

CSU Assigned Time Code Definitions

Effective Date of 1/2018

Assigned Time Code	CSU Description Examples of Cal Poly Usage
11	Excess Enrollments
12	New Preparations Example- New Course Preparation
14	Course or Supervision Overload Example- Rollover from Previous Quarters
15	Nontraditional Instruction Examples- Studio Courses, Online or Hybrid Courses
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: <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. 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: <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	<p>Instructional Support of 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.</p>
21	<p>Special Instructional Programs</p> <ol 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. <p>Examples- Course Coordination and Team Teaching</p>
22	<p>Instructional Experimentation, Innovation, or Instructionally Related Research</p> <ol style="list-style-type: none"> a. A faculty member may be given assigned time for development and implementation of experimental programs involving: <ol 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. <p>Examples- <i>Descriptor = Grant#</i> - Grant Related AT</p>
23	<p>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.</p> <p>Examples- Center Directors, Statistics Consulting, Supplemental Workshops, Tutoring Service and Coaching</p>
31	<p>Advising Responsibilities</p> <ol 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. <p>Examples- Student Advisor Responsibilities (Graduate Student Evaluation, etc.), Advising or Program Coordinators</p>

32	<p>Instruction-Related Committee Assignments</p> <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	<p>Curricular Planning or Studies</p> <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. <p>Examples- Scheduler, Assessment and Program Development</p>
34	<p>Accreditation Responsibilities</p> <p>A faculty member may be given assigned WTU for accreditation responsibilities.</p>
35	<p>Instruction-Related Facilities Planning</p> <p>A faculty member may be given assigned WTU for duties related to planning of instructional facilities.</p>
36	<p>Probationary Faculty Activities</p> <p>Assigned time given to new probationary faculty members for a reduction in instructional assignment to assist them with establishing their programs of research, scholarship and/or creative activities, and carrying out other activities that would support them in meeting the requirements for retention, tenure and promotion, pursuant to provision 20.36 of the collective bargaining agreement between the CSU and the California Faculty Association (CFA).</p> <p>Example- New faculty start-up assigned time</p>
37	<p>Exceptional Service Level Activities</p> <p>Assigned time given to faculty members who are engaged in exceptional levels of Service that support the CSU's priorities such as far as student mentoring, advising, and outreach, as well as development and implementation of high impact practices, curricular redesign to improve student access, success and increase enrollment, service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty. Awarded pursuant to provision 20.37 of the collective bargaining agreement between the CSU and the California Faculty Association (CFA).</p>
41	<p>California Faculty Association Activities</p> <p>Each CFA campus Chapter President and each of four CFA statewide officers (President, Vice President, Secretary, Treasurer) shall be granted a reduction in workload, without loss of compensation, of up to 6.0 WTU for a semester campus, or 8.0 WTU for a quarter campus, per academic term.</p>