COLLEGE OF NATURAL AND SOCIAL SCIENCES
SUPERVISION COURSES (S-FACTOR) REQUEST FORM

Faculty Name: _____ **Term:** Spring 2020

Department(s): _____ **Due Date*** Tuesday, 2/04/2020

* Add deadline; for more details visit http://www.calstatela.edu/FacultyAffairs/s-factor

Faculty will not receive workload credit for teaching supervision courses unless the Dean of their respective college provides prior explicit approval of the assignment to teach as part of their WTU workload.

Section A: Current Assignments (A maximun of 6 units of S-factor can be used per academic year)

To Be Completed by Faculty Member

Teaching Assignments (Courses)	WTU
Total Teaching WTUs:	0

Non-Teaching Assignments (Grant Release (Grant#?), Assign-Time (Source of Fund), Use S-Factor Release (must provide the semester(s) of banked WTU), T/TT and Etc.)	WTU
T/TT	
Total None-Teaching WTUs:	0

Section B: Overload S-Factor Banking Request (Notes: FERP Cannot Bank WTU - Refer to Website Above)

Faculty who teach an approved overage may accumulate units during a period of three consecutive semesters (summer excluded), to be used for assigned time in that same academic year or in the following year.

To Be Completed by Faculty Member

Current S-Factor Course Overload	WTU/ Student (.33 Undergrad /.50 Grad.)	Anticipated Headcount	Total WTU
			0
			0
			0
			0
			0
			0
Total S-factor Anticipated WTU			0

To Be Completed By Chair/ASC

**Actual Headcount @ Add Deadline	Total Actual WTU to be Banked	Approved by Chair Yes/No
Total Banked WTU		

** Attach Class Roster for Official Count by Department Coordinator

Faculty Signature: _____ Date: _____

Dept Chair Siganture: _____ Date: _____

Section C: S-Factor Banking Statement - To Be Completed by College Resource Management

Banking statements will be distributed to all faculty with banked WTU by the beginning of the ninth full week of classes each semester.

	WTU
Total S-Factor Units Earned this Term:	
