Assigned Time Guidelines

The CBA Policy File assigns to the Chairs/Directors Committee the responsibility of “establishing and utilizing a transparent and objective framework for evaluating assigned time requests and communicating the expectations and evaluation criteria for assigned time allocations to faculty.”

Assigned Time guidelines were most recently revised January 2009. Because of changes in AACSB categories for qualified faculty (AQ and PQ replaced by SA, PA, SP, and IP), the College document on Faculty Qualifications and Engagement Activities has been updated. The Assigned Time guidelines must also be updated to reference the new categories and to incorporate the revised procedures for measuring scholarship and practice engagement activities. The Committee also sought to reorganize the document to improve readability.

A series of drafts were circulated and discussed among Committee members starting in November. After some additional discussion, the Committee approved the attached revised Assigned Time guidelines. A challenge for the Committee is how best to support the research agendas of faculty within the resource constraints faced by the College. At the current level of the CBA’s instructional budget, it is simply impossible to grant all requests for assigned time and still reach the College’s FTES targets. Some faculty will surely be disappointed with their allocation of assigned time. Another constraint that impacts the amount of assigned time that can be granted is the AACSB expectation that 75% of teaching be conducted by participating faculty. To the extent that participating faculty receive assigned time and are replaced in the classroom by supporting faculty, the ratio is lowered. Finally, because assigned time decisions are being made subject to these constraints, the threshold for certain teaching loads may vary from year to year.

An important goal of the Committee is to clearly articulate expectations for assigned time for instructionally-related research (code 22b). Some of the more notable guidelines include the following.

- Probationary faculty will have an annual teaching load of 2-2 to allow new faculty to pursue their research agenda and to establish publication records that meet expectations for tenure and enhance the reputation of the College.
- Tenured faculty may be assigned a 3-2 annual teaching load with scholarly engagement activities over the prior five-year period, primarily coming from publications in top-tier, high-impact, and high-quality scholarly journals (i.e., A, B, and C level journals as defined by the College’s Faculty Qualifications and Engagement Activities document). 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 (i.e., A, and B level journals as defined by the College’s faculty qualifications and engagement activities document).

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1 SDSU College of Business Administration Policy Statement, p. 6.
Under these guidelines, the decisions for granting assigned time will be largely based on the number of top-tier, high-impact, and high-quality publications. The revised Faculty Qualifications and Engagement Activities standards call for the Chairs/Directors Committee to review cases of publications classified as appearing in top tier (category A) and high impact (category B) journals based on evidence provided by the author(s). For AY 2015/16 allocations, the Committee’s decisions are necessarily subjective since it has yet to review any cases and these revised guidelines are not yet in place. For AY 2015/16, allocations must be based on the evidence (provided by chairs and/or faculty) of quality and impact. Over time, lists of journals will be established that identify which journals that have been classified as top tier and high impact. With such a record in place, the Committee’s task of granting assigned time for research will become more straightforward.

**New hire sign in / I-9 Requirement**

Academic Affairs sent a reminder to college administrators that all new hires (faculty, lecturers, teaching associates, and graduate assistants) must sign in by the first day of work. January 16 is the official start of spring semester. In addition, these employees must provide HR with required documentation by the third day of work. For Fall 2014, 14% of new hires in the CBA did not sign in on time.

**Assigned Time Allocations for Instructionally-Related Research**

The department chairs, director of the SOA, and the interim associate dean spent the remainder of the meeting on reviewing requests for assigned time for instructionally-related research.

The meeting adjourned at 12:05 p.m. The next meeting will be Tuesday, January 27, 9:00 a.m.