**ASSIGNED TIME PROCESS AND ROLES & RESPONSIBILITIES**

**Assigned Time (AT) Request Process in InfoReady:**

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| **Timeline** | **Business Process** |
| **Fall Semester:** 1st week March for Fall **Spring Semester:** 1st week in October for Spring | * **Vice Provost Office** opens InfoReady Assigned Time (AT) Submission Request in March for Fall and October for Spring
	+ **Vice Provost Office** emails instructions, guidelines, deadlines with link to InfoReady for AT submission to Unit (Dean, AD, DC, and AT Analyst)
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| **Fall Semester:** By 2nd week March for Fall **Spring Semester:** By 2nd week in October for Spring | * **Unit** emails their faculty requesting to submit their Assigned Time, including, for tenure track (TT), the 3 WTU Routine Research/Supervisory and 3 WTU Routine Service each semester
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| **Fall Semester:** March to 1st week of Fall semester**Spring Semester:** 2nd week in October to 1st week of Spring semester | * **Faculty** submits Assigned Time requested for each semester, following guidelines and deadlines
	+ **Faculty** submit directly to InfoReady all assigned time, including 6 WTU Research/Supervisory and routine service each semester
* **Department Chair and Associate Dean** award/approve AT requests
	+ Auto outbound file goes to PeopleSoft faculty workload nightly for all AT approved requests once they are awarded
	+ Associate Dean has administrative permissions in InfoReady to make needed changes without having faculty resubmit, if needed
* **Vice Provost Office** Associate Dean awards approved assigned time in InfoReady
* **Faculty** to update AT as needed, submit new AT requests as needed, and inform any changes to DC/AD before deadline of closing InfoReady for semester (3 weeks before census)
	+ **Vice Provost Office** confirms prior request canceled is declined in InfoReady as well as updates Term Workload table
* **Vice Provost Office** sends spreadsheet of in-progress requests to Assoc. Dean & College Analysts to assist in the approval and reconciliation process
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| **Fall Semester:** 2nd week of Fall semester**Spring Semester:** 2nd week of Spring semester | * **Vice Provost Office** closes InfoReady three weeks before census for units to reconcile and confirm AT for the semester
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| **Fall Semester:** week 2 to week 4 of Fall semester**Spring Semester:** week 2 to week 4 of Spring semester | * **Units** will review and reconcile schedule to faculty workload via the query provided confirming all faculty teaching 15 WTU with few exceptions, update as needed before census
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| **Fall Semester:** week 5 of Fall semester to early Nov**Spring Semester:** week 5 of Spring semester to early April | * **IP&A** runs Peoplesoft/faculty workload table report after census, formats and submits final file to the CO
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| **Fall Semester:** Last Day of Classes **Spring Semester:** Last Day of Classes | * **Faculty** will receive an automated email from InfoReady on the last day of classes requesting after-the-fact evaluation for all assigned time to be submitted
	+ Faculty submit post activity data (progress report)
	+ DC/AD award/approve post activity info, analyst copied (this data stays in InfoReady, does not go to PeopleSoft)
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| **Summer:** End of Academic Year | * **Vice Provost Office** reviews/audits assigned time/post activity data for consistency and accuracy
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**Roles and Responsibilities for Assigned Time EACH SEMESTER:**

