

CALIFORNIA STATE UNIVERSITY, CHICO  
**AWTU CODES AND DEFINITIONS**

CODE NUMBER	CODE DESCRIPTION	CHANCELLOR'S OFFICE DEFINITION	DESCRIPTION TO USE	NOTE
11	Excess Enrollments	<p>a. For classes with census date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.</p> <p>b. For classes with census date enrollment over 120, a graduate assistant, a student assistant, or an additional 3 WTU may be assigned.</p>	List qualifying course(s) and section(s).	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>Release time for enrollments of 120 or more students</li> </ul> <p><b>Not Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>Release time for enrollments under 120 students</li> </ul>
12	New Preparations	A faculty member may be given assigned WTU for preparation of courses never before taught by that particular faculty member, if courses actually taught include two or more such new preparations.	List qualifying course(s) and section(s).	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>For a course <i>never taught</i> by the faculty member</li> </ul> <p><b>Not Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>New course development (use #33)</li> <li><b>New Faculty Release (NFR) - new course prep (use #36)</b></li> <li><b>New Faculty Release (NFR) - Research (use #36)</b></li> <li>New faculty mentors (use #23)</li> <li>New program development (use #33)</li> <li>Professional growth (use #22)</li> </ul>
14	Course or Supervision Overload	A faculty member may be given assigned WTU equal to course or supervision overload <b>earned in a prior fiscal year</b> provided that calendar considerations so necessitate <b>and the faculty member has not been present for the full preceding academic year.</b>	List qualifying course(s), section(s) and semester taught.	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>May only be used for course/supervision overload earned in a prior fiscal year when faculty member was not employed for the full preceding academic year</li> </ul> <p><b>Not Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>Graduate assistant supervision (use #21)</li> </ul>

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15	Non-Traditional Instruction	A faculty member may be given assigned WTU for activities involving instruction and evaluations, which include such activities as 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), and peer instruction. These activities typically do not involve a single instructor regularly meeting a group of students in an assigned classroom or laboratory setting.	List activity(s).	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Team teaching/cluster courses (e.g. Course Link, U-Course)</li> <li>• Thematic projects (e.g. GST Coordinator)</li> <li>• Community activities involving instruction (e.g. SCNAC Grant)</li> <li>• Online only courses</li> </ul> <p><b>Not Appropriate:</b></p> <ul style="list-style-type: none"> <li>• Internship Coordinator (use #23)</li> <li>• Online class with a classroom component (use #21)</li> <li>• Program coordinators (use #23)</li> <li>• Team Teaching a single course (Use #21)</li> </ul>
16	In-Service Training for K-12 School Personnel	A faculty member may be given assigned WTU for activities involving in-service training for K-12 school personnel. Typically, the activities are provided on the school site using a variety of instructional modes and do not necessarily involve an instructor regularly meeting a group of students in an assigned classroom or laboratory setting on a campus.	List course or activity.	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Field liaison with K-12 personnel</li> </ul> <p><b>Not Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• On-campus supervision of credential students (use #21)</li> </ul>

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17	Credit by Examination/Evaluation	<p>A faculty member may be given assigned WTU for activities that give primary emphasis to the evaluation of a student's knowledge and skills rather than upon the instructional process by which the knowledge and skills are acquired. Such activities include:</p> <ol style="list-style-type: none"> <li>a. Credit by evaluation of prior experiential learning (e.g. based upon evaluation of a portfolio of materials).</li> <li>b. Credit by examination (where the examination is generated and evaluated in whole or in part by the campus), including comprehensive and challenge examinations.</li> </ol> <p>The characteristics of evaluation activities that should be treated as part of the regular instructional program involve: 1) regularly enrolled students, and 2) a substantial effort on the part of the faculty member to perform any of the following tasks:</p> <ol style="list-style-type: none"> <li>a. Interview and make a preliminary assessment of the student's background.</li> <li>b. Counsel the student regarding preparation for the evaluation.</li> <li>c. Selection or preparation of the examination or assistance in preparation of a student portfolio.</li> <li>d. Evaluation of the portfolio or evaluation of the student response to the examination.</li> </ol>	List assignment(s).	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Responsibility for comprehensive examinations for a degree program</li> <li>• Evaluating student portfolios</li> <li>• Evaluating credit for prior experience</li> </ul>
18	Instructional Support of Graduate Students	<p>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.</p>	List graduate testing duties.	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Should only be used for special graduate student testing duties</li> </ul> <p><b>Not Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Graduate coordinator/advisor (use #31)</li> </ul>

