

This document addresses issues that need to be understood by the Deans and Department Chairs in order to ensure accurate reporting in APDB and the reports that come out of that such as the Faculty Activity Detail Report (FAD) and the Course Section Report (CSR) that calculates the Student Faculty Ratio (SFR) for departments, Schools, and the University. Because the schedulers report what they are told to by the Deans and Chairs, it is important that Deans and Chairs understand the impact of specific APDB reporting.

The SFR is calculated as the Full-time Equivalent Students (FTES) divided by the Full-time Equivalent Faculty (FTEF). However, the FTES is the sum of the Instructional Faculty Fraction (IFF) reported on the FAD. Both the Instructional Administrative Fraction (IAF) and the Other Support Fraction (OSF) are **subtracted** from the IFF, improper reporting can over-inflate the SFR. So for campus planning and evaluation, the IAF and OSF must be reported accurately. Assigned time should not be coded as IAF.

This information needs to be checked and made accurate **before census date** each semester by entering the corrections into the Term Workload panel in PeopleSoft (the schedulers do this). If it is entered after census date, it will have to be hand entered by Pat Parson in the Section and Faculty text file that is extracted from PeopleSoft so that it accurately reflected in the FAD and CSR. This takes an incredible amount of time. And the schedulers will need to go into Term Workload as well so that the information is accurate for the roll of the semester into the next year.

The APDB reporting process looks something like this.

Schedule of Classes prepared by Vanessa Franklin, Director of Academic Scheduling. Previous schedule data is rolled from Fall to Fall and Spring to Spring as a starting place. Term Workload Audit report distributed to Schools for Chair approval. Schedulers update Term Workload in PeopleSoft.



Faculty Affairs prepares Faculty contracts, populates Instructor/Advisor Table and PeopleSoft with faculty data.



Departments run Faculty Activity Detail report known as the Fake FAD and proof for:

1. Faculty pay range named Grade on report (i.e. Assistant Professor/Lecturer B)
2. Are all classes listed?
3. Is CS code correct?
4. Days & times & room correct?
5. Are total units correct?



Course section and faculty data is extracted from PeopleSoft to create preliminary APDB and deliver to CO.



Run initial round of APDB Reports, review error reports and make corrections in Peoplesoft.



Run FAD report for departments review and Chair approval signature. Make any final edits in flat file.



Run final APDB Reports for Chancellor's Office and transmit.



Post final APDB reports to server and contact Schools.

– WHAT REPORTS ARE GENERATED FROM THE FACULTY & SECTION FILES? –

**CSDR** – Course and Section Data Report: provides information such as SCU, FTES and WTUs broken down by class level – Lower Division, Upper Division and Graduate.

**CSR** – Course Section Report: provides information broken down by class level and course type (i.e. lab, lecture, etc.) The official SFR numbers are generated in the CSR (In the CSR, the SFR is Department specific rather than Person specific.)

**FAD** – Faculty Assignments by Department: provides information about faculty work loads, split appointments, etc. At the end of each section, school totals are provided.

**SCAL** – Summary By Classification And Level Report: provides information about enrollment broken down by class type as defined by CS number.

**SSFD** – Section Size Frequency Distribution Report: also shows enrollment by CS number but in a format different from the SCAL.

After the final report is transmitted to the Chancellor's office all reports are posted on the server in the APDB folder. All reports except the FAD can be found in corresponding report folders the current year. The FAD report is divided into separate reports by school within the 4-working FAD RPTS folder by term.

- A BASIC FACULTY LOAD -

The FAD header is comprised of three lines (shown highlighted below) which correspond to the faculty information below.

