Teaching Workload

Code	Description	Definition
AT	Assigned Time	A type of non-teaching workload that is a portion of the faculty member's appointment allocated to a specific CSU, SFSU, School, or Department non-teaching instructionally-related activity.
NTW	Non-Teaching Workload	That portion of the faculty member's appointment allocated to work that is not classroom teaching, such as administrative time (IAF), OSF, and NSS.
IFF	Instructional Faculty Fraction	IFF is that portion of a full-time instructional faculty position supported from general fund (except for OSF).
IAF	Instructional Administrative Fraction	That portion of a full-time position classified as administrative time for department chairs, school deans and associate deans, university deans and MPPs.

OSF	Other Support Fraction	Often referred to as, "Other State Funds," OSF funds are provided by the CSU for a special purpose generally referred to as a "system wide provision." These funds are over and above the lump-sum general fund allocation to the campus and, at this time, specifically provide for the following activities: <ul style="list-style-type: none"> • Faculty Affirmative Action • Librarian • Research, Scholarship, and Creative Activity • Special Sessions • Statewide Academic Senate
NSS	Non-state Support Fraction	This identifies a portion of a faculty appointment paid for with funds from non-CSU sources, primarily research grants. These funds are sometimes referred to as "soft money" or "reimbursed funds."

12.9. Non-Teaching Time Codes Reasons and Descriptions

Code	Non Teaching Reason	Description	Short Description
IAF	1	Department Chair, Acad Year	Chair, AY
IAF	2	Department Chair, 12 month	Chair 12 mo
IAF	3	Student Teacher Supervision	Std Teach
IAF	4	School Level, Deans/Div Chairs	Sch Dn/Div
IAF	5	College Assoc/Asst Dean	Assoc Dean
IAF	6	University, Dean	Dean
IAF	7	Univ, Other (Prod Mgr, etc)	Other
OSF	FAA	Faculty Affirmative Action	
OSF	RS	Research, Scholarship and Creative Activity	
OSF	SAS	Statewide Academic Senate	
OSF	SPS	Special Sessions	
OSF	LIB	Librarian	