

Memorandum

To: College Deans

From: Kimberly Greer  
Interim Provost and Vice President

Subject: Workload Reduction Program for Probationary Faculty

Date: March 4, 2022

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**Overview**

Since 2018, Academic Affairs has conducted a pilot for Colleges to reduce faculty workload for research, scholarship, and creative activities for the academic year. Beginning AY 2022, this pilot is now presented as this program.

**Eligibility**

1. The faculty member is a regular faculty member of department within a college.
2. The faculty member is a probationary tenure-track employee in their 3rd to 6th year of hire (but not in their terminal year of employment).
3. The faculty member is not receiving a reduction in instructional assignment pursuant to any provision in the CFA CBA, including (but not limited to) provision 20.36.
4. The faculty member is assigned a direct instructional load of 6 WTU minimum per term
  - In addition to direct instructional assignments, assigned time recorded using APDB assigned time codes 11, 15, 16, 17, and 18<sup>1</sup> will count towards the satisfaction of this criteria.
5. Over the course of the academic year, the faculty member receives no greater than 6 WTU of release time from the college's workload reduction program.
6. The faculty member meets all additional eligibility requirements, if any, developed by their college.
  - All additional criteria must be uniform and published for public consumption.

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<sup>1</sup> See attachment from APDB Data Element Dictionary.

## Funding

For the entire academic year, Colleges may be reimbursed up to the following limits through the instructor term workload process:

<b>College</b>	<b>Amount</b>
Business and Economics	\$107,000
Education and Allied Studies	\$71,000
Letters, Arts, and Social Sciences	\$250,000
Science	\$275,000
<b>Total</b>	<b>\$703,000</b>

Reimbursement is at full cost (salaries and wages inclusive of benefits). Excess expenditures are covered by each college. Funding comes from a variety of sources, including (but not limited to) the operating fund, the lottery fund, the Academic Affairs PaCE fund, and other funds available to support the academic quality of the university through faculty development, research, scholarship, and creative activities.

## Restrictions

- Expenses must be redirected at full cost (salaries and wages inclusive of benefits) using the labor cost distribution platform.

## Questions

Questions about this pilot may be addressed to:

Rafael Hernandez  
Associate Provost, Academic Resources and Planning  
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510-885-3711

KG:rah

CC: Chair, Academic Senate

Attachment

## THE CALIFORNIA STATE UNIVERSITY

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ELEMENT NAME Assigned Time Code**Values (Continued)**

INSTRUCTION RELATED ASSIGNED TIME CODE ACTIVITIES FOR WHICH WEIGHTED TEACHING UNITS MAY BE ASSIGNED:

Code11. Excess Enrollments

- a. For classes with census date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.
- b. For classes with census date enrollment of over 120, a graduate assistant, a student assistant, or an additional 3 WTU may be assigned.

Assignment of graduate assistants is a preferable way of handling such large class loads, but it is recognized that qualified graduate assistants are not always available.

In no case shall a faculty member be granted assigned WTU for more than one class with excess enrollments.

12. New Preparations

A faculty member may be given assigned WTU for preparation of courses never before taught by that particular faculty member, if courses actually taught include two or more such new preparations.

14. Course or Supervision Overload

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. Non-Traditional Instruction

A faculty member may be given assigned WTU for activities involving instruction and evaluation, which include such activities as modularized instruction, self-paced instruction, team teaching/cluster courses, thematic projects, open laboratory, sponsored experimental learning or other community activities, writing adjunct, mediated instruction (involving computers, television, 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 laboratory setting.

ELEMENT NAME \_\_\_\_\_ Assigned Time Code \_\_\_\_\_

**Values (Continued)**16. In-Service Training for K-12 School Personnel

A faculty member may be given assigned WTU for activities involving 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 laboratory setting on a campus.

17. Credit by Examination/Evaluation

A faculty member may be given assigned WTU for 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 (where the examination is generated and evaluated in whole or in part by the campus), 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 on the part of the faculty member to perform any of the following 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.

18. Instructional Support for Graduate Students

A faculty member may be given assigned WTU for special graduate student testing duties, in particular for conducting comprehensive examinations for master's degree candidates and examinations in fulfillment of foreign language requirements.

ELEMENT NAME Instructional Faculty Fraction (IFF)

### Definition

A faculty data element, expressed as a decimal fraction of a full-time faculty position (1.000), which indicates the share of a faculty person's **individual** department appointment that is supported by the state instructional budget. The value is not affected by tenure status, e.g., a non-tenured faculty teaching a full load of classes should be reported with an IFF of 1.000. An "overage" of 25% over and above a 1.000 full time position is allowed under certain conditions as outlined in article 36 ("Additional Employment") of the 2002 California Faculty Association labor relations contract.

### Structure

Four (4) numeric digits with three decimal positions located at far right

Following formula should be used to compute IFF for a given faculty person per term:

#### Tenured & Tenure Track Faculty

$$(\text{total Course Credit Units taught} + \text{DWTU}) / 12.0$$

#### Non-tenured, Non-TT Faculty

$$(\text{total Course Credit Units taught} + \text{DWTU}) / 15.0$$

where "DWTU" represents the total Direct Assigned Time WTU (if any) reported for faculty person in question, i.e., reported under Assigned Time Codes 11, 15, 16, 17 & 18 ONLY.

### Values

0.000 to 1.250.

A separate value is reported for each department appointment.  
A maximum of 3 such appointments is allowed.