B		C		A		E		F		D																																			
0	FACULTY ID	NAME	RANGE	CODE	TSF	IAF	ADM-LVL	OSF	IFF																																				
	SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU																					
ASSIGNED TIME ACTIVITY																																													
0	XXXXX0000	J	RICHER							ASSTPF		1.000					.200							.800																					
	ECON	0201	B	04	22041	1	43	*10	2	4.0	TTH	1300	1450		001	3072	1		1.000	172.0	3.8	4.00																							
	ECON	0322		01	22041	2	25	*10	2	4.0	TTH	1500	1650		001	3072	1		1.000	100.0	3.8	4.00																							
	ECON	0481		01	22041	2	24	*10	2	4.0	MW	1000	1150		001	2050	1		1.000	96.0	3.8	4.00																							
	ECON	0499		01	22041	2	1	*10	78	2.0	ARR				998		3		1.000	2.0																									
IN REL SERVICES																						1.0																							
TOTAL INDIVIDUAL						93															370.0	11.4	12.00	.0	13.0																				

Courses with a CS code of 78 do not generate workload for faculty. CS 78's are intended to be used for some types of special instruction. For example, as in ECON 499 above, when faculty are supervising student interns.

Another example of this might be an instructor who has multiple sections of a supervision course. They could be listed as 78s and the instructor would receive a set amount of units in Assigned Time to compensate for these sections. CS 78 codes may not be used for Part-time (adjunct) faculty.

12 Units is considered full-time for tenure-track faculty.

- Continue to check if:
- A) faculty pay range correct (i.e. Assistant Professor/Lecturer B)
  - B) all of the correct classes listed. Anything missing?
  - C) CS Code correct? (catalog change form needs to be signed before census to be changed for reporting)
  - D) total units correct? (T-WTU)
  - E) Total Support Fraction (TSF) and Instructional Faculty Fraction (IFF) correct?
  - F) Instructional Administrative Fraction (IAF), Assigned Time, and Other Support Fraction (OSF) correct?

- ADD IAF (Instructional Administrative Fraction)

0	FACULTY ID	NAME	RANGE	CODE	TSF	IAF	ADM-LVL	OSF	IFF																	
	SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU		
ASSIGNED TIME ACTIVITY																										
0	XXXXX0000	M	JAMES							PROF			1.000		.330	AY	DEPT								.670	
	GEOL	0105		01	19141	1	128	*10	1	3.0	TTH	1045	1200		002	0103	1		1.000	384.0	2.5	3.00				
	GEOL	0301		01	19141	2	103	*10	4	3.0	MW	1600	1715		001	1002	1		1.000	309.0	2.5	3.00				
	GEOL	0304		01	19141	2	12	*10	16	1.0	M	1200	1250		002	0023	2		1.000	12.0	.8	2.00				
	GEOL	0396		02	19141	2	1	*10	36	3.0	ARR				998		3		1.000	3.0	1.0	.30				
	GEOL	0495		02	19141	2	4	*10	36	4.0	ARR				998		3		1.000	16.0	4.0	1.30				
	GEOL	0496		01	19141	2	4	*10	2	3.0	W	800	1050		002	0128	1		1.000	12.0	2.8	3.00				
TOTAL INDIVIDUAL						252												736.0		13.6		12.60		.0		12.6

0	XXXXX0000	T K	CLARKE							OTHER			1.000		1.000	12M	DEPT								.000	
	BUS	0367		01	05011	2	24	*10	4	4.0	W	1200	1540		001	3049	1		1.000	96.0	3.8	4.00				
TOTAL INDIVIDUAL						24												96.0		3.8		4.00		.0		4.0

Responsibilities considered as Instructional Administrative (IAF): Department Chair, Coordinator of teacher education, other campus level assignments, such as Academic Planner, Associate Dean of Graduate Studies, Coordinator of Evening Sessions, and Production Manager. (Art Gallery Director). See list next page for descriptions.

0	XXXXX0000	S	RAHIMI							PROF			1.000		1.000	SCH	DN								.000	
ASSIGNED TIME ACTIVITY																										
TOTAL INDIVIDUAL						0												.0		.0		.00		.0		.0

As with Assigned Time, the CO reporting process translates the IAF Code into an abbreviated Administrative Level description. Example of 100% Chair Assignment.

