Guidelines for Assigned Time

Purpose

These divisional guidelines establish a consistent practice for the administration of faculty assigned time. Awarding of assigned time is governed by the [Faculty Collective Bargaining Agreement](#) between the California State University (CSU) and California Faculty Association and Faculty Workload Policies and Procedures [EP&R 76-36](#). Deans are responsible for ensuring compliance with workload policies and procedures and have authority to implement supplementary guidelines for their respective college. Any supplemental college specific standards must comply with CSU policy and the guidelines outlined herein.

II. Overview

Faculty teaching workloads may be adjusted to accommodate other instructionally related activities made in accordance with existing policies of the University and The California State University (e.g., for excess enrollments and committee service), or special assignments of responsibilities or reimbursed activities such as research or program development grants provided by the CSUSM Corporation. Such adjustments known as assigned time. Below are general guidelines pertaining to the administration of assigned time.

- Assigned time weighted teaching units (WTUs) are normally awarded to tenured/tenure-track (TT) faculty. Lecturers and part-time faculty are awarded assigned time WTUs only when deemed necessary/appropriate by appropriate administrators.
- TT Faculty may receive no more than 12 WTUs of assigned time per semester; 3 WTUs per semester are designated as service credit.
- Classes with a census date enrollment over 120 students may be assigned 3 WTUs. A faculty member shall not be granted assigned WTUs for more than one class with excess enrollment. Classes with less than 120 students cannot be assigned 3 WTUs. However, those with a census date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.

III. Recording Assigned Time

Faculty submit AT before the start of each semester. This includes routine and non-routine assignments. It is the responsibility of the dean of the college (or their designee) to maintain records of all assigned time WTUs for their respective faculty. Assigned time records should be filed in a central location (e.g., the dean's office) and must correspond to the assigned time entered into the Infoready module. Terms and conditions of the assignment are documented on the division's standardized request for assigned time form. A copy of the request for assigned time form and list of assigned time codes with definitions and uses are appended to these guidelines. Records of all assigned WTUs are subject to review and audit and ***must*** include:

a. A full description of the specific task(s) to be performed
b. Number of WTUs assigned and appropriate assigned time code/reason;
c. Formal approval of the assignment; and

d.   An after-the-fact evaluation of the assignment.

IV. Approval and Monitoring of Assigned Time

All assigned time must be approved by an appropriate administrator prior to the term start date. Prior to recommending a request for assigned time, department chairs/directors are also responsible for reviewing assignments to verify individual faculty workloads are appropriate. In addition, initiators of assignments (e.g., program coordinators, associate deans, Extended Learning, Corp) must acknowledge their role in monitoring the work being performed. The dean of the college (or their designee) has authority for the final approval of faculty assigned time.

V. After-the-Fact Evaluation

Within 30 days of the assigned time term end date, a written summary of the work performed must be completed and signed by the faculty member awarded the time. The evaluation is then routed to the department chair/director, and, if applicable, the individual who initiated the work, for their final review and signature. For recording purposes, the department chair is responsible for ensuring the signed after-the-fact evaluation is appended to the corresponding approved request for assigned time form and filed centrally into Infoready. The respective dean's office will review and reconcile AT at the end of each semester. The vice provost's office will conduct an annual spot check review.