

ASSIGNED TIME CODE DEFINITIONS & COMMON PRACTICES

Code	Name	SDSU Common Practice	CSU Definition
11 Direct	Excess Enrollment	Census enrollment > 120 Best Practice – assign after add/drop Limited to one per faculty per semester	May be used for classes with census date enrollment over 120. If AT is not provided, a grad asst. or some other form of workload assistance may be assigned.
12	New Preparations	New course prep Max 3 WTUs total (2 new course minimum)	Preparation of courses never before taught by that particular faculty member, if courses actually taught includes two or more such new preparations.
14	Course/SUPV overload	SDSU does not use...	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 Direct	Non-Traditional Instruction	Non-traditional supervising & evaluation UG only FCB – VITA	Instruction and evaluation, which include such activities as modularized instruction, self-paced instruction, team teaching/cluster courses thematic projects, open lab, sponsored experimental learning or other community activities, writing, adjunct, mediated instruction (involving computers, TV, 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 lab setting.
16 Direct	In-Service Training for K-12 School Personnel	Check before using code...	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 lab setting on a campus.
17 Direct	Credit by Exam	-Portfolio reviews -Testing Check before using code...	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 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 by the faculty to perform any of these 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.

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18 Direct	Instructional Support for Grad Students	-Thesis support research, major prep GRAD only	Special graduate student testing duties, in particular for conducting comprehensive examinations for master's degree candidates and examinations in fulfillment of foreign language requirements. Grad equivalent of code 15.
21	Special Instructional Programs	Coordinating team- teaching efforts Pedagogy consistent over multiple sections Used primarily in Sciences (coordinating TA's is an example)	a. 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. Program and tape production for instructional television. c. Liaison duties among multiple sections of the same course.
22	Instructional experimentation, Innovation, Instructionally-Related Research	Must benefit specific course or discipline Use code 36 for new faculty Commonly for: -DRI Buyout -Course Design Institute -General Faculty Research -Grant development -Mentoring Programs	a. Development and implementation of experimental programs involving: 1.) instructional TV; 2) Computer-assisted instruction; 3. Other innovations in instruction b. Documented research evaluations which are demonstrably related to instructional functions of the college (e.g., must benefit a specific course or discipline)

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23	Instructional-Related Services	Commonly used for: -IT Faculty Fellow -Arts Alive -“Directors” of Grad or UG Program Directors -Assistant Chair (2361) -Center Chairs *FSMP = OSF, not 23	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	-Academic Advising only -Named Graduate Advisor (Consult with AVP Brooks) *Watch for entitlement building if using temp fac	a. Excessive advising load due to a relatively high proportion of part-time faculty in his department b. Carrying a greater than normal share of the dept or school advising responsibilities. c. Services as departmental grad adviser. Must include benefit to student
32	Instructional-Related Committee Assignments	Multiple committee assignments \$A+CD Big Ideas Senate (no AT given when professional development option is chosen) JPTRP (Spring only)	a. Committee participation exceeding normal levels in such areas as curriculum, personnel, budget, library, A-V, and selection committees at the dept, school or university-level. b. Membership in or liaison to special committees whose activities have significant bearing on the instructional programs of the college or CSU system at large. c. Includes all-university assigned time.
33	Curricular Planning or Studies	-Redevelopment of Lab manual -Revision of Existing Course Materials -New Course development	a. Special individual or committee-related curriculum planning, development and redevelopment activities. b. Development of special tests for credit by examination
34	Accreditation	-WASC Support -Limited for college/dept accreditation	Responsibilities related to accreditation.

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35	Instruction-Related Facilities Planning	Not used at SDSU	Duties related to planning of instructional facilities
36	Probationary Faculty Activities	First two years of faculty probationary period – rather than Code 22 Do not use for established faculty	Assigned time given to new probationary faculty members for a reduction in instructional assignment to assist them with establishing their programs of research, scholarship and/or creative activities, and carrying out other activities that would support them in meeting the requirements for retention, tenure and promotion, pursuant to provision 20.36 of the collective bargaining agreement between the CSU and the California Faculty Association (CFA).
37	Exceptional Service Level Activities	Just exceptional service awards given by Faculty Advancement	Assigned time given to faculty members who are engaged in exceptional levels of service that support the CSU's priorities such as student mentoring, advising, and outreach, as well as development and implementation of high impact practices, curricular redesign to improve student access, success and increase enrollment, service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty. Awarded pursuant to provision 20.37 of the collective bargaining agreement between the CSU and the California Faculty Association (CFA).
41	CFA Activities	CFA Statewide Positions – SDSU University Senate members are Code 32	Each CFA campus Chapter President and each of four CFA statewide officers (President, VP, Secretary, Treasurer) shall be granted a reduction in workload, without loss of compensation, of up to 6 WTU for a semester campus per academic term.