**Administrative Level Definition**

A one digit code that denotes the organizational level at which a person with an Instructional Administrative Fraction (IAF) is assigned. It also defines the type of work assigned and the term of appointment. Persons with an IAF of 0.0 will be coded zero (0).

**Values**

0 = No administrative duties (default).

1 = Department level, academic year appointment, such as Department Chairs, Associate or Assistant Department Chairs, and Athletic Directors.

2 = Department level, 12-month appointment, such as Department Chairs, Associate or Assistant Department Chairs, and Athletic Directors.

3 = Coordinator of teacher education, all appointment terms, school or department (**Single Subject, Director of Student Teaching, Placement Specialist, Multiple Subject**).

4 = School level, Deans and Division Chairs (all appointment terms).

5 = School level, Associate and Assistant Deans.

6 = Campus level, Deans (all appointment terms). This category covers the Dean and above types of an assignment, such as an Associate Vice President or Graduate Dean.

7 = Campus level, other (all appointment terms). This category applies to all other campus level assignments, such as Academic Planner, Associate Dean of Graduate Studies, Coordinator of Evening Sessions, and Production Manager (**Art Gallery Director**).

- ADDING ASSIGNED TIME -

Assigned time is used for work load outside of and/or beyond scheduled classes.

OFACULTY ID	NAME	RANGE CODE	TSF	IAF	ADM-LVL	OSF	IFF																	
SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU	
ASSIGNED TIME ACTIVITY																								
0	XXXXX0000	M	MOOKERJEE				ASSTPF		1.000														1.000	
	GEOL	0303	01	19141	2	14	*10	1	3.0	TTH	1300	1415		002	0022	1		1.000	42.0	2.5	3.00			
	GEOL	0417	01	19141	2	11	*10	1	3.0	MW	1200	1315		002	0128	1		1.000	33.0	2.5	3.00			
	GEOL	0417	02	19141	2	11	*10	16	1.0	M	1430	1720		002	0128	2		1.000	11.0	2.8	2.00			
	GEOL	0418	01	19141	2	10	*10	16	1.0	M	1330	1420		002	0128	2		1.000	10.0	.8	2.00			
	GEOL	0495	03	19141	2	1	*10	36	4.0	ARR				998		3		1.000	4.0	1.0	.30			
NEW PREPARATIONS																						3.0		
TOTAL INDIVIDUAL					47														100.0	9.6	10.30	3.0	13.3	

New Faculty may be assigned 3.0 WTUs for class preparation. The Assigned Time Code is 12. See next page for full AT descriptions.

The Indirect WTUs (I-WTU) appears here and is added to the total WTU.

XXXXX0000	F	VAZQUEZ				PROF		1.000														.250	.750	
	LIBS	0320	A	02	49015	2	16	*10	5	3.0	M	900	1140		008	0034	1		1.000	48.0	2.8	3.00		
	LIBS	0320	A	04	49015	2	15	*10	5	3.0	M	1300	1540		008	0034	1		1.000	45.0	2.8	3.00		
	LIBS	0595		01	49015	3	1	*10	36	4.0	ARR			998		3		1.000	4.0	1.0	.30			
	UNIV	0199		02	49013	1	39	*10	77	1.0	T	1200	1250		006	1061	3		1.000	39.0				
INST SUP OF GRAD																						1.5		
FACILITY PLANG																						1.5		
TOTAL INDIVIDUAL					71														136.0	6.6	7.80	1.5	9.3	

The CO reporting process, known as the FAD, translates the Assigned Time Code into a brief description.

D-WTU (Direct) – Code 18 is for Instructional Support for Grad Students

I-WTU (Indirect) – Code 35 is for Instructionally Related Facilities Planning

NOTE: Assigned time codes 11, 15, 17 & 18 are reported as “Direct” WTU’s/ All other assigned time is reported as “Indirect.” (See Addendum #6)

**11. Excess Enrollments**

- a. For classes with census date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.
- b. For classes with census date enrollment of over 120, a graduate assistant, a student assistant, or an additional 3 WTU may be assigned. Assignment of graduate assistants is a preferable way of handling such large class loads, but it is recognized that qualified graduate assistants are not always available.

