

GENERAL GUIDELINES FOR APDB DATA COLLECTION

Sabbaticals – Adjunct Appointments – New Faculty – Open University Students

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

- Temporary faculty with a paid appointment cannot be subsequently appointed as an adjunct in the same department.
- Only staff that are **exempt** can be appointed as adjunct faculty.
- Unit 4 staff (exempt and non-exempt) cannot be appointed as faculty.
- Students cannot be appointed as adjunct faculty with a teaching appointment.

A blank job code could be an indicator that the instructor is a volunteer.

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

[Link to APDB Job Aids](#)

OPEN UNIVERSITY STUDENTS

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 supervision 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 only Open University students are enrolled.