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21	Special Instructional Programs	<p>A faculty member may be given assigned WTU for:</p> <ol style="list-style-type: none"> <li>a. Participation in a team teaching effort. The total assigned and earned WTU associated with a team-taught course may not exceed the WTU generated by the course multiplied by the number of faculty members teaching the course. In addition, no individual faculty member may be given more WTU, both earned and assigned, than the course generates.</li> <li>b. Program and tape production for instructional television.</li> <li>c. Liaison duties among multiple sections of the same course.</li> </ol>	List qualifying course(s) and section(s).	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Team teaching single course(s)</li> <li>• Director/coordinator/liaison duties for multiple sections of one course (e.g., UNIV 101, ENGL130)</li> <li>• Coordinators of lab faculty/TAs/GAs</li> <li>• Graduate assistants</li> <li>• Course Classification (CS) 78</li> </ul> <p><b>Not Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• CELT grants (use #22)</li> <li>• New course development (use #31)</li> <li>• Online classes (use #15)</li> <li>• Program director/coordinator (use #23)</li> <li>• Team teaching/cluster courses (e.g. Course Link, U-Course) (use #15)</li> </ul>
22	Instructional Experimentation or Innovation, or Instructionally related research	<p>A faculty member may be given assigned WTU for:</p> <ol style="list-style-type: none"> <li>a. Development and implementation of experimental programs involving: <ol style="list-style-type: none"> <li>1. instructional television</li> <li>2. computer assisted instruction</li> <li>3. other innovations in instruction</li> </ol> </li> <li>b. Documented research evaluations which are demonstrably related to the instructional functions and programs of the college.</li> </ol>	<p>List activity, course(s) or <b>research description.</b></p> <p>If Research and Sponsored Program (RESP) grant list <b>grant number and description.</b></p>	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Development &amp; implementation of experimental <i>programs</i> (e.g., CELT grants):</li> <li>• Innovations in instruction</li> <li>• Online programs</li> <li>• Distance education programs</li> <li>• CELT grants for program development or innovations in instruction</li> <li>• Instruction related research, including those supported by grants and contracts (RESP)</li> </ul> <p><b>Not Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• New course development (use #33)</li> <li>• <b>New Faculty Release (NFR) - Research (use #36)</b></li> <li>• Program director/coordinator (use #23)</li> </ul>

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23	Instruction-Related Services	A faculty member may be given assigned WTU for his/her services related to college clinics, study skill centers, farms, art galleries, and other campus institutions and facilities which are ancillary to the instruction program.	List assignment.	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Directors/coordinators of programs ancillary to the instructional program (e.g., FYE, CELT, MESA, CAPE, Humanities Center)</li> <li>• Associate/vice department chairs</li> <li>• Community related programs (e.g. Entrepreneurial Coordinator; Community Service, Community Engagement Project, Director of Service Learning, NAGPRA)</li> <li>• Internship coordination</li> <li>• Performance coordination</li> <li>• Examination and evaluation of student work for placement</li> <li>• Instructional program coordination</li> </ul> <p><b>Not Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Advising (use #31)</li> <li>• CFA (use #41)</li> <li>• Course supervision/coordination (use #21)</li> <li>• Dept/college assessment (use #32)</li> <li>• Five year review (use #32)</li> <li>• Research grants (use #22)</li> </ul>
31	Advising Responsibilities	A faculty member may be given assigned WTU for: <ul style="list-style-type: none"> <li>a. Carrying an excessive advising load due to a relatively high proportion of part-time faculty in his department</li> <li>b. Carrying a greater than normal share of departmental or school advising responsibilities</li> <li>c. Services as departmental graduate adviser</li> </ul>	List advising responsibilities.  Include the word "Advising" in the description.	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Responsibilities for advising students: <ul style="list-style-type: none"> <li>• Undergraduate/graduate</li> <li>• Online/distance education</li> <li>• Special programs</li> <li>• Interdisciplinary programs</li> <li>• CAB Pathway coordinator/advisor</li> </ul> </li> </ul> <p><b>Not Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• <b>ESAT awards (use #37)</b></li> </ul>