(In no case shall a faculty member be granted assigned WTU for more than one class with excess enrollments).

**12. New Preparations**

A faculty member may be given assigned WTU for preparation of courses never before taught by that particular faculty member, if courses actually taught include two or more such new preparations.

**14. Course or Supervision Overload**

A faculty member may be given assigned WTU equal to course or supervision overload earned in a prior fiscal year provided that calendar considerations so necessitate and the faculty member has not been present for the full preceding academic year.

**15. Non-Traditional Instruction**

A faculty member may be given assigned WTU for activities involving instruction and evaluation, which include such activities as modularized instruction, self-paced instruction, team teaching/cluster courses, thematic projects, open laboratory, sponsored experimental learning or other community activities, writing adjunct, mediated instruction (involving computers, television, and/or other media devices), and peer instruction. These activities typically do not involve a single instructor regularly meeting a group of students in an assigned classroom or laboratory setting.

**16. In-Service Training for K-12 School Personnel**

A faculty member may be given assigned WTU for activities involving in-service training for K-12 school personnel. Typically, the activities are provided on the school site using a variety of instructional modes and do not necessarily involve an instructor regularly meeting a group of students in an assigned classroom or laboratory setting on a campus.

**17. Credit by Examination/Evaluation**

A faculty member may be given assigned WTU for activities that give primary emphasis to the evaluation of a student's knowledge and skills rather than upon the instructional process by which the knowledge and skills are acquired. Such activities include:

- a. Credit by evaluation of prior experiential learning (e.g., based upon evaluation of a portfolio of materials).
- b. Credit by examination (where the examination is generated and evaluated in whole or in part by the campus), including comprehensive and challenge examinations.

The characteristics of evaluation activities that should be treated as part of the regular instructional program involve 1) regularly enrolled students, and 2) a substantial effort on the part of the faculty member to perform any of the following tasks:

- a. Interview and make a preliminary assessment of the student's background.
- b. Counsel the student regarding preparation for the evaluation.
- c. Selection or preparation of the examination or assistance in preparation of a student portfolio.
- d. Evaluation of the portfolio or evaluation of the student response to the examination.

**18. Instructional Support for Graduate Students**

A faculty member may be given assigned WTU for special graduate student testing duties, in particular for conducting comprehensive examinations for master's degree candidates and examinations in fulfillment of foreign language requirements.

**21. Special Instructional Programs**

- a. A faculty member may be given assigned WTU for participation in a team teaching effort. The total assigned and earned WTU associated with a team taught course may not exceed the WTU generated by the course multiplied by the number of faculty members teaching the course. In addition, no individual faculty member may be given more WTU, both earned and assigned, than the course generates.
- b. A faculty member may be given assigned WTU for program and tape production for instructional television.
- c. A faculty member may be given assigned WTU for liaison duties among multiple sections of the same course.

**22. Instructional Experimentation, Innovation, or Instructionally Related Research**

- a. A faculty member may be given assigned time for development and implementation of experimental programs involving:
  1. Instructional television
  2. Computer assisted instruction
  3. Other innovations in instruction
- b. A faculty member may be given assigned time for documented research evaluations which are demonstrably related to the instructional functions and programs of the college.

**23. Instruction-Related Services**

A faculty member may be given assigned WTU for his services related to college clinics, study skill centers, farms, art galleries, and other campus institutions and facilities which are ancillary to the instruction program.

**31. Advising Responsibilities**

- a. A faculty member may be given assigned WTU for carrying an excessive advising load due to a relatively high proportion of part-time faculty in his department.
- b. A faculty member may be given assigned WTU for carrying a greater than normal share of departmental or school advising responsibilities.
- c. A faculty member may be given assigned WTU for services as departmental graduate adviser.

**32. Instruction-Related Committee Assignments**

- a. A faculty member may be given assigned WTU for participation over and above normal levels in such areas as curriculum, personnel, budget, library, audio-visual, and selection committees at the department, school or college level.
- b. A faculty member may be given assigned WTU for membership in or liaison to special committees whose activities have significant bearing on the instructional programs of the college, or the CSU system at large.
- c. Includes all-university assigned time.

