



Faculty Appointment Workload

Faculty Appointment Funding

The funding source for faculty appointments fall into two categories, (1.) state funded and (2.) non-state funded or reimbursed funds. This is represented as a fraction or a percentage of the faculty member's appointment.

State resources are divided into two funds, instructional and instructional administrative. Instructional funds support teaching assignments and is referred to as Instructional Faculty Fraction (IFF). A portion of IFF can be assigned as "Assigned Time". There are several types of Assigned Time, such as supervision of graduate students, instruction-related committee assignments, and new course preparation. Instructional Administrative funds support administrative duties, such as Department Chairs or Deans, and is referred to as Instructional Administrative Fraction (IAF).

Non-state or reimbursed funds support teaching assignments as well as non-teaching activities. This fund is referred to as Other Support Fraction (OSF). A faculty member who is teaching one or more sections and is being paid from state funds budgeted to accounts other than IFF or IAF may have a portion of their appointment fall into this category. Faculty members who volunteer to teach are not reimbursed. An example is employees, who are paid by their administrative or staff positions, and volunteer to teach courses. Non-teaching activities can be reimbursed by non-state funds such as sponsored programs and grant proposals. Other Support Fraction (OSF) is referred to as "Release Time". This is equivalent time the faculty member is released from their faculty assignment.

The sum of IFF, IAF, and OSF is Total Support Fraction (TSF), also referred to as Work FTE.

Because IFF is calculated by subtracting IAF and OSF from Work FTE, it is possible to have IFF and not teach.

IFF = Instructional Faculty Fraction (IFF = Work FTE – IAF – OSF)

IAF = Instructional Administrative Time

OSF = Other Support Fraction

TSF = Total Support Fraction (is the sum of IAF, IFF and OSF)

INSTRUCTIONAL FACULTY FRACTION (IFF) - Part of IFF is Assigned Time – AP FORM 107B

Instructional Faculty Fraction (IFF) represents that portion of a full-time faculty appointment supported by instructional funds. If an individual is teaching full-time in one assignment and is entirely supported through instructional funds, 1.000 should be entered in this field. If, however, an individual has a full-time faculty appointment, but is paid 50% through instructional funds and 50% through some other source, or has a half-time appointment, 0.500 should be entered in this field. If an individual is funded 100% through instructional faculty funds but is teaching half-time in one department and half-time in another, enter 0.500 in Instructional Faculty Fraction for Assignment 1 and 0.500 in Assignment 2.

IFF represents teaching assignments. IFF can generate WTU.

INSTRUCTIONAL ADMINISTRATIVE FRACTION (IAF) - AP FORM 107-A

Instructional Administrative Fraction (IAF) represents that portion of full-time appointment supported by instructional administrative funds. The coding conventions are the same as those for the Instructional Faculty Fraction.

IAF is time in which faculty perform administrative duties, such as Department Heads. Administrative time is state funded.



Faculty Appointment Workload

OTHER SUPPORT FRACTION (OSF) - AP FORM 107-C

Other Support Fraction (OSF) represents that portion of a full-time faculty position supported by reimbursed funds (non-state funded) or by state funds other than instructional faculty or instructional administrative funds. This field should be used to indicate 1) the full appointment fraction of a person who is teaching one or more sections and is being paid from state funds budgeted to accounts other than instructional faculty or instructional administrative, or 2) reimbursed faculty time.

OSF is also known as “Release Time”, time in which the faculty is released from their teaching assignments to work on projects and sponsored programs funded by sources other than the state.

TOTAL SUPPORT FRACTION (TSF)

Total Support Fraction (TSF) is the sum of Instructional Faculty Fraction, Instructional Administrative Fraction, and Other Support Fraction. If an individual has a full-time faculty appointment, his or her Total Support Fraction must be 1.000. The Instructional Faculty Fraction for that individual could be 0.500; however, an additional 0.500 fraction must be reported in either Instructional Administrative Fraction or Other Support Fraction. On the other hand, if a individual has only a half-time faculty appointment, the Total Support Fraction must be 0.500. Total Support Fraction cannot be greater than 1.000 for any one individual no matter how many assignments the individual has.

Release Time represents the source of funding for a faculty position. It also represents the percentage of time the individual worked in each category.

(represented by a percentage)

IAF: 0.00% (administrative time AP FORM 107-A) supported by state administrative funds.

0.87% (teaching time) supported by state instructional funds.
Part of IFF is Assigned Time – AP FORM 107B

OSF: 0.13% (other support time AP FORM 107-C) supported by reimbursed funds, non-state funded, or by state funds other than instructional faculty or instructional funds

Work FTE: 1.00%

Faculty Workload Credit

Weighted Teaching Units identifies the amount of workload credit earned by a faculty member for teaching or assigned instructional related activities. There are two types of WTU, Direct and Indirect. Teaching assignments (IFF) earn Direct WTU. Assigned Time earns Direct or Indirect WTU. Full-time faculty members, as well as part-time, have a 15 WTU base. Full-time faculty are assigned 12 teaching WTU and 3 WTU for faculty related duties. Part-time faculty are assigned 15 teaching WTU.



Faculty Appointment Workload

WEIGHTED TEACHING UNITS:

The percentages from Instructional Faculty Fraction (IFF) cannot be compared to, or translated to, Weighted Teaching Units because WTU is a real number where IFF is a percent of time worked. You could say an individual spent 87% of his or her time teaching 12.00 WTU, but don't make the mistake of correlating that percentage to actual WTU number. In theory, the WTU represented by IFF, minus Assigned Time, equals teaching time, but this cannot be mathematically calculated.

Teaching WTU:	10.00	(WTU from courses taught)
<u>Assigned Time WTU:</u>	<u>02.00</u>	(WTU from AP FORM 107-B)
Total WTU:	12.00	

AP FORM 107-B Assigned Time

Assigned Time Codes and Definitions - <https://academic-personnel.calpoly.edu/content/forms>

APDB will not accept more than 12 Assigned Time WTU's. It is common practice for faculty to have 3 hours of WTU for administrative duties, as part of a full-time position, but those additional hours are not recorded in the APDB, they are 'assumed'.

Chancellor's Office Guidelines also restrict the number of assigned time codes to three (3) entries per term per faculty member.