

ADDENDUM 1

Assigned Time Code Selections - Drop Down Menu Term Workload Page

When adding assigned time on the Term Workload page is it necessary to populate the Assign Type by using the drop down menu and then select the "Assign Type Reason" link to pick a specific definition from the drop down menu. The list below shows all choices available.

Code #	Title	Drop-down Choices
11	Excess Enrollment	Excess Enrollments Excess Enrollments - 75-120 Excess Enrollments > 120
12	New Preparations	New Preparations
14	Course or Supervision Overload	Course or Supervision Overload
15	Non-Traditional Instruction	Non-Traditional Instruction
16	In-Service Training K-12	In-Service Training K-12
17	Credit by Exam/Evaluation	Credit by Exam/Evaluation Evaluation of Prior Learning Exam, incl comp or challenge
18	Instructional Support for Grad Students	Instruct Support of Grads
21	Special Instructional Programs	Admin/Evaluation Instruct TV/Tape Production Liaison-Multiple crse sections Special Instructional Programs Team Teaching Participation
22	Instruct Experimentation, Innovation or Instructionally Related Research	Dvlp/Implem Instruct TV Dvlp/Implem computer asst instr Documented research eval Inst Exp/Innov, Inst-Rel Reser Oth Innovations in instruction
23	Instruction-Related Services	Instruction-Related Services
31	Advising Responsibilities	Advising Responsibilities Dept. Grad Coordinator Excess Adv due to staffing Greater share Advising Respon
32	Instruction-Related Committee Assignments	All-university assigned time Committee Assign-Special Committee Assign-Normal Level Instruct-Rel Committee Assign
33	Curricular Planning or Studies	Curr plan, develop and redev Curricular Planning or Studies Develop Tests/CBE
34	Accreditation Responsibilities	Accreditation Responsibilities
35	Instruction-Related Facilities Planning	Instr-Rel Facilities Planning
41	California Faculty Association Activities	CFA Activities

Other Categories Requiring "Assign Type Reason" Selection

IAF	Instructional Administrative Fraction	College/Assoc Dean
		Department Chair, 12 Month
		Department Chair, Acad Year
		School Level, Deans/Div Chairs
		Student Teacher Supervision
		Univ, Other (Prod Mgr, etc)
		University Dean
IFF	Instructional Faculty Fraction	Instructional Faculty Fraction
OSF	Other Support Fraction	GF-Non Instructional
		Grant or Research (Non-GF)
		Teaching (Non-GF)

Instructional Related Assigned Time Codes

Definition

A two digits numeric code used to indicate up to three different types of activities per faculty assignment for which weighted teaching units may be assigned for faculty to receive workload credit.

11 = Excess Enrollments

12 = New Preparations

14 = Course or Supervision Overload

15 = Nontraditional Instruction

16 = In-Service Training for K-12 School Personnel

17 = Credit by Examination/Evaluation

18 = Instructional Support of Graduate Students

21 = Special Instructional Programs

22 = Instructional Experimentation or Innovation, or Instructionally Related Research

23 = Instruction-Related Services

31 = Student Advisor Responsibilities (Graduate Student Evaluation, etc.)

32 = Instruction-Related Committee Assignments

33 = Curricular Planning or Studies

34 = Accreditation Responsibilities

35 = Instruction-Related Facilities Planning

41 = CFA Activities

Course Classification Number (CS Number)

Number Description Typical Example and Comments

C-01 Large Lecture courses in any discipline with more than 50 enrollments.

C-02 Lecture Discussion Lecture courses in any discipline in which class participation is a planned portion of the instructional method.

C-03 Lecture - Composition Business, education, English, and Lecture - Counseling psychology courses in which students Lecture - Case Study write, are counseled or study law cases.

C-04 Lecture /Recitation Courses in any discipline in which student participation (discussion) is the primary instructional method.

C-05 Seminar Courses in any discipline using seminar methods of instruction.

C-06 Seminar/Clinical Nursing and psychology courses in clinical Demonstration processes and education courses involving individual testing, such as driver training in a simulator.

C-07 Fine Arts and Science Art, anthropology and science activities.
Activities

C-08 Education Workshops Includes methods taught on an activity and Social Science basis in education and subject areas.

C-09 Music Activity Does not result in a major public (large group) performance.

C-10 Music Activity Instrumental or vocal instruction. (small group)

C-11 Physical Education and Gym classes or intramural sports if Recreation Activity credit is given.

C-12 Speech, Drama and Classwork in debate, acting and publication; Journalism Activity no public performances involved.

C-13 Technical Activities and Courses involving the use of business and Laboratories other machines; accounting, geography, foreign languages, home economics, psychology, library science, photography, engineering, industrial arts, agriculture, mathematics and statistics.

