


December 22, 2014

**MEMORANDUM**

**TO:** Kevin Ayotte, Chair  
Academic Senate

**FROM:** Brian Tsukimura, Chair   
University Personnel Committee

**RE:** APM 337 – Faculty Workload: Policy and Procedures

At its meeting of December 4, 2014, the Personnel Committee discussed the amendments to APM 337 – Faculty Workload: Policy and Procedures. The following motions were made:

- MSC– Edit Article I. Definition of Faculty Workload to be compliant with the new CBA 20.1.c. “Just as faculty may teach online, they may perform other duties online, pursuant to campus policies. (CBA Article 20.1.c)”
- MSC – to send APM 337 as amended to Executive Committee for Senate approval.

## FACULTY WORKLOAD: POLICIES AND PROCEDURES<sup>1</sup>

The President of each campus is responsible for the overall conduct of the campus' educational program including the utilization of budgeted instructional faculty positions and the proper assignment of individual faculty workloads.

Variations in campus curricula require variations in the use of instructional faculty positions allocated to each campus. There is, nevertheless, need for a common frame of reference for faculty workload assignments. The intent of this document is to stipulate those policies and procedures which are to be common guides to each President in determining how best to use instructional positions to operate academic programs most effectively.

### I. Definition of Faculty Workload\*

The normal workload of a full-time faculty member consists of two components:

- A) 12 weighted teaching units (WTU) of direct instructional assignments, including classroom and laboratory instruction and instructional supervision (such as student thesis, project or intern supervision) equivalent to 36 hours per week, and
- B) 3 WTU equivalencies of indirect instructional activity such as student advisement, curriculum development and improvements, and committee assignments (4 to 9 hours per week).

Thus Weighted Teaching Units are a measure of the weekly rate of faculty effort.

---

Just as faculty may teach online, they may perform other duties online, pursuant to campus policies. (CBA Article 20.1.c)

### II. Assignment of Faculty Workloads

#### A) Legislative Restrictions

Recent budget language requires "...that no instructional faculty positions... shall be used for administration, department chairmanships, administrative assistance or non-instructional research."

Funds budgeted for instructional positions are therefore prohibited from being used or disencumbered for support of:

1. the budgeted function of the Institutional Support Program;
2. administrative functions at the campus, school or division level of organization;
3. department chairperson or comparable positions or duties; or
4. positions or duties related to non-instructional research.

In order that we may be prepared to respond appropriately to any questions raised in management audits, if the President has any doubts regarding the propriety of a particular assignment in terms of the legislative mandate or Trustee policy, he or she may submit the case to the Chancellor's Office for review.

---

\* *Faculty belong to workweek group 4D7E as defined in the California State University Salary Schedule (issued annually).*

B) System Policy

1. Each campus shall meet its budgeted FTES (full-time equivalent students) with its budgeted faculty allocation within the following limits:

± 150 FTES (campus size 10,000 or less)

± 200 FTES (campus size over 10,000 FTES)

2. Assignment of individual faculty to direct instructional activities should be made in accordance with the Faculty Workload Formula in Appendix A. This Workload Formula is the basis for calculating the faculty workload reported in the Academic Planning Data Base.

It is intended that the workload formula should not, in and of itself, serve as a basis for significant deviations from historic campus class size experience; a flexible approach to class size by the campus is encouraged where it is consistent with the optimal use of faculty skills and is not detrimental to the quality of instructional programs.

3. In special cases, approved by the President (or a designated Vice President), a faculty member may be assigned up to three WTU (four WTU for individuals whose course assignments would each normally generate four WTU) for an exceptionally heavy indirect instructional activity. Such assignments are primarily possible because of the assignment of 15 WTU of direct instructional activity per faculty position used for part-time appointments and the related unavailability of part-time faculty to perform the indirect instructional activity. However, assignments for legitimate non-administrative instructional support functions may also be authorized in addition to that derived from the averaging-in of part-time faculty workloads.

More than four WTU may be assigned to an individual faculty member for indirect instructional activities if in the judgment of the President such an assignment is necessary for the effective conduct of the academic program. Individual exceptions may be granted only through direct application to the President of each campus.

- a) Such assignments are not to be used in such a way as to cause widespread or across-the-board deviation from or reduction of normal instructional workloads.
- b) Assigned WTU should not be provided to individuals where such an assignment results in a workload in excess of 12 WTU. Exceptions to this provision must be individually approved by the President (or a designated Vice President). All such assignments should be reported.
- c) Records of all WTU assignments for indirect instructional activities are subject to review and audit and should include:
  1. A description of the specific task(s) to be performed and the number of WTU assigned;

2. formal approval of the assignment; and
3. an after-the-fact evaluation of the assignment.

