



CAL STATE EAST BAY College of Science

College of Science Guidelines for Faculty Work Assignments

Faculty in the college will have assigned duties related to instruction, research, and service. Before the start of the Fall semester, the department chair shall consult with each member of the department faculty and develop a work plan for the upcoming academic year. These plans will be reviewed and approved by the college dean, and may only be amended after consultation with the affected faculty and approval of the dean.

A full-time academic year assignment for a regular faculty member is equivalent to 30 weighted teaching units (WTU) spread over the Fall and Spring semesters. Faculty work assignments will be reported in equivalent WTU and will follow the guidelines outlined below.

A. Baseline Work Assignments

Classroom Instruction

All faculty will initially be assigned 24 WTU of classroom instruction for the academic year. The instructional format may be lecture, activity, laboratory, or off-site clinical supervision. Faculty may qualify to have their classroom instructional assignment reduced for qualifying activities outlined in section B. The normal expectation will be that all faculty will teach a minimum of 6 WTU of classroom instruction each term unless they serve as a department chair or are on leave.

Research and Service

All faculty will be assigned 6 WTU of time to engage in research and service activities. This assigned time is intended to allow faculty to meet the requirements in these areas as outlined in the University Retention, Tenure, and Promotion policy.

B. Mechanisms to Reduce Classroom Instruction Workload

Faculty may reduce their Classroom Instructional workload through one or more of the mechanisms listed below.

- Assigned Time for Research and Scholarship
 - In their first two years of service, new probationary faculty will automatically receive 6 WTU of assigned time each year to assist in establishing their research programs.
 - Probationary faculty in years 3 – 6 will receive 3 WTU of assigned time for research. To qualify for this time, faculty must have an assignment of at least 6 WTU of direct classroom instruction each term and meet all other requirements of the Academic Affairs policy.
- Service – Faculty may receive assigned time for participating in qualifying service activities at the department, college, university, or system level. For example, faculty may receive assigned time

for serving as graduate coordinator of their department or chairing a standing committee of the academic senate.

- Grants – Faculty may receive assigned time from a Faculty Support Grant or other internal award or through the successful award of an external grant.
- Student Mentorship – Faculty may receive assigned time by proposing a work plan to their Department Chair that includes a WTU allocation for supervising students enrolled in special registration courses. Priority will be given to faculty working with students on required courses, such as a University thesis.
- Grant Incentive – Faculty serving as the Principal Investigator on an externally funded grant may receive assigned time by proposing a work plan to their Department Chair that includes a WTU allocation to support the implementation of the grant. Priority will be given to grants that include the full federal or state negotiated IDC rate and that include student participation.

In no case will faculty receive an assignment in excess of 30 WTU per year and WTU will not be carried over from one year to the next. Assigned time allocation is contingent on available budget and may be rescinded in order to meet the college's instructional needs.

This policy is effective for the 23-24 academic year and will be reviewed and potentially modified in the spring term of 2024.

J.S. 5/12/23