Assigned Weighted Teaching Units (AWTU) Process

Faculty workload reporting is required by the Chancellors Office each semester, as well as any summer and January intersession terms that have state-supported classes. The report shows faculty assignments for the semester, all classes, and all AWTU. Please visit the APSS website for more information.

College Deans are responsible to ensure that the AWTU request, approval, data entry and reporting processes described below are completed by the department/unit by the stated deadlines. Unanticipated circumstances could require an exception to the stated deadlines.

1. Request for AWTU – due the preceding term of the assigning semester

   a) Request for spring AWTU assignments should be initiated during the preceding fall semester and are due by **November 1**. Fall AWTU requests should be initiated during the preceding spring semester and are due by **April 1**.

   b) Faculty requesting AWTU for all categories must complete a Faculty Request for AWTU form and submit it to their Department Chair. Utilizing the CSU, Chico “AWTU Codes and Definitions,” the faculty member submitting the form must provide sufficient detail and any related supporting materials to justify AWTUs and list expected outcomes/deliverables.

   c) When faculty request AWTU after the deadlines, they should check the box at the top of the Faculty Request for AWTU indicating a late request and fill in the reason for the late addition of the AWTU. The Dean’s office will then email a copy of the signed late AWTU form to the Office of Academic Personnel (OAPL) to be included in the Conflict of Interest (COI) review forwarded to Staff Human Resources (HR).

2. Approval of AWTU – due November 15 and April 15

   a) The Department Chair will review the request to ensure it meets the required guidelines and forward the request form along with their recommendation(s) to the Dean.

   b) The Dean will review the request and approve or deny the AWTU, providing justification if denied.

   c) Faculty Request for AWTU forms will remain in the Dean’s offices and will be kept for a period of 5 years. (Request forms do not need to be forwarded to OAPL.)

3. Data entry of AWTU – due November 22 and April 22

   a) Data entry for all approved AWTU must be entered into CMS by the department/unit.

   b) Once the AWTU is entered, APSS will compare the WTU/AWTU with the timebase of each faculty member to verify a match.

   c) Discrepancies will be resolved by involved parties and corrections made if needed.

4. Conflict of Interest (COI) review – due November 29 and April 29

   a) The unit will compile a Dean Approved AWTU Memo of faculty with approved AWTU and forward to the Associate Vice Provost for Academic Personnel (AVP OAPL).

   b) The AVP OAPL will identify faculty that meet the requirements for filing a *Statement of Economic Interests Form 700* and forward the information to Staff Human Resources (HR).

   c) HR will assign the required COI training and collect the completed Form 700.
5. Reporting & effort certification process – due last month of applicable (assigning) semester
Certification of effort and outcome assessment in alignment with college and university strategic priorities is **required** post AWTU activity. A report is provided at the end of each departmental workload review, containing a report of Short form AWTU types, and a list of AWTU assignments requiring Long Form remarks.

a) **AWTU SHORT Form**: APSS will generate individual department reports for AWTU noted on the SHORT FORM list. These reports are run for each department/unit and are provided to the Dean for verification and signature. The short form report is used for AWTU codes that are self-explanatory, and include codes 11, 12, 14, 16, 17, 18, 21, 31, 32, 34, 36, 37 and 41.

b) **AWTU LONG Forms**: APSS will send a list to departments/units asking them to complete the AWTU LONG Form for codes 15, 22, 23, 33 and 35. The department/unit will complete one AWTU LONG Form for each faculty member with assigned time in one of these AWTU codes.
   - A detailed description of outcomes/deliverables must be included in the remarks section of the form and will be used for effort reporting.
   - The faculty member, Chair and Dean’s signatures are required.