

Memorandum

To: College Deans

From: Edward S. Inch   
Provost and Vice President

Subject: Pilot: Assigned time for research and scholarship, year three

Date: February 17, 2020

---

The faculty workload pilot for AY 2020 will remain unchanged from its most recent implementation in AY 2019. Please refer to the prior memo for that academic year (attached) and notify Rafael Hernandez of any changes at the College level.

Attachment

ESI:rah

CC: Chair, Academic Senate

Memorandum

To: College Deans

From: Edward S. Inch   
Provost and Vice President

Subject: Pilot: Assigned time for research and scholarship, year two

Date: March 4, 2019

---

**Overview**

During academic year 2018, we implemented a workload pilot to address concerns related to workload under semesters and the goal of providing faculty members with additional time for research and scholarship. With \$700,000 available, fully funding all probationary faculty would have cost more than \$2.5M and was not feasible. That meant we limited the eligible pool with the first goal of trying to achieve a 3-3 teaching load for all probationary faculty members in years 3-6.

I have received a considerable amount of feedback that, in general, supported the program but recommended relaxing the requirements to make more faculty members eligible. In November, I asked Dean Singley to form a team to review, assess, and provide recommendations for a second year of the pilot. Generally, those recommendations reduce the required direct instructional load from 9 WTUs; reduce the FTES requirement; and use home rule at the college or department level as opposed to managing the program centrally.

With this memorandum I am outlining a revised pilot that works to meet those recommendations. However, although the eligible pool of faculty increases significantly with this revision, the available resources remain at \$700,000 meaning that the amount of available release time will be about the same in AY 2019 as in AY 2018. Therefore, I have authorized colleges to design their own standards to determine eligibility so as to stay within budget.

I want to thank everyone who has worked hard to make this program a success and the people on Dean Singley's team that put together the assessment report.

**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 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 will count towards the satisfaction of this criteria.
4. 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.

Colleges are authorized to create and implement additional eligibility requirements in order to stay within budget. Any additional criteria must be published and all criteria must be uniform.

### **Funding**

During the budget allocation cycle in fiscal year 2019, a total of \$700,000 will be allocated to the Colleges according to their proportional share of eligible faculty by headcount at the time. This funding will come from the Academic Affairs CERF Partner fund, whose primary use is to support the academic quality of the university by providing targeted funding for faculty development, research, and scholarship. Colleges may choose to augment their workload reduction programs with their own CERF funds. Augmented workload reduction programs must use uniform criteria.

### **Restrictions**

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

### **Assessment**

An assessment of the pilot will be conducted in Spring 2020 for consideration of continuation and any adjustments required therein.

### **Questions**

Questions about this pilot may be addressed to:

Rafael Hernandez  
Associate Provost, Academic Resources and Planning  
rafael.hernandez@csueastbay.edu  
510-885-3711

ESI:rah

CC: Chair, Academic Senate