**33. Curricular Planning, or Studies**

- a. A faculty member may be given assigned WTU for special individual or committee-related curriculum planning, development and redevelopment activities.
- b. A faculty member may be given assigned WTU for development of special tests for credit by examination.

**34. Accreditation Responsibilities**

- a. A faculty member may be given assigned WTU for accreditation responsibilities.

**35. Instruction-Related Facilities Planning**

- a. A faculty member may be given assigned WTU for duties related to planning of instructional facilities.

**41. California Faculty Association Activities**

Each CFA campus Chapter President and each of four CFA statewide officers (President, Vice President, Secretary, Treasurer) shall be granted a reduction in workload, without loss of compensation, of up to three (3) WTU on a semester campus, or four (4) WTU on a quarter campus, per academic term.

If faculty is assigned to more than one department, unlike the course information which duplicates in all assigned departments, the assigned time will only appear in the department associated with the released time.

**EXAMPLE**

OSCHOOL - 50 EDUCATION		DEPARTMENT - 251 ELEMENTARY EDUCATION																					
OFACULTY ID	NAME	RANGE CODE				TSF	IAF ADM-LVL			OSF			IFF										
SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU
ASSIGNED TIME ACTIVITY																							
0	XXXXX0009	C D Bacigalupa				ASSISTANT PRF/LECT B				1.000			SPLIT APPT 99110				.270	.730					
EDEC	0437	01	08011	2	28	*10	2	4.0	T	1700	2040		050A	1058	1	1.000		112.0	3.8	4.00			
EDEC	0531	01	08011	3	20	*10	5	3.0	M	1600	1840		006	2025	1	1.000		60.0	2.8	3.00			
EDUC	0495	01	08011	2	1	*10	78	3.0	ARR				3.0	998		3	1.000		3.0				
EDUC	0595	03	08011	3	4	*10	78	3.0	ARR				3.0	998		3	1.000		12.0				
UNIV	0150 A	04	49013	1	18	*10	4	4.0	W	1200	1250		004	0101	1	.500		36.0	.4	2.00			
																3	.500		36.0	.4	2.00		
STUDENT ADVISING																						1.0	
TOTAL INDIVIDUAL					71								259.0				7.4	11.00	1.0	12.0			
**	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

JOB APD55 PGM APD60		FACULTY ASSIGNMENTS BY DEPARTMENT FOR FALL 2009 CC 85 SONOMA																																			
OSCHOOL - 99 ALL COLLEGE		DEPARTMENT - 110 ALL UNIVERSITY																																			
OFACULTY ID	NAME	RANGE CODE				TSF	IAF ADM-LVL			OSF			IFF																								
SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU														
ASSIGNED TIME ACTIVITY																																					
0	XXXXX0009	C D Bacigalupa				ASSISTANT PRF/LECT B				1.000			SPLIT APPT 50251				.730	.270																			
EDEC	0437	01	08011	2	28	*10	2	4.0	T	1700	2040		050A	1058	1	1.000		112.0	3.8	4.00																	
EDEC	0531	01	08011	3	20	*10	5	3.0	M	1600	1840		006	2025	1	1.000		60.0	2.8	3.00																	
EDUC	0495	01	08011	2	1	*10	78	3.0	ARR				3.0	998		3	1.000		3.0																		
EDUC	0595	03	08011	3	4	*10	78	3.0	ARR				3.0	998		3	1.000		12.0																		
UNIV	0150 A	04	49013	1	18	*10	4	4.0	W	1200	1250		004	0101	1	.500		36.0	.4	2.00																	
																3	.500		36.0	.4	2.00																
TOTAL INDIVIDUAL																						71								.0				.0	.00	.0	.0
**	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*														