337-2

- d) Each campus must prepare an annual report summarizing its use of assigned WTU during the previous fiscal year. Such a report should include a summary of assigned WTU by academic department and purpose of assignment and will serve as the basis for campus administrative review of assigned WTU activities.
  - e) Unusually heavy responsibility in any of the indirect instructional activities listed in Appendix B may serve as the basis for these workload adjustments which take the form of assigned WTU in lieu of WTU generated through direct instructional activity. All such assignments should be reported in the Academic Planning Data Base.
4. Variations in course credit hours and workload formula factors make it impossible always to schedule faculty members for exactly 12 WTU of direct instruction each term; however, the workloads during the semesters or quarters should be balanced, so that faculty members are responsible for a full workload on an annual average basis. Where made necessary by calendar considerations, and in rare instances only, such adjustments may be made between one fiscal year and the next if a faculty member has not been present for the full preceding academic year.

---

<sup>1</sup> EP&R 76-36, issued by the Chancellor, August 16, 1976. This statement on faculty workload should

be read in conjunction with the corresponding sections of the Memorandum of Understanding. If any disagreement arises between the two documents, the MOU shall prevail.

337-3

**APPENDIX A****THE CALIFORNIA STATE UNIVERSITY AND COLLEGES****FACULTY WORKLOAD FORMULA**Classes meeting 1 hour for 1 unit of credit -- K factor: 1

- C-1 Large lecture: Unlimited except by physical facilities or scheduling necessities
- C-2 Lecture-Discussion, including methods: normal limit 40
- C-3 Lecture-Composition: )  
Lecture-Counseling: ) normal limit 30  
Lecture-Case Study: )
- C-4 Composition; accounting; )  
Mathematics; Mathematical )  
Statistics, Logic, and )  
Philosophy; Business Math )  
and English; Science Math; )  
Music (Harmony, Theory, )  
Composition, Counterpoint )  
Orchestration, Instrumentation, ) normal limit 25  
Conducting, Form and Analysis, )  
Sight Singing); Speech: Public )  
and Correction; Foreign Language )  
(including literature and culture )  
courses taught in the foreign )  
language); Engineering Lecture )  
Problems; Linguistics: )
- C-5 Undergraduate Seminars ) normal limit 20  
Graduate Discussion )
- Honors and Graduate Seminars: ) normal limit 15
- C-6 Clinical Processes: Lower Division -- normal limit 20  
Education (testing) Upper Division -- normal limit 10  
Nursing Grad. Division -- normal limit 10  
Psychology (or physical facilities in all divisions)  
Driver Training in simulator

Classes meeting 2 hours for 1 unit of credit -- K factor: 1.3

- C-7 Art, Anthropology, Science activities: normal limit 24 or physical facilities
- C-8 Education Workshops (includes )  
methods taught on an activity basis )  
in education and subject area) ) normal limit 30



Social Science activity: )  
Science demonstration: )

337-4

- C-9 Music activity - large group: normal limit 40
- C-10 Instrumental or vocal instruction: normal limit 10
- C-11 Physical Education and Recreation ) normal limit 30, (or physical  
activity: ) facilities)
- C-12 Speech, Drama, and Journalism activities: normal limit 20
- C-13 Business and Accounting Labs; )  
Geography; Foreign Language; Home ) normal limit: physical  
Economics; Psychology; Library Science; ) facilities or  
Photography; Engineering; Industrial Arts; ) scheduling  
Agriculture; Mathematics; Statistics: ) necessities
- C-14 Remedial Instruction: EOP courses only: normal limit 15  
Mathematics  
Reading  
Speech  
Writing

Classes meeting 3 hours for 1 unit of credit -- K factor: 1.5

- C-15 Laboratories in Art; Foreign Language; )  
English (as a foreign language); ) normal limit: physical  
Home Economics; Industrial Arts; ) facilities  
Kinesiology; Speech Correction; )  
Cartography; Audio-Visual; Mathematics )  
Library Science; Political Science )

