Things to Look for on the Initial FAD & the Preliminary FAD

The APDB reporting process involves providing the Chancellor’s Office with data from two different sources. The files are the Course Section file and the Faculty file. As part of Cal Poly's quarterly submission, the CO combines these files to produce a faculty workload report (the Faculty Assignment by Department/FAD) and also analyzes the data in each file for other purposes.

The Course Section report is used (1) by the CO to determine campus space utilization and (2) on campus to justify the need for and to allocate enrollment growth funds (by FTES taught). The Faculty file is used by the CO to analyze faculty workload. If requested by an outside entity (e.g., the Legislature), the CO could use this data to report faculty instructional activity, and the campus uses this data to understand workload trends.

Course-related changes should be made by the 26th instructional day. On the 28th instructional day, an Initial FAD will be e-mailed to the college Deans’ offices to distribute accordingly for departments to identify missing or inconsistent faculty data, such as incorrect course assignments, and initiate action for corrections.

When you receive the Initial Faculty Proofing FAD, it is a good idea to compare your copy of the forms to the report. Compare:

1. AP Form 107-A to IAF (Instructional Administrative Fraction)
2. AP Form 107-B to Assigned Time D-WTU and I-WTU
3. AP Form 107-C to OSF (Other Support Fraction)

Approximately a week later, a Preliminary FAD will be e-mailed to the college Deans’ offices to distribute accordingly for departments to identify missing or inconsistent faculty data and initiate action for corrections for any changes that are still pending or faculty that are still missing.

When you receive the Preliminary FAD, you should compare changes that were requested during the Initial FAD review period to the current FAD report.

Again verify that the appropriate forms reflect on the Preliminary FAD report:

1. AP Form 107-A to IAF (Instructional Administrative Fraction)
2. AP Form 107-B to Assigned Time D-WTU and I-WTU
3. AP Form 107-C to OSF (Other Support Fraction)

√ Is a faculty member with an appointment for the quarter missing from the report?
Check to see if an AP101 form (Academic Appointment and Assignment Record) has been submitted. Departments need to communicate with their Dean’s office, and Deans’ offices need to contact Academic Personnel.

√ Does any faculty member have a partial or full administrative or Production Manager assignment?
If he/she does, check the FAD for IAF (Instructional Administrative Fraction). For Department Head/Chair, Dean, or Associate Dean, administrative time is documented with AP101 assignment form. For Production Managers, it is necessary to submit a 107-A form to the Dean’s office.
√ Do you have a Cal Poly administrator or SSP employee teaching a class?
   An AP101 form (Academic Appointment and Assignment Record) indicating the employee is a volunteer needs to be submitted to Academic Personnel.

√ Has a faculty member come from off campus to perform research or scholarly activities without financial reimbursement?
   An AP101 form needs to be submitted to Academic Personnel to document his/her appointment even though he/she is not being paid. This faculty member is a nonemployee volunteer.

√ Do you have a faculty member released from his/her teaching assignment to participate in a grant project supported by non-instructional funds?
   This is documented by submitting a 107-C form to your Dean’s office. Compare your copy of the form to the Initial/Preliminary FAD.

√ Do you have a faculty member participating in a grant project supported by matching instructional funds?
   Grant matching is documented by submitting a 107-B form to your Dean’s office. Compare the Assigned Time activities and I-WTU on your 107-B form to the Initial/Preliminary FAD.

√ Do you have any faculty members that have committee work or University/Academic Senate assignments?
   Instructionally related service is documented by submitting a 107-B to your Dean’s office.

√ Are the Assigned Time activities and WTU correct for your faculty?
   Compare your copy of the 107-B forms to the Initial FAD and then again with the Preliminary FAD if necessary. There are many reasons a faculty member could have Assigned Time. Up to 3 activities, with a total of 12 WTU, can be assigned each quarter.
   - D-WTU (Direct WTU) is earned from Assigned Time codes of 11, 15, 17 & 18.
   - I-WTU (Indirect WTU) is earned from Assigned Time codes other than 11, 15, 17, or 18.
   - Assigned Time can be documented by submitting a 107-B form to the Dean’s office.

√ Is a FERP faculty member showing up on the FAD during a quarter he/she is not supposed to be working? Does he/she have the correct time base for the quarter(s) he/she is supposed to be working?
   Academic Personnel requires an AP101 form annually to document FERP teaching assignments.

√ Does your faculty member have 100% IFF (Instructional Faculty Fraction) but isn’t teaching any classes? If he/she does, what needs to be done?
   In most instances faculty with IFF are teaching classes or have Assigned Time, but just verify that the assignment data is correct and that the proper Assigned Time codes have been entered into Term Workload to account for their IFF.

√ Is the workload (TSF - Total Support Fraction) for each faculty member correct? Is the workload for a full-time faculty member more than 1.000?
   Generally, a full-time faculty member has 100% (1.000) TSF, while a three-quarters-time faculty member has 75% (.75) TSF, a half-time faculty member has 50% (.50) TSF, etc. Under special circumstances it is possible for a full-time faculty member to have more than 1.000 TSF for a quarter.