

ASSIGNED TIME GUIDELINES
COLLEGE OF BUSINESS ADMINISTRATION
SAN DIEGO STATE UNIVERSITY
Revised January 2015

The College of Business Administration (CBA) seeks to establish equitable workloads for faculty members. Faculty workload consists of three separate components: teaching assignments, professional-growth activities, and service assignments. Fundamental to the determination of workload is the granting of assigned time as an important part of balancing workload components that best meets the teaching, research and service obligations of the College. These guidelines address the reporting requirements and assignment criteria consistent with various policies that provide the context within which the College is required to operate.

1. Normal Workload Expectations

University policy requires all tenured and probationary faculty to be involved in teaching, research, and service activities at the normal contract negotiated workload of twelve units per semester. Office hours and normal committee and service assignments are required of all tenured and probationary faculty. To the extent that an individual faculty member exceeds the minimum level of activity expected in an area, assigned time may be granted for instructional development activities, instructionally-related research, and community and professional service consistent with CSU system policy to reconfigure the workload mix (<http://apdb.sdsu.edu/index.html>). In deliberations on granting assigned time, the highest priority will be on supporting the scholarly development activities of faculty. The process of granting assigned time results in a reallocation of effort between the amount of teaching, research, and service activities normally expected in order to balance total workload across the faculty.

2. Limits on the Granting of Assigned Time

Funding: The granting of assigned time is not funded by the California State University system or the State of California and thus is limited by the total instructional resources made available to the College and assigned FTES targets. Because of these resource and funding relationships, it is possible that not every deserving activity can be granted assigned time every academic year.

Participating/Supporting Faculty Ratios: AACSB's 2013 Standards for Business Accreditation state that normally, participating faculty members deliver at least 75 percent of the school's teaching and at least 60 percent of the teaching in each discipline, academic program, location, and delivery mode.¹ To meet these targets, it is possible that not every deserving activity can be granted assigned time every academic year.

3. Responsibility for Granted Assigned Time

The Dean or designee of the CBA has the authority and responsibility for the assignment of faculty workload. This authority and responsibility is exercised through this CBA Assigned Time Framework.

¹ The Association to Advance Collegiate Schools of Business (2013). Eligibility Procedures and Accreditation Standards for Business Accreditation, pp. 24-25 Available: <http://www.aacsb.edu/en/accreditation/standards/>

4. Assigned Time for Instructionally Related Research (Assigned Time Code 22b)

4.1. Probationary Faculty:

Research-active probationary faculty not in their terminal year will have an annual teaching load of four course sections (12-16 units) and will receive the balance of their workload in assigned time for research. The annual teaching load for a probationary faculty member will be increased above four course sections in a terminal year.

4.2. Tenured Faculty:

Standard for 3-3 teaching load: To be eligible for a 3-3 annual teaching load (18 units), a faculty member is expected to meet the standard of scholarly academic (SA) as defined in the CBA's Faculty Qualification and Engagement Standards, and they are expected to have an appropriate level of service activities as part of their annual workload. A faculty member who meets this standard may have an annual teaching load of less than 6 course sections if s/he is assigned to teach multiple sections of 4-unit courses. Those faculty who routinely teach 4-unit courses will have an average teaching workload of approximately 18 units over a three-year period. Faculty in the early retirement program (FERP) who meet this standard will have an annual teaching load of 3 course sections (9 units). Those FERP faculty who routinely teach 4-unit courses will have an average teaching workload of approximately 9 units over a three-year period. Further reductions in a faculty member's teaching load are possible if assigned time is granted for activities other than instructionally-related research.

Tenured faculty eligible for a 3-3 annual teaching load can request an additional teaching load reduction based on high-impact scholarly engagement activities over the most recent five-year period ending on June 30. For tenured faculty to be eligible for a teaching load of less than 3-3, they are expected to have an appropriate level of service activities as part of their annual workload.

