

Glossary of Terms for Reading Faculty Assignment by Department (FAD) Report

This glossary is intended to be a quick reference guide to acquaint FAD users with certain basic course and faculty terms. In cases where words have several valid definitions, the definition most applicable to the FAD is presented.

Faculty

Faculty ID = The faculty member's Social Security number.

Name = The faculty member's name.

ADM-LVL = (Administrative Level) A code that denotes administrative duties (e.g., 2 = 12-month appointment as Dept. Chair). Faculty with ADM-LVL must have IAF.

TTF = (Team Teaching Fraction) The percentage of contact hours credited to each faculty member teaching a class in a team-teaching group (e.g., one faculty teaching a class would be 1.00; a faculty member with one-half responsibility would be .50, etc.). The sum of all fractions must total 1.000.

Range Code = The position classification for a faculty member. The first position classification within a range is printed on the FAD (e.g., within the range for Associate Professor, Coach, Senior Vocational Instructor, and Lecturer "C," only ASSOPF is printed). See "Explanation of Range Codes" on Brief Definitions.

Split Appt = (Split Appointment) Faculty teaching in more than one department. The college and department code following the text refers to the alternate department in which the faculty member taught. Although the faculty member's teaching schedule is printed in both departments, the SCU, FCH, I-WTU, and T-WTU appear only in the department of appointment. This report does not accurately reflect department and college totals (except Number Assignments and FTEF). The SCU are credited to the department associated with the course subject area.

Faculty Appointment Funding

IFF = (Instructional Faculty Fraction) State instructional funds to support a portion (expressed as a percentage) of a faculty member's appointment for instructional activities (e.g., teaching). The college submits AP Form 107-B.

Note: Because IFF is calculated by subtracting IAF and OSF from TSF, it is possible to have IFF and not teach.

IAF = (Instructional Administrative Fraction) State instructional funds to support a portion (expressed as a percentage) of a faculty member's appointment for administrative duties (e.g., Dept. Chair). Faculty with IAF must have ADM-LVL greater than 0. The College submits AP107-A form.

OSF = (Other Support Fraction) State non-instructional funds (e.g., teaching) and non-state-reimbursed funds (e.g., grant) to support a portion of a faculty member's appointment. The college submits AP107-C form.

TSF = (Total Support Fraction) The sum of IFF + IAF + OSF. Full-time faculty appointments have 1.000 TSF, half-time faculty appointments have .500, etc.

Faculty Workload Credit

WTU = (Weighted Teaching Units) The amount of workload credit earned by a faculty member for teaching ("K-Factor" x A-CCU = WTU). For supervision classes, S25 earns 0.48 WTU per student enrolled, and S36 earns 0.33 WTU per student enrolled.

D-WTU = (Direct Weighted Teaching Units) The amount of workload credit earned by a faculty member for teaching as well as Assigned Time Codes 11, 15, 17, and 18. View teaching WTU on 1F5 screen (Faculty Teaching Schedule) in SIS+. The college submits AP107-B form for Assigned Time.

I-WTU = (Indirect Weighted Teaching Units) The amount of workload credit earned by a faculty member for Assigned Time Codes other than 11, 15, 17, and 18. The college submits AP107-B form.

T-WTU = (Total Weighted Teaching Units) The sum of D-WTU and I-WTU.

Assigned Time = Activities for which a faculty member receives workload credit. The two types of Assigned Time credit are D-WTU and I-WTU. Up to three Assigned Time activities can be assigned for a faculty member, totaling no more than 12.0 Assigned Time WTU. The college submits AP107-B form.

Course Instruction

SUBJ = (Course Subject) The alpha identifier (up to 4 characters) of the subject area for a course section (e.g., **ENGL** 0250-01). Used in conjunction with the Course Number and Course Suffix.

COUR = (Course Number) The 4-digit identifier for a course section (e.g., ENGL **0250**-01). Used in conjunction with the Course Subject and Course Suffix.

SEC = (Course Section Number) The 2-digit number that identifies each section of a given course (e.g., ENGL 0250-**01**).

SUFF = (Course Suffix) The 1-character alpha identifier for a course section (e.g., ENGL 0250-01 **X**). Used in conjunction with Course Subject and Course Number to identify experimental courses.

CS = (Course Classification Number) A number that identifies a class Activity Type (e.g., C1 = LEC, C16 = LAB, S36 = Supervision, etc.).

L = (Course Level) A number that indicates the level of instruction for a course: 1 = Lower Division (Course Nos. 100-200), 2 = Upper Division (Course Nos. 300-400), and 3 = Graduate Division (Course Nos. 500).

DISC = (Discipline) A standard code used throughout the CSU that identifies a discipline, also known as a Higher Education General Education Information Survey (HEGIS) code. The term “discipline” refers to a specific academic area of study (e.g., 09021 is the HEGIS code for Aeronautical Engineering). Normally, a discipline is a degreed major.

S = (Line Sequence) A number that identifies a course resource such as Activity Types, faculty, or meeting times locations (e.g., a course with LEC and LAB taught within the same section would have two sequence lines, one for each Activity Type). Each faculty in a team-teaching group would generate a line sequence. The line sequence numbering scheme starts with 10 and advances in increments of 2 (e.g., 10, 12, 14, etc.), with a limit of 10 line sequences per section.

Course Space

FACL = (Facility) Facility or building number. Non-assigned facilities are: 997 = classes that do not meet in a contained space on campus (e.g., outdoors), 999 = classes that meet off campus (e.g., student teaching), and 998 = classes that do not meet in a specific space on campus (e.g., classes with TBA meeting days).

Space = (Space) Room number.

F = (Facility Type) A code that identifies the type of space in which a course is taught. Courses taught with CS Nos. 01-06 are usually associated with Space Type 1 (Lecture); courses taught with CS Nos. 15-16 are associated with Space Type 2 (Laboratory); courses taught with CS Nos. 25 or 36 are associated with Space Type 3 (Non-Capacity), etc.

Course Credit Units

ENR = (Enrollment) The number of students enrolled for academic credit in a class. Enrollments through Extended Education and credit by examination are not included.

A-CCU = (Adjusted Course Credit Units) Number of course credit units for an Activity Type that is associated with faculty workload. The Adjusted Course Credit Units are distributed among the Activity Types in courses with more than one type (e.g., Line Sequence 10 is the LEC segment of a 4.0 unit course, and Line Sequence 12 is the LAB segment of the same course; 3.0 units are associated with the LEC, and 1.0 unit is associated with the LAB).

SCU = (Student Credit Units) The number of earned course credit units for all students enrolled in a given section (number of students x A-CCU = SCU).

Faculty Contact Hours

FCH = (Faculty Contact Hours) The number of hours per week during which a faculty member is engaged in classroom or supervisory contact with students.

TBA = (To Be Arranged) The number of non-supervisory Faculty Contact Hours per week that are not formally scheduled. TBA hours are ordinarily specified only for “To Be Arranged” classes (e.g., a class with meeting days of BY AR and instructional mode C20 - workshop).

GRP = (Group Code) Identifies classes that are taught by the same faculty member at the same time and location (e.g., a lower division/upper division class where the upper division students are given research assignments). Two individual courses are assigned for this class. Since the courses are the same class in actuality, Group Code treats the FCH and WTU earned as one class.