– COURSE CLASSIFICATION (CS) NUMBERS –

OFACULTY ID	NAME	RANGE	CODE	TSF	IAF	ADM-LVL	OSF	IFF															
SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU
ASSIGNED TIME ACTIVITY																							
0	XXXXX0000	J	ABBOTT				ASSOPF				1.000		.500	AY	DEPT							.500	
HIST	0201	02	22051	1	68	*10	2	3.0	MW	1300	1415		001	3008	1		1.000	204.0	2.5	3.00			
HIST	0495	07	22051	2	1	*10	36	4.0	ARR				998		3		1.000	4.0	1.0	.30			
HIST	0498	03	22051	2	15	*10	5	4.0	MW	1000	1150		001	2079	1		1.000	60.0	3.8	4.00			
HIST	0499	01	22051	2	3	*10	25	4.0	ARR				998		3		1.000	4.0	1.0	1.50			
HIST	0596	01	22051	3	1	*10	25	2.0	ARR				998		3		1.000	2.0	1.0	.50			
TOTAL INDIVIDUAL					86												274.0	9.3	9.30	.0	9.3		
0	XXXXX0000	H	XXXXXX				INSTR					.330										.330	
BIOL	0348	01	04011	2	8	*10	4	3.0	TTH	800	915		002	0035	1		1.000	24.0	2.5	3.00			
BIOL	0348	02	04011	2	8	*10	16	1.0	TH	925	1215		002	0230	2		1.000	8.0	2.8	2.00			
TOTAL INDIVIDUAL					16												32.0	5.3	5.00	.0	5.0		

CS numbers, also know 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 CS Code is a critical factor in calculating final WTU; different class types have different workload multipliers (See Addendum #3).

The examples above show supervision, lecture and laboratory classes. HIST 201 (highlighted in blue) is a CS 2 lecture class with the multiplier of 1.0. (3.0 units) x (1.0) = 3.0 WTU

Further down, BIOL 348 (highlighted in green) is a CS 16 laboratory class with a multiplier of 2.0. (1.0 units) x (2.0) = 2.0 WTU

The two Supervision classes in History are highlighted in yellow. WTU in Supervision classes is determined by number of students enrolled and the multiplier. HIST 495 is a CS 36 Supervision class with a multiplier of .333. (1 student) x (.333) = .30 WTU (The CO software rounds this figure down to .30.)

HIST 499 is a CS 25 Supervision class with a multiplier of .50. (3 students) x (.50) = 1.5 WTU

- OSF (Other Support Fraction) -

OFACULTY	ID	NAME	RANGE	CODE	TSF	IAF	ADM-LVL	OSF	IFF																			
SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU					
ASSIGNED TIME ACTIVITY																												
EQUALS THIS (TSF)											← PLUS THIS (OSF)							← THIS (IFF)										
0	XXXXX2285	B C Russell				ASSTPF				.660								.130				.530						
	EDSP	0433	02	08011	2	32	*10	5	3.0	M	1300	1540		006	2024	1			1.000	96.0	2.8	3.00						
	EDSP	0481	02	08011	2	13	*10	5	4.0	TH	1600	1840		006	2024	1			1.000	52.0	2.8	4.00						
COURSE OVERLOAD																												
-----																												
TOTAL INDIVIDUAL					45														148.0		5.6		7.00		1.0		8.0	

In the example above, total work load is calculated in the following manner:

8.0 WTUs (course load) + 3.0 Units (Assumed) workload for Advising & Committee work & 1.0 Unit Assigned Time (Overload) for a total of 12.0 WTUs

The Unit Conversion Chart shows that 12 WTU's equals **80% (See Addendum #6)**  
 Add the **20%** of OSF (department identifies this assignment) for a total assignment of **100%**

*NOTE: There are no codes associated with OSF that generate a description. The only information appearing for OSF will be the percentage assigned.*

- EXAMPLE**
- Work funded by grants
  - Work for Chancellors Office
  - Trust reimbursement
  - Work not paid for by General Fund
  - Coordinator and Director paid by School of Extended Education.