Standard for 3-2 teaching load: To be eligible for a 3-2 annual teaching load (15 units), a faculty member is expected to document substantial scholarly engagement activities over the prior five-year period, primarily coming from publications in top-tier, high-impact, and high-quality scholarly journals. Faculty with a 3-2 annual course load who are granted a one semester sabbatical leave will teach three courses during the semester they are not on leave. A faculty member who meets this standard may have an annual teaching load of less than 5 course sections if s/he is assigned to teach multiple sections of 4-unit courses. Those faculty who routinely teach 4-unit courses will have an average teaching workload of approximately 15 units over a three-year period. Faculty in the early retirement program who meet this standard will have an annual teaching load of 3 course sections (9 units). Those FERP faculty who routinely teach 4-unit courses will have an average teaching workload of approximately 9 units over a three-year period. Further reductions in a faculty member's teaching load are possible if assigned time is granted for activities other than instructionally-related research.

Standard for 2-2 teaching load: To be eligible for a 2-2 annual teaching load, a faculty member is expected to document substantial outstanding scholarly engagement activities over the prior five-year period, primarily coming from publications in top-tier and high-impact scholarly journals. Faculty in the early retirement program who meet this standard will have an annual teaching load of 2 course sections. Further reductions in a faculty member's teaching load are possible if assigned time is granted for activities other than instructionally-related research.

Standard for less than 2-2 teaching load: Teaching loads of less than 2-2 will typically not be granted solely for instructionally-related research. However, a teaching load of less than 2-2 may be granted for a truly exceptional level of research activities.

4.3. Procedures:

Database: Tenured faculty, including those in the Faculty Early Retirement Program, and probationary faculty will ensure that the College of Business Administration Intellectual Contributions database contains a record of their publications and other scholarly engagement activities for the past five years (July 1 to June 30) no later than October 1. Department chairs/director are responsible for validating the intellectual contribution items reported in the CBA database by their faculty by October 20.

Requests for Instructionally Related Research Assigned Time: Requests by tenured faculty members for assigned time greater than 6 units should be submitted to their department chair/director by October 30. Material supporting the requested amount of assigned time may be submitted as well (e.g., journal ranking, number of citations, association sponsorship). The committee consisting of the department chairs/director, and Associate Dean for Academic Affairs will review all faculty requests and submit their recommendations to the Dean. Faculty asking for assigned time of 6 or fewer units do not need to submit a request. Decisions will be announced by November 30.

[Note. Per the revised College Faculty Qualifications and Engagement Standards, faculty who intend to report publishing an article or serving as an editor in category A or B will supply evidence that the outlet is a top-tier or high-impact journal to the Chairs/Directors Committee. If supporting evidence was supplied at an early date (e.g., when a publication was entered into the database or when assigned time was requested in a prior year), it is unnecessary to re-submit the material with the request for assigned time.]

Appeals: If a faculty member disagrees with the assigned time decision, a written appeal can be submitted to the Dean by December 15. The faculty member's department chair/director should be copied on the appeal.

5. Excess Enrollment Classes

As part of a teaching assignment, courses scheduled with an enrollment limit of 120 matriculated students or greater can qualify for additional units of credit to semester teaching loads. Any course scheduled to be an excess enrollment course section that fails to enroll a minimum of 105 students at census date can result in a tenured or probationary faculty member being scheduled for additional units the following semester. Per CSU policy, faculty members will not receive more than 3 units of excess enrollment assigned time credit per semester for 3-unit courses.

6. Other Categories of Assigned Time

Faculty members also may receive assigned time for such activities as major advising assignments, extraordinary committee work, curriculum development, or assessment responsibilities. See [Assigned Time Codes, Definitions & SDSU Common Practices](#). For purposes of evaluating the equivalency of a proposed assigned time service activity, a 3-unit course section reduction represents approximately a minimum of 120 hours (8 hours x 15 weeks) of effort per semester (this includes equivalent effort for in class time, course materials preparation time, grading, and student contact time). The faculty member must document that the activity makes a significant contribution to the college or university. Faculty may submit a request for assigned time in a category other than instructionally-related research to their department chair or other appropriate administrator at any time. A decision on such requests will generally be made in consultation with the Chairs/Director Committee.