Classes meeting 3 hours for 1 unit of credit -- K factor: 2.0

- C-16 Laboratories in Science; ) normal limit: physical  
Psychology; Natural Resources; ) facilities, generally  
24; ) allowable  
range 8-24 Agriculture; Engineering/Meteorology; )  
Photograph: ) based upon learning  
equipment, situation, hazard to  
availability of health and  
and equipment.
- C-17 Demonstration-Laboratory, for clinical )  
practice in off-campus facilities, ) normal limit 8  
conducted by college facility: )

Classes meeting more than 3 hours for 1 unit of credit -- K factor : 6.0

- 20 C-18 Coaching major intercollegiate sports: normal limit  
(Not more than four per year for women)  
(Not more than four per year for men)

(The sum including coeducational sports not to exceed eight per year)

337-5

Classes meeting more than 3 hours for 1 unit of credit -- K factor: 3.0

20	C-19	Coaching minor intercollegiate sports	)	Normal	limit
	C-20	Production courses or workshops in: Art; Drama; Journalism; Music; Photography; Radio-TV; Debate; (resulting in a major public per- formance, showing or distribution.	) ) ) )	Normal	limit 20
	C-21	Music - - major performance groups: Symphony orchestra College band College chorus		normal	limit 40

S - - Allowance for supervisory staff:

(Only for courses providing individual supervision)

Undergraduate level:

S-25	Supervision of directed teaching and public school nursing	) )	ratio: 1:25
S-36	Supervision of field work Driver Training in car off campus Work Study Project Supervision	) ) ) )	ratio: 1:36
S-48	Music - Studio Instruction (majors only)		ration: 1:48

Graduate level:

S-25	Supervision of directed teaching and public school nursing Supervision of field work Work study Theses and projects	) ) ) ) )	ratio: 1:25
S-12*	MSW Field Courses	)	ratio: 1:12

---

\*To be used at campus option; to avoid confusion with C-12, code "23" in the Academic Planning Data Base.

337-6

## APPENDIX B

Activities for which Weighted Teaching Units may be assigned.

### Code<sup>1</sup>

#### 11. Excess Enrollment

- 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<sup>2</sup>

#### 16. In-Service Training Activities for K-12 School Personnel<sup>3</sup>

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 campus.

#### 17. Credit by Examination/Evaluation<sup>4</sup>

#### 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.

---

- 1 This is the code used for reporting assigned WTU in the Academic Planning Data Base.
- 2 Added by EP&R 78 - 58
- 3 Added by ER&R 81 - 61
- 4 Added by EP&R 78 - 58

337-7

21. Special Instructional Programs

- a) A faculty member may be given assigned WTU for 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) A faculty member may be given assigned WTU for program and tape production for instructional television.
- c) A faculty member may be given assigned WTU for liaison duties among multiple sections of the same course.
- d) A faculty member may be given assigned WTU for the administration and evaluation of tests for credit by examination.

22. Instructional Experimentation, Innovation, or Instructionally Related Research

- a) A faculty member may be given assigned time for development and implementation of experimental programs involving:
  - 1. Instructional Television
  - 2. Computer assisted instruction
  - 3. Other innovations in instruction
- b) A faculty member may be given assigned time for documented research evaluations which are demonstrably related to the instructional functions and programs of the college.

23. Instruction Related Services

A faculty member may be given assigned WTU for his services related to college clinics, study skill centers, farms, art galleries, and other campus institutions and facilities which are ancillary to the instructional program.

31. Advising Responsibilities

- a) A faculty member may be given assigned WTU for carrying an excessive advising load due to a relatively high proportion of part-time faculty in his department.
- b) A faculty member may be given assigned WTU for carrying a greater than normal share of departmental or school advising responsibilities.
- c) A faculty member may be given assigned WTU for services as departmental graduate advisor.



337-8

32. Instruction-Related Committee Assignments

- a) A faculty member may be given assigned WTU for participation over and above normal levels in such areas as curriculum, personnel, budget, library, audiovisual, and selection committees at the department, school or college level.
- b) A faculty member may be given assigned WTU for membership in or liaison to special committees whose activities have significant bearing on the instructional programs of the college, or the CSUC system at large.

33. Curricular Planning or Studies

- a) A faculty member may be given assigned WTU for special individual or committee-related curriculum planning, development and redevelopment activities.
- b) A faculty member may be given assigned WTU for development of special tests for credit by examination.

34. Accreditation Responsibilities

A faculty member may be given assigned WTU for accreditation responsibilities.

35. Instruction-Related Facilities Planning

A faculty member may be given assigned WTU for duties related to planning of instructional facilities.

337-9