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32	Instruction-Related Committee Assignments	A faculty member may be given assigned WTU for: <ul style="list-style-type: none"> <li>a. Participation over and above normal levels in such areas as curriculum, personnel, budget, library, audio-visual, and selection committees at the department, school or college level.</li> <li>b. Membership in or liaison to special committees whose activities have significant bearing on the instructional programs of the college, or the CSU system.</li> <li>c. All-university assigned time.</li> </ul>	List committee assignment/participation level.	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Committee assignments such as: <ul style="list-style-type: none"> <li>• College assessment coordinators</li> <li>• Department assessment facilitators</li> <li>• University-level committees (e.g. Academic Senate, FASP, STEPS, EMEDC, EPPC)</li> <li>• Extra departmental assignments</li> </ul> </li> </ul> <p><b>Not Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• CAB Pathway coordinator/advisor (use #31)</li> <li>• CELT grants (use #22)</li> <li>• Outreach coordinator (use #23)</li> <li>• Program or course coordination (use #23)</li> </ul>
33	Curricular Planning or Studies	A faculty member may be given assigned WTU for: <ul style="list-style-type: none"> <li>a. Special individual or committee-related curriculum planning, development and redevelopment activities</li> <li>b. Development of special tests for credit by examination</li> </ul>	List assignment(s).	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Curriculum planning and development (e.g. MSW, BA in BIOL, Ed.D)</li> <li>• New course development</li> <li>• CELT grants for new course development</li> </ul> <p><b>Not Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Internship Coordinator (use #23)</li> </ul>
34	Accreditation Responsibilities	A faculty member may be given assigned WTU for accreditation responsibilities	List accreditation agency and assignment.	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Coordination/supervision of accreditation efforts at the department, program and/or university level. (e.g. WASC, AACSB, ABET, NASPAA)</li> </ul>
35	Instruction-Related Facilities Planning	A faculty member may be given assigned WTU for duties related to planning of instructional facilities	List assignment.	<p><b>Appropriate Uses:</b></p> <ul style="list-style-type: none"> <li>• Classroom/facility design and renovation</li> </ul>

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36	Probationary Faculty Activities	New probationary faculty may be given assigned WTU for establishing their programs of research, scholarship and/or creative activities, and carrying out other activities that would support them in meeting the requirements for retention, tenure and promotion (pursuant to CBA 20.36). This would include: a. New Course Preparation – for a course never taught by the faculty b. Research – when a new prep cannot be identified	Use the description “NFR” plus the year (1 <sup>st</sup> or 2 <sup>nd</sup> ), and include either the new prep or “Research”: <ul style="list-style-type: none"><li>• “NFR Y1 SUBJ-NUM”</li><li>• “NFR Y2 Research”</li></ul>	<b>Appropriate Uses:</b> <ul style="list-style-type: none"><li>• New course preparation for first and second year probationary tenure-track faculty</li><li>• Research for first and second year probationary tenure-track faculty</li></ul> <b>Not Appropriate Uses:</b> <ul style="list-style-type: none"><li>• New course prep for established faculty (use #12)</li><li>• Research (funded or non-funded) for established faculty (use #22)</li></ul>
37	Exceptional Service Level Activities	A faculty member is awarded Exceptional Service Assigned Time (ESAT) pursuant to CBA 20.37.	Use the description “ESAT”	<b>Appropriate Uses:</b> <ul style="list-style-type: none"><li>• ESAT awards for any purpose</li></ul>
41	CFA Activities	Each CFA campus Chapter President and each of four CFA statewide officers (President, Vice President, Secretary, and Treasurer) shall be granted a reduction in workload, without loss of compensation, of up to three (3) WTU on a semester campus, or four (4) WTU on a quarter campus, per academic term.	List CFA title.	<b>Appropriate Uses:</b> <ul style="list-style-type: none"><li>• CFA Chapter President</li><li>• CFA Statewide President</li><li>• CFA Statewide Vice President</li><li>• CFA Statewide Secretary</li><li>• CFA Statewide Treasurer</li></ul>