If you find the direct WTU (D-WTU) is less than expected check to see if the group code appears. If the course runs for half a semester and a Part II is scheduled with the same time, day, and room APDB automatically calculates this as grouped just like cross-listed and splits the D-WTU accordingly. This is due to APDB only recognizing full semester dates. It will be necessary to report this grouping error to Pat Parson for correction.

**- CROSS LISTED & OTHER GROUPED COURSES-**

0	FACULTY ID	NAME	RANGE	CODE	TSF	IAF	ADM-LVL	OSF	IFF																
	SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU	
	ASSIGNED TIME ACTIVITY																								
0	XXXXX0000	R	EZRA					ASSTPF		.400										SPLIT	APPT	32781		.200	.200
	AMCS	0255	02	22991	1	42	*10	2	3.0	MW	1725	1840		008	0068	1	15	1.000	126.0	1.7	2.10				
	NAMS	0200	02	22121	1	19	*10	2	3.0	MW	1725	1840		008	0068	1	15	1.000	57.0	.8	.90				
	WGS	0280	01	49991	1	40	*10	2	3.0	W	1900	2140		008	0020	1		1.000	120.0	2.8	3.00				
	-----																								
	TOTAL INDIVIDUAL						101													303.0	5.3	6.00	.0	6.0	

In the example above, AMCS 255 and NAMS 200 are cross-listed courses. The number 15 appears in the Group Code column and is the unique identifier to this pair of classes. This is a random number generated by the APDB. The 3 unit workload is distributed between the two classes based on the number of students enrolled in each.

0	XXXXX0000	N	GEIST					ASSOPF		1.000															1.000
	BIOL	0224	01	04011	1	22	*10	1	3.0	MWF	800	850		002	0103	1	40	1.000	66.0	.7	1.00				
	BIOL	0224	02	04011	1	22	*10	16	1.0	M	900	1150		002	0227	2		1.000	22.0	2.8	2.00				
	BIOL	0224	03	04011	1	24	*10	1	3.0	MWF	800	850		002	0103	1	40	1.000	72.0	.9	1.00				
	BIOL	0224	05	04011	1	24	*10	1	3.0	MWF	800	850		002	0103	1	40	1.000	72.0	.9	1.00				
	BIOL	0385	01	04011	2	50	*10	4	3.0	TTH	1300	1415		002	0102	1		1.000	150.0	2.5	3.00				
	BIOL	0495	16	04011	2	1	*10	36	4.0	ARR				998		3		1.000	4.0	1.0	.30				
	BIOL	0499	02	04011	2	3	*10	36	3.0	ARR				998		3		1.000	9.0	3.0	1.00				
	BIOL	0499	05	04011	2	1	*10	36	4.0	ARR				998		3		1.000	4.0	1.0	.30				
	BIOL	0515	01	04011	3	8	*10	2	2.0	T	1600	1750		002	0227	1		1.000	16.0	1.8	2.00				
	-----																								
	TOTAL INDIVIDUAL						155													415.0	14.6	11.60	.0	11.6	

In the example above, BIOL 224 sections 1, 3 and 5 are taught simultaneously by this faculty member. The 3.0 units are distributed evenly among those 3 sections, i.e. each individual section carried 1.0 WTU. 40 is the unique identifier for this set of classes.

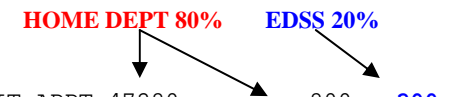


- SPLIT APPOINTMENTS -

0 FACULTY ID	NAME	RANGE	CODE	TSF	IAF	ADM-LVL	OSF	IFF																	
SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU		
ASSIGNED TIME ACTIVITY																									
JOB APD55 PGM APD60 FACULTY ASSIGNMENTS BY DEPARTMENT FOR FALL 2006 CC 85 SONOMA																									
OSCHOOL - 47 HUMANITIES DEPARTMENT - 280 MODERN LANGUAGES																									
0	XXXXX4555	J	REEDER				ASSOPF		1.000								.330	AY	DEPT		SPLIT	APPT	50245	.200	.470
	EDSS	0444	03	08011	2	9	*10	4	3.0	W	1600	1840	001	3038	1		1.000			27.0	2.8	3.00			
	SPAN	0300	01	11051	2	24	*10	4	4.0	F	800	1140	001	3030	1		1.000			96.0	3.8	4.00			
	SPAN	0495	01	11051	2	1	*10	36	4.0	ARR			998		3		1.000			4.0	1.0	.30			
-----																									
TOTAL INDIVIDUAL 34 127.0 7.6 7.30 .0 7.3																									



