

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275

Code: AAR 92-07

**Date:** February 27, 1992

**To:** Presidents

**From:** Lee R. Kerschner  
Senior Vice Chancellor  
Academic Affairs

June M. Cooper  
Vice Chancellor  
Human Resources and Operations

**Subject:** Amendment to Coded Memorandum EP&R 76-36 — Faculty Workload Policy Materials

You are aware that the current contract between the CSU and the California Faculty Association (CFA) provides for a joint CSU/CFA Workload Committee to, inter alia, review and recommend revisions and clarifications to existing workload formulae. This committee has reviewed the existing supervision (S factor) course classification and recommended that revised definitions which are discipline independent be provided for existing supervision categories, and that a new category S-4 (equivalent to S-18 in the previous nomenclature) be created. These recommendations have been reviewed by the Management Advisory Group and, subsequently, by all campus presidents. A memorandum of understanding involving these revisions has been signed by the CSU and CFA (see attachment).

These new supervision course classifications are available for use by the campuses beginning with the Summer 1992 term. The new definitions and numbers make no changes in workload for the categories. They do as indicated above, add a new category (S-4) for which eighteen supervised students constitutes a full workload. The new definitions attempt to clarify the connection between the workload measured in WTU and the amount of time spent with each student in the course of supervised activity. Please note that the existing supervision course categories have been renumbered as S-1 through S-5 (corresponding to S-48, S-36, S-25, S-24, and S-23, respectively).

The new category and the revised numbers should be used for faculty workload reporting beginning with Summer quarter, 1992.

Attachment

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**Distribution:** Vice Presidents for Academic Affairs (w/a)  
Directors of Institutional Research/Analytic Studies (w/a)  
Members, Joint CFA/CSU Faculty Workload Committee (w/a)  
Chancellor's Office Staff, without attachment

## MEMORANDUM OF UNDERSTANDING

The California State University and the California Faculty Association agree that in the calculation of faculty workload, the following definitions shall be used in describing instruction involving one-on-one contact between faculty and student.

### S-FACTOR COURSE DEFINITIONS

S-Factor courses are assigned when the mode of instruction involves direct one-on-one contact between faculty and student. The average amount of faculty time per student referenced in the definitions includes faculty preparation, evaluation, travel, and liaison with agencies when necessary.

- (S48) S-1. This category may be used for any supervision that requires of the instructor an average of three quarters of one hour per week of activity with each individual supervised student. The faculty member would receive one-fourth WTU for each student.
- (S36) S-2. This category may be used for any supervision that requires of the instructor an average of one hour per week of activity with each individual supervised student. The faculty member would receive one-third WTU for each student.
- (S25) S-3. This category is restricted to supervision as a primary technique of instruction requiring of the instructor an intensity of supervision resulting in an average of one and one-half hours per week with each supervised student or in liaison with school or agency personnel. The faculty member would receive one-half WTU for each student.
- (S24) S-4. This category is restricted to supervision as a primary technique of instruction in which the instructor assumes direct responsibility for the activities of the student, and that requires of the instructor an intensity of supervision resulting in an average of two hours per week with each supervised student or in liaison with agency personnel. The faculty member would receive two-thirds WTU for each student.
- (S23) S-5. This category is restricted to supervision as a primary technique of instruction in which the instructor assumes direct responsibility for the activities of the student, and that requires of the instructor an intensity of supervision resulting in an average of three hours per week with each supervised student or in liaison with agency personnel. The faculty member would receive one WTU for each student.

For The California State University

For the California Faculty Association

/s/ Jacob M. Samit

/s/ Edward R. Purcell

Jacob M. Samit

Edward R. Purcell

January 30, 1992

2/4/92

Date

Date