

Assigned Time Category	Applicable Sub Categories	Explanation and examples
Approved Leave	Difference in Pay Leave Leave Without Pay Sabbatical Approved Leave - Other	All leaves during the semester must be tracked as a release from instructional duties. Please select the one best matching your situation.
Course and Curriculum Development	Curriculum Planning Experimentation or Innovation New Course Preparation Special Instructional Programs	Faculty may be given assigned WTUs for special individual or committee related curriculum planning, development and redevelopment activities or for development of special tests for credit by examination. Buyout time used for developing innovating instructional techniques or experimenting with courses. Assigned Time used to develop new courses for programs or for preparing courses never before taught by that faculty member, if courses actually taught include two or more such new preparations. May also assigned WTUs for recording instructional television or for liaison duties among multiple sections of the same course.
Direct Instruction	Synchronous Distance Learning Nontraditional Instruction Online Instruction Excess Enrollment > 120 Instructional Support of Graduate Students Professional Performance Supervision Teacher Candidates Team Teaching	A faculty member may be given assigned WTUs for non-traditional activities involving instruction and evaluation, which includes modularized instruction, self-paced instruction, team teaching/cluster courses, thematic projects, open laboratory, sponsored experimental learning or other community activities, writing adjunct, mediated instruction (involving computers, television, and/or other media devices), peer instruction, distance learning and types of on-line instruction. For classes with census date enrollment of over 120, a graduate assistant, a student assistant, or an additional WTUs may be assigned to reflect the workload. Assignment of graduate assistants is a preferable way of handling such large class loads, but it is recognized that qualified graduate assistants are not always available. <u>*In no case shall a faculty member be granted assigned WTU for more than one class with excess enrollments.</u> A faculty member may be given assigned WTU for special graduate student testing duties, in particular for conducting comprehensive examinations for master's degree candidates and examinations in fulfillment of foreign language requirements. A faculty member may be given assigned WTUs for special duties related to their program's professional graduation or instructional requirements. Used by the School of Education for supervision of teacher candidates on location in school districts and remotely. Faculty may be given assigned WTUs for participation in a team teaching effort provided total assigned and earned WTU do not exceed the WTU generated by the course multiplied by the number of faculty teaching the course and no faculty may receive more than the course generates.

Instructional Related Service	Routine Service	A faculty member may be given assigned WTUs for services related to college clinics, study skill centers, farms, art galleries, and other campus institutions and facilities which are ancillary to the instruction program. Common examples include serving on thesis committees, coaching college sports, and the Centrally Funded Research (Routine Service) release provided by Academic Affairs to all TT faculty.
	Coaching Related Responsibilities	
	Faculty Chair	Newly hired faculty may receive one or two courses of release in their initial hire year.
	Thesis/Project Chair	
	New Faculty Course Release	Faculty member may be given assigned WTUs for work related to the coordination and support of clinics, clinical placements, labs, medical/instructional simulations, or coordinating programs.
	Lab Coordinator	
	Field Placement Coordination	
	Clinical Coordinator	
	Program Coordinator	
	Simulation Coordinator	
	Undergraduate Coordinator	A faculty member may be given assigned WTUs for carrying an excessive advising load, for carrying a greater than normal share of departmental or school advising responsibilities, or for services provided as departmental graduate adviser.
	Graduate Coordinator/Advisor	
	Student Advising Responsibilities	Each CFA campus Charter President and each of four CFA statewide officers shall be granted assigned time up to 6 WTUs for a semester.
	CFA Activities, CSUSM	
	CFA Activities, Statewide	A faculty member may be given assigned WTUs equal to course or supervision overload earned in a prior fiscal year provided that calendar considerations so necessitate and the faculty member has not been present for the full preceding academic year.
	Course or Supervision Overload	
Research and Creative Activities	Accreditation Responsibilities	A faculty member may be given assigned WTUs for accreditation responsibilities.
	Instructional Facilities Plan	A faculty member may be given assigned WTUs for duties related to planning of instructional rooms.
	Academic Senate, CSUSM	A faculty member may be given assigned WTUs for membership in or liaison to special committees whose activities have significant bearing on the instructional programs of the college, campus or CSU system at large. Assigned WTUs may also be given for participation beyond normal levels in curriculum, personnel, budget, library selection committees at the department, school, college or university level.
	Academic Senate, Statewide	
	Committee, University Level	
	Committee, College/School Level	
	Program Review	A faculty member may be given assigned WTUs as a release from instruction for pseudo-administrative duties at the department, school, or college level.
	Associate Director	
	Department Chair	
	School Director Service	
	CSUSM Funded Assigned Time	These are to be used for any research related to the instructional functions and programs of the colleges. For Centrally Funded Research, please use CSUSM Funded Assigned Time. Otherwise, please select the correct funding of your research related activity. Typically, minigrants fall into Faculty Development Grants, RSCA funds are Research & Creative Activities, and then research funded by donors (Foundation) or externally funded grants (OSP) are Grant Funded Assigned Time.
	Faculty Development Grant	
	Grant Funded Assigned Time	
	Research & Creative Activities	
Other	State Faculty Support Grant	This should be used rarely as nearly all AT variations are included above.
	Other	