JOB APD55 PGM APD60 FACULTY ASSIGNMENTS BY DEPARTMENT FOR FALL 2006 CC 85 SONOMA																									
OSCHOOL - 50 EDUCATION DEPARTMENT - 245 TEACHER PREPARATION																									
0	XXXXX0000	J	REEDER				ASSOPF		1.000											SPLIT	APPT	47280	.800	.200	
	EDSS	0444	03	08011	2	9	*10	4	3.0	W	1600	1840	001	3038	1		1.000			27.0	2.8	3.00			
	SPAN	0300	01	11051	2	24	*10	4	4.0	F	800	1140	001	3030	1		1.000			96.0	3.8	4.00			
	SPAN	0495	01	11051	2	1	*10	36	4.0	ARR			998		3		1.000			4.0	1.0	.30			
-----																									
TOTAL INDIVIDUAL 34 .0 .0 .00 .0 .0																									



Split Appointments refer to faculty teaching in more than one department. For example the above part-time faculty member teaches in SPAN and EDSS. Faculty may teach in up to **three different departments** each semester. In the FAD, a record will appear for each department assignment.

On the FAD, all of their workload will appear in their home department. Departmental totals show on the FAD, all the instructors WTU (direct and indirect) will appear in their home department.

The right-most IFF is associated with the department shown in the FAD header. This instructor's home department is Modern Languages. 80% of this instructor's workload is in their home department: 33% of administrative time and 47% direct WTUs. 20% of their teaching time is spent teaching EDSS 444 (3 units).

– MAKING CHANGES TO WTU TOTALS –

OFACULTY	ID	NAME	RANGE	CODE	TSF	IAF	ADM-LVL	OSF	IFF														
SUBJ	COUR	SUFF	SEC	DISC	L	ENR	S	CS	A-CCU	DAYS	BEG	END	TBA	FACL	SPACE	F	GRP	TTF	SCU	FCH	D-WTU	I-WTU	T-WTU
ASSIGNED TIME ACTIVITY																							
0	XXXXX0000	K	CHAMBERS						ASSTPF			.470											.470
	GEOG	0203	03	22061	1	35	*10	2	3.0	MW	1600	1715		001	3036	1		1.000	105.0	2.5	3.00		
	GEOG	0460	01	22061	2	12	*10	5	3.0	M	1200	1350		001	3036	1		1.000	36.0	1.8	3.00		
							*12	16	1.0	W	1200	1350		001	3036	1		1.000	12.0	1.8	2.00		
TOTAL INDIVIDUAL					47												153.0	6.1	8.00	.0	8.0		

The Department requested that the WTU for this class be changed to 1.0 WTU. At an initial glance, it looks like a 1.0 unit class should have a 1.0 WTU teaching load. The 2.0 WTU is correct. **Note** the CS code of 16 which designates this as a lab class. The CS code of 16 carries a workload factor multiplier of 2.0 (See Addendum #3)

(1.0) x (2.0 workload factor) = 2.0 D-WTU

The **D-WTU** figure is GENERATED by the report. We are **unable** to change this figure. If something needs to be modified, you need to check the CS number and class units. A change to the FINAL D-WTU will not occur unless one of the other items is modified. Both of these are determined by Master Catalog information for each course. If you want to permanently change a CS code or class unit total you must submit a Master Catalog Change Form and the form must be **signed by Census** to be reflected in APDB reporting. The exception to this would be those classes that are listed in the Course Catalog as variable units, i.e. Independent Study, 1-4 units.