

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

FACULTY WORKLOAD

RES 192015

FAC

RESOLVED: the Academic Senate recommend to the President that the following campus policies and *University Handbook* revisions be enacted:

- 1) The Provost's Office shall ensure that descriptors used in the annual posting of assigned time be consistent from school to school for common activities (e.g. New faculty, Department Chair, Sabbatical, Graduate Program Director, Large Classes, Grants).
- 2) Posted assigned time reports should clearly indicate the source of the assigned time.
- 3) At the conclusion of the Academic Year, faculty who have received assigned time provide the entity who granted the time (such as Dean, Senate, Provost) a brief written report of activities accomplished, and this be a part of the assigned time MOU. As assigned time is considered part of a faculty's workload, these end-of-the-year reports are to be included in the WPAF and be part of periodic evaluations and performance reviews. The *University Handbook* is to be amended as follows to reflect this policy (additions are underlined; deletions are in strike-through):

APPENDIX G: CONTENTS AND ORGANIZATION OF THE RTP FILE (WPAF)

D. Assignments Sheet

- 1) Faculty shall list all courses taught, ~~quarter-by-quarter~~ semester-by-semester, since the last RTP review on the Assignments Sheet. In addition, faculty shall list all assigned time (including number of units for each reassigned activity), ~~quarter-by-quarter~~ semester-by-semester, since the last RTP review.
- 2) Librarians and counselors shall list all assigned responsibilities since the last RTP review.
- 3) When assigned time has been received, a brief end-of-the-year report shall be included detailing what was accomplished during that time.
- 4) The Assignments Sheet shall be prepared and maintained by the faculty.

- 4) The Senate in consultation with the Council of Deans shall determine guidelines for what constitutes excess enrollment, based on pedagogy (e.g. amount of writing required, types of exams administered, total number of students a faculty member handles) for the purpose of granting additional WTU. Refer to CBA Article 20.3 for what constitutes as excessive workload.
- 5) If faculty are assigned time for research and scholarship from internal funds (excluding grants), such assignment should be fairly distributed across schools. Scholarship must be demonstrably related to the instructional functions and programs of the university.
- 6) The Deans shall meet with the Senate shortly after census day each semester to review the assigned time given in order to make sure it is reasonable and consistent across schools. The review is to compare and reflect upon patterns of assigned time given, without focusing on individual faculty members.
- 7) That assigned time shall be granted to the lead writer(s) of a Program Review.
- 8) For tenured/tenure-track faculty, 3WTU are granted for indirect instructional activity, "such as student advisement, curriculum development and improvements, and committee assignments" [EP&R 76-36 Faculty Workload: Policies and Procedures]. Assigned time is not to be granted for activities that fall within these categories. Only if a faculty member carries a greater than normal share of these activities shall assigned time be considered.
- 9) Assigned time should represent an average of three hours per week for each WTU granted, or approximately 40-45 hours per semester; for three WTUs that would be an average of nine hours per week or approximately 120-135 hours per semester.
- 10) The history of uncredited work such as independent studies, thesis advising, etc. shall be considered when assigning WTUs.

RATIONALE:

In Senate Resolution 161714, the following was specified: "Assigned time shall be identified in a report that identifies every individual who receives assigned time during a fiscal year, the source of the assigned time, the amount of the assigned time, and the purpose of the assigned time." Since this resolution was passed, yearly assigned time reports have been compiled and posted, a significant move toward transparency. To make these reports more useful, and to make it easier to compare distribution of assigned time across various schools, a consistent use of descriptors for common types of assigned time should be employed. The source of the assigned time is difficult to determine on the assigned time reports, and as specified in Senate Resolution 161714, needs to be clearly indicated.

Currently there is not a consistent campus process of holding faculty accountable for assigned time they have received. By requiring a brief report of activities at the end of the year, a system would be in place to confirm responsibilities had been met. This report can serve as a record of activities to be included in the WPAF as part of the RTP process. Such reports are currently required of faculty receiving sabbaticals and FTLC mini-grants.

Many variables contribute to workload, so variables other than enrollment in a course should be considered when granting additional WTU.

In 2018-19, 81 WTUs (equivalent to 27 three-unit classes) of assigned time for scholarly research were granted to faculty in one school (in most cases, 6 WTU per faculty member). Assigned time was not granted for this purpose to faculty in any other school. If assigned time for scholarly research is made available for faculty, it should not be restricted to just one school but be available to faculty across the campus in an equitable fashion. The Assigned Time Codes Data Element Definition chart specifies assigned time may be given for "documented research evaluations which are demonstrably related to the instructional functions and programs of the college."

Senate Resolution 161714 also specifies, "Rules regarding allocation of assigned time shall be reasonably consistent across schools, departments, and individuals while also allowing for reasonable variation in circumstances." There currently is no mechanism to check that allocation of assigned time is "reasonably consistent" across schools. By having the Deans meet with the Senate, a process will be in place to discuss and review assigned time on a regular basis.

The Program Review is an important and extensive document, crucial to the accreditation of the University. Though a team of department members are consulted and contribute information, the review is often written by one person. This can be a monumental and lengthy task, made more challenging while teaching a full slate of classes. The result is many departments fail to turn in their Program Reviews on time. By providing assigned time to lead writer(s), the workload becomes more reasonable.

There is anecdotal evidence that faculty have requested and/or been granted assigned time for tasks that are normal parts of a faculty member's workload. The Enrollment Planning and Report (EP&R 76-36—Faculty Workload: Policies and Procedures) specifies that full-time faculty are given 3WTU of indirect instructional activity for "student advisement, curriculum development and improvements, and committee assignments." Additional assigned time for these activities should only occur when the work is "over and above normal levels" [Assigned Time Codes Data Element Definition.]

EP&R 76-36 provides a definition of faculty workload and hours expected per week which was used for calculations in this resolution.

Faculty who teach independent studies courses or serve as thesis advisors may not get WTU for these efforts. Some flexibility needs to be given to compensate when this workload is uncredited.

Distribution List:

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