



To: College Deans and College Associate Deans **Date:** September 18, 2025

From: Albert A. Liddicoat, Ph.D. *AL* **Copies:** Simone Aloisio
Provost and Executive Vice President for Academic Affairs

Subject: Implementation of New Practices Based on Faculty Assigned Time and Additional Employment (FATAE) Audit

Following the recent Faculty Assigned Time and Additional Employment (FATAE) audit, the University is implementing updated practices to ensure stronger compliance and consistency. The audit identified areas of business process improvement in Additional Employment, Assigned Time, and Professional Leaves. Academic Personnel has been working with the colleges to implement these changes.

Additional Employment (AE)

- The practice of using Faculty Service Payments is now discontinued; all AE assignments must use Job Code 2403 to ensure proper compensation, consistency, and accountability across colleges. Refer to [2403 - FT Faculty Additional Employment Form](#).
- It is the responsibility of the colleges and departments to ensure that faculty additional employment is consistently tracked as Weighted Teaching Units (WTU). Additional employment must be approved before the work is started.
- All combined forms of employment cannot exceed 125% effort. For work to be eligible for additional employment, the work must satisfy the conditions set forth in the CBA (36.5).
- Colleges, departments, and other units are expected to follow established approval timelines and maintain supporting documentation for all AE assignments.

Assigned Time (AT)

- The AP 107 forms must be used for all assigned time without exception. The appropriate assigned time code should be used, and approvals should be obtained from the appropriate administrator. Academic Personnel will provide training on AP 107 form and AT codes during the fall quarter or as requested.
- Academic Personnel will send colleges a listing of assigned time/indirect instructional activities on a quarterly basis to confirm that assigned work was completed as approved.
- Banking of assigned time must be administered in a manner fully consistent with the CBA. Assigned time units may be utilized between quarters within the same academic year, however, they may not be carried over from one academic year to the next.
- Colleges must ensure consistent use of the AP 107 forms, retain all documentation, complete the after-the-fact evaluation, and follow all banking provisions as outlined in the CBA.
- Any updates or changes made subsequent to the final FAD report submission to the Chancellor's Office should be reported as soon as possible to Institutional Research.
- Each quarter, the College Human Resources Business Partner should review faculty assignments to ensure assigned time is properly recorded and make corrections if needed.

Professional Leaves

- Colleges must ensure that all voting members of professional leave committees are tenure-track faculty members.
- Documentation of professional leave approvals, committee composition, and related communications must be retained in accordance with [CSU Records Retention and Disposition Schedules](#).
- Colleges must ensure timely submission and approval of required materials as outlined in the annual Sabbatical and Difference-in-Pay Leaves Memo.

Thank you for your cooperation in implementing these required practices. Together, we will ensure compliance with FATAE requirements and maintain consistency across the university.