



Provost and
Senior Vice President
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Dear colleagues:

Each year, SDSU invests more than \$29 million in assigned time for faculty. It is important that these significant resources are allocated according to clear, equitable guidelines that protect academic units and faculty members who are using assigned time to achieve critical elements of our institutional mission.

After a careful assessment of assigned time expenditures over the last seven years and consultation with deans and other campus leaders, the division of Academic Affairs—including the Provost, the Associate Vice President for Academic Affairs—Resource Management, and the Associate Vice President for Academic Affairs—Faculty Advancement—has developed guidelines for assigned time allocation, as outlined below. *Please share this information with your faculty members, including department chairs, school directors, and college AP&P committees.*

Colleges are asked to develop and implement clear and consistent metrics for awarding assigned time for research, advising, and other responsibilities. Colleges that develop assigned time cost reductions for AY 16 - 17 will realize savings in their instructional budget that may be held in reserve or applied to reduce class sizes.

Guidelines for Assigned Time Allocation

CODE 22 research

- Each college AP&P should establish clear metrics to qualify faculty for assigned time and a review process. Assigned time eligibility can be reviewed as frequently as annually; work assignments are to be established in consultation between the appropriate administrator, the department chair, and the faculty member.
- Deans should negotiate with new probationary faculty understanding that the contract-specified teaching load for SDSU probationary faculty is 3:3. Additional allocations of assigned time may be bargained competitively as part of the start-up package, especially if a candidate has a competing offer from a 2:2 teaching load institution.

CODE 11 excess enrollment

- Each college should establish clear, consistent metrics for awarding assigned time for excess enrollment courses.

CODE 31 advising

- Each college should establish clear, consistent metrics for awarding assigned time for advising, based on the size of the major or graduate program.

OTHER (Code 23, etc.)

- Academic units should clear code 23 and “other” assigned time allocations with their Associate Dean before building them into the instructional budget or schedule.

Each semester, Academic Affairs will audit academic units for their usage rates of “Other” (non-research, advising, or excess enrollment time); academic units awarding plus one standard deviation above the campus-average usage rate of 8% “Other” per FTEF will be flagged and subject to line by line review to ensure compliance with the following:

--Assigned Time is to be used only in connection with unit 3 classified work (instruction, research, academically-related student support), not administrative functions that could be delegated to staff, instructional student assistants, student workers, or seasonal staff.

--Assigned Time is to be awarded to centers, research initiatives, or community efforts on a limited-time “start up” or “bridge” funding basis, with the understanding that development or grant activity will fund future assigned time.

--Grant-winning faculty should be encouraged or asked to buy out their “other” assigned time.

--Assigned Time is not to be allocated to manage faculty who are not meeting work expectations. Please contact the Associate Vice President for Faculty Advancement for assistance in addressing performance issues.

GENERAL

- **Equity:** Each college should review Assigned Time use for equity to ensure that service positions (department chair, school director) are equitably weighted in relationship to other service AT awarded within the college. The minimum expectation for 1 hour of assigned time is 3 hours per week.

Upon request, Faculty Advancement will provide to college AP&P committees line by line accountings of code 23 assigned time use within the college to support shared governance. Please contact the Office of Faculty Advancement at 594-6111.

Thank you for your collaboration and assistance in ensuring that critical academic resources are expended carefully and equitably.

Sincerely,



Chukuka S. Enwemeka
Provost and Senior Vice President

Cc: Joanna Brooks, Associate Vice President – Faculty Advancement
Radmila Prislin, Associate Vice President – Resource Management
College AP&P Committee Chairs