GENERAL GUIDELINES FOR APDB DATA COLLECTION
Sick Leave – Sabbaticals – Adjunct Appointments – New Faculty – Open University Students

SICK LEAVE
All faculty on full or partial sick leave _on or before census_ should be reported on APDB and their appointments reduced by the sick leave percentage. Coordinators can indicate these faculty members and their sick leave percentage on the Pre-FAD report. Partial leave percentages for tenured/probationary faculty should be based on the Faculty Advancement policy outlined starting in AY 2009-10. Partial leave for temporary faculty should be calculated based on a full-time workload of 15 WTUs. Colleges and/or departments should keep documentation to validate the sick leave.

The reporting of faculty on sick leave _after census_ will be handled on a case-by-case basis.
- When the sick leave faculty teaches courses, the substitute faculty typically requires access to classroom resources (roster, grades etc.). As a result, the substitute faculty can be identified as the faculty of record in SIMS and his/her appointment revised to reflect this additional course. The appointment for the faculty on sick leave should also be revised to reflect the reduced workload. **Only one appointment should be reported for each corresponding course, either the appointment for the sick-leave faculty <u>or</u> the substitute faculty.**

- When sick leave is taken after census for faculty who have a grant buy-out (OSF), an administrative appointment (IAF) or IFF covered exclusively by assigned time, no sick leave reduction will be made and the census-date appointment will be reported.

SABBATICALS
Faculty on sabbatical cannot teach, including supervision, without the consent of the Associate V.P. of Faculty Advancement prior to the start of a term.

ADJUNCT FACULTY
When appointing adjuncts, **only those with appointment type marked as <u>teaching</u> will be entered into SIMS** and be available to be the faculty of record on a course. For this reason, please indicate _teaching_ as the appointment type for any adjuncts you expect to be in the classroom even if this is not their primary volunteer work. <u>Other important considerations:</u>
- Temporary faculty with a paid appointment cannot be subsequently appointed as an adjunct in the same department.
- Only **exempt** staff can be appointed as adjunct faculty.
- Unit 4 staff (exempt and non-exempt) <u>cannot</u> be appointed as faculty.
- Students cannot be appointed as adjunct faculty with a teaching appointment.

The Adjunct (Volunteer Faculty) form and instructions are located on the Human Resources [Volunteers at SDSU](#) SharePoint page.

NEW FACULTY & BLACKBOARD ACCESS
College coordinators currently have access to SIMS screen 31A in order to enter new faculty into SIMS and enable faculty's Blackboard access. College coordinators should enter data in the following fields:

school (Enter valid 2-digit code)
dept (Enter valid 3-digit code)
pri dept (Enter *1*)
assgn # (Enter *1*)
salary range (Enter *8*)

No appointment data should be entered.

<mark>OPEN UNIVERSITY STUDENTS</mark>

Faculty appointments should NOT be calculated based on enrollment of Open University students as indicated in the following scenarios:

a. Faculty should NOT receive a higher IFF appointment and workload credit in Assign Time Code 11 when the addition of Open University students brings course enrollment over 120.

b. Faculty should NOT receive a higher IFF appointment and workload credit for Open University students enrolled in state-supported <u>supervision</u> courses where workload is calculated based on course enrollment.

c. Faculty should NOT receive a higher IFF appointment and workload credit for any state-supported courses in which <u>only</u> Open University students are enrolled.