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| **ROLE** | **RESPONSIBILITY** |
| **Requestor Submitter: Faculty** | * Faculty submit Assigned Time before the start of each semester in InfoReady. This includes routine and non-routine assignments including 3 WTU for research/supervisory activities. 3 WTU for service will be auto uploaded to Faculty Workload along with the instructional schedule. The total WTU for the semester should be 15 WTU with few exceptions.
* Faculty need to update and inform any changes before the closing deadline before census, submit new request, tell DC/AD to decline previous request
* Within 30 days of the assigned time term end date, a written summary of the work performed must be completed and signed by the faculty member awarded the time. An email will be generated from InfoReady for the faculty to submit the after-the-fact evaluation.
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| **Approving Authority: Dean, Department Chair, and Associate Dean** | * Units are tasked with all communication, training, tracking, and reconciling of all Assigned Time processes with faculty and associated staff.
* Deans are responsible for ensuring compliance with workload policies and procedures and have authority to implement supplementary guidelines for their respective college. Any supplemental college specific standards must comply with CSU policy and the guidelines outlined herein.
* It is the responsibility of the dean of the college (or their designee) to maintain records of all assigned time WTUs for their respective faculty. Assigned time records should be filed in a central location (e.g., the dean’s office) and must correspond to the assigned time entered into the InfoReady module. Terms and conditions of the assignment are documented on the division’s standardized request for assigned time form. A copy of the request for assigned time form and list of assigned time codes with definitions and uses are appended to these guidelines. Records of all assigned WTUs are subject to review and audit and must include: A full description of the specific task(s) to be performed; Number of WTUs assigned and appropriate assigned time code/reason; Formal approval of the assignment; and An after-the-fact evaluation of the assignment.
* All assigned time must be approved by an appropriate administrator prior to the term start date. Prior to recommending a request for assigned time, department chairs/directors are also responsible for reviewing assignments to verify individual faculty workloads are appropriate. In addition, initiators of assignments (e.g., program coordinators, associate deans, Extended Learning, Corp) must acknowledge their role in monitoring the work being performed. The dean of the college (or their designee) has authority for the final approval of faculty assigned time.
* The evaluation is then routed to the department chair/director, and, if applicable, the individual who initiated the work, for their final review and signature. For recording purposes, the department chair is responsible for ensuring the signed after-the-fact evaluation is appended to the corresponding approved request for assigned time form and filed centrally into InfoReady.
* Assigned time weighted teaching units (WTUs) are normally awarded to tenured/tenure track (TT) faculty. Lecturers and part-time faculty are awarded assigned time WTUs only when deemed necessary/appropriate by appropriate administrators.
* TT Faculty may receive no more than 12 WTUs of assigned time per semester; 3 WTUs per semester are designated as service credit.
* Classes with a census date enrollment over 120 students may be assigned 3 additional WTUs. A faculty member shall not be granted assigned WTUs for more than one class with excess enrollment. Classes with less than 120 students cannot be assigned 3 WTUs. However, those with a census date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.
* Review and reconcile schedule to faculty workload via the query provided for all faculty teaching 15 WTU after InfoReady closes 3 weeks before census, make any final changes before census.
* The respective dean’s office will review and reconcile AT at the end of each semester.
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| **InfoReady Management and Internal Audit: Vice Provost Office** | * Launching InfoReady each semester and announcing via email to colleges/units that Assigned Time may be submitted.
* Provide the resources necessary for training on InfoReady on the AT website.
* Close InfoReady for reconciliation for the semester (three weeks prior to census)
* Conduct an annual spot check review of all Assigned Time.
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| **APDB Submission: IP&A** | * IP&A will run section file to fix errors in the files submitted to CO
* Errors communicated to Academic Scheduling (for scheduling) and MH (for AT) for correction.
* Run preliminary APDB for each semester and audit errors
* Confirm WTUs for Independent study courses are set up correctly
* State-side Census: Collect report from PeopleSoft to run APDB
* Validate & finalize APDB files for submission to CO
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***Assigned Time Audit Campus Commitment:***

 *The campus will:*

*a. Develop and implement a process to improve the administration of and compliance with requirements for AT work assignments and to address the issues noted above, including maintaining complete and accurate records to support AT work assignments. The process will note that records should include a full description of the task, the number of WTUs assigned, and the correct AT code. Non-routine AT work assignments will document formal approval of AT and after-the-fact evaluation, as needed.*

*b. Review and update the current process for monitoring AT work assignments and allocations for excess enrollment to ensure that they comply with the Unit 3 CBA, as well as systemwide and campus policies, and that all supporting records are maintained.*

*c. Develop written procedures, including defined roles and responsibilities for the general administration of AT, and communicate these to all appropriate personnel.*

*d. Develop and implement a process to periodically reconcile AT work assignments and the number of issued WTUs between the various databases, including faculty workload, FAR, and APDB.*

[Assigned Time and Additional Employment audit](https://www.calstate.edu/csu-system/transparency-accountability/audit-reports/Documents/faculty-assigned-time-and-additional-employment/2021/2119FacultyAssignedTimeandAdditionalEmploymentSanMarcos.pdf)