CAL STATE LA

Faculty Affairs Assigned Time Definitions

Assign Type	Code Description	Definition	Workload Category/Description
IFF	Instructional Faculty Fraction	Workload directly involved with instructional activities (teaching) that is supported by the state instructional administrative budget.	Teaching Assigments Note: Because teaching is the default assignment for faculty, it doesn't appear as an option on the Reassigned Time Request form in InfoReady. Teaching workload is automatically populated directly from the schedule of classes.
IAF	Instructional Administrative Function	Workload which indicates the share of a faculty member's individual department appointment for administrative duties that is supported by the state instructional administrative budget. Assign Type Reasons **Department Chair, 12 Month:** Select this for 12 month department chair assignments. **Department Chair, Acad Year:** Select this for AY department chair assignments. **Univ, Other (Prod Mgr, etc):** Select this for fieldwork/graduate coordinator/director activities, LOA, & Sabbatical	Dept Chair (AY) Dept Chair (12-month) Fieldwork Coordinator Graduate Coordinator/Director Leave of Absence Program Coordinator Sabbatical Leave
OSF	Other Support Fraction	Workload which indicates the share of a faculty person's individual department appointment that is supported by state funding other than the instructional or administrative support budgets. Assign Type Reasons **Internally Funded (GF-Non Instructional):** Select this for activities other than teaching but supported by the General Fund. **Externally Funded (Grant or Research (Non-GF):** Select this for externally funded research/grants or philanthropic activities.	Internally Funded (not limited to): Accreditation Responsibilities Advising CFA Representative Committee Assignment Director Duties Other Exceptional Levels of Service Faculty Mentorship/Fellowship Graduate Council Chair IRB Chair Large Sections/Excess Enrollments New T/TT Faculty Preparation (Years 1 & 2) Program Review Chair RSCA Award Academic Senate Special Project Externally Funded External Grant (TAP) Philanthropic Activities (TAP)