

Supervision Guidelines for APDB

1. UPDATED. Tenured/probationary faculty, including FERPs, **are allowed** to exceed their IFF appointment expressed as weighted teaching units (WTUs) due to supervision workload. In all cases, supervision forms must be signed by both the student and supervising faculty. This will allow accurate faculty-student assignments in supervision sections to be reported even when it results in excess tenured/probationary faculty workload. *However, tenured faculty and FERPs on a reduced schedule as well as all temporary faculty CANNOT exceed their appointment.*

2. When tenured/probationary faculty's WTUs from courses, including supervision sections, exceed their IFF appointment (typically 12 WTUs), assigned time reported for APDB purposes should be reported as performed regardless of AT code. If assigned time duties are reduced to account for an increase in supervision, a corresponding adjustment in AT WTUs should be made. However, if faculty continue to perform the AT duties as planned in addition to the supervision, the AT WTUs should be reported as such.

3. Contracts signed by faculty and students for supervision courses must be retained by the department and/or college for audit purposes. This documentation serves to demonstrate faculty's willingness to exceed their IFF appointment workload expressed as weighted teaching units. These contracts should be retained for five years.

4. Lecturers cannot normally exceed 15 units, except when new or additional work must be offered to them under the terms of the CBA.

5. Adjunct faculty are allowed to supervise students. FERPs are allowed to be appointed as adjuncts to teach supervision courses in semesters they do not have a paid appointment.

6. Generally, supervision sections should be taught by tenured/probationary faculty. Any temporary lecturers who supervise students must be paid for this workload.

7. SUMMER SUPERVISION – please see [Summer APDB Guidelines](#).