C-14 Remedial Course Courses for students admitted as Activities exceptions only.

C-15 Technical Activities Laboratories in art, foreign languages, home and Laboratories economics, industrial arts, physical education, speech correction, cartography, audio-visual, mathematics, library science, police science.

C-16 Science Laboratories Laboratories in natural science, life science, psychology, natural resources, agriculture, engineering, meteorology and photography.

C-17 Clinical Practice Nursing, social work. Laboratories Off-Campus

C-18 Major Intercollegiate Football, basketball, baseball, track and Athletic Sports Activities field, wrestling, swimming, etc.; limited to four sports per year.

C-19 Minor Intercollegiate Other sports not listed as Athletics. Athletic Sports Activities.

C-20 Performance/Production Production courses in art, drama, Activities journalism, music, photography, radio-TV, debate; results in a major public performance, showing or distribution.

C-21 Performance/Productuon Major performance groups, such as Activities orchestras, bands, and choruses.

S-23 Social Work Graduate level social work only. Faculty - Supervision student contact averages 3 hours per week.

S-24 Practice Teaching Undergraduate - all disciplines. Faculty - student contact averages 2 hours per week.

S-25 Practice Teaching, Undergraduate - practice teaching and Workstudy, Thesis graduate level public school nursing - Project and all disciplines. Faculty - student contact Independent Study averages 90 minutes per week.

S-36 Independent Study, Undergraduate - all disciplines. Faculty - Field Work, Studio student contact averages one hour per Instruction, Supervised week. Activities.

S-48 Independent Study, Undergraduate - all disciplines. Faculty - Studio Instruction, student contact averages 45 minutes per Supervised Activities week.

C-77 Peer-taught Courses, Course which generates no workload ROTC or Non-Workload for faculty but generates FTES for the Instruction which is not campus and is not state supported. state supported.

C-78 Non-traditional Course which generates credit by instruction, examination, examination or evaluation or which or evaluation is taught in modes not escribed by the formulas faculty workload is assigned. All 78 courses are state supported.

Course Classification (CS) Numbers - Additional Information and Examples

Lecture Classes

CS numbers, also known as Course Classification numbers and other misc. names, are numerical codes used to identify class type (i.e., lecture, laboratory, activity, supervision, etc). Lectures are the most common class type, followed by activities and labs. Supervision courses are in a category separate from classroom and laboratory courses. The classroom/supervision distinction is critical to calculating faculty workload.

For example, a lecture in the seminar format would receive CS Code 5 and, if it has 3 course credit units, the faculty will receive 3.0 WTU. There is a direct one to one correspondence. This is also true of lecture classes coded CS 1 which are large lecture classes with 50 or more students enrolled. (There are separate provisions for adjusting faculty workload for large lecture classes using an "override WTU" in the APDB Section Master File.)

Activity Class Examples

On the other hand, some classroom and activity courses create a greater workload for faculty and this is accounted for by the workload multipliers (See Addendum #3). For example, if a laboratory course in Biology has 3.0 course credit units, faculty will receive 6.0 WTU. Faculty workload is determined by multiplying course credit units by workload factor (i.e. K-factor). Classes with CS Code of 16 have a workload multiplier of 2.0.

Classes in vocal or instrumental instruction which are taught in small groups have a CS Code of 10 and have a workload factor of 1.3. In this case a 3.0 unit course would translate to 3.9 WTUs. Due to the increased workload for faculty in musical performance/production courses, they are coded CS 20 and have a workload factor of 3.0. In this case, faculty would receive 9.0 WTUs for a 3.0 units class.

Supervision Classes

CS Code 25 is used to designate thesis projects and practice teaching for undergraduate students. It is estimated that faculty/student contact average 90 minutes per week. The multiplier is .50 WTU per students enrolled.

CS Code 48 which is used to identify Independent Study, Studio Instruction and other undergraduate supervised activities. In this case faculty/student contact averages 45 minutes per week and the workload multiplier is .25 per students enrolled.

Range Code (Salary) Definition

A one digit code indicating the position classification (salary range) of a faculty member for a given departmental assignment.

Values

0 = Graduate Assistant

1 = Teaching Assistant, Lecturer "L"

2 = Instructor, Coaching Assistant, Junior Vocational Instructor, Lecturer "A"

3 = Assistant Professor, Coaching Specialist, Intermediate Vocational Instructor, Lecturer "B"

4 = Associate Professor, Coach, Senior Vocational Instructor, Lecturer "C"

5 = Professor, Head Coach, Principal Vocational Instructor, Lecturer "D"

6 = Administrator (no Instructional Faculty Fraction)

7 = Teaching Associate

8 = Other (when an invalid value in Salary Range Code is encountered, other than 0 through 7, that value is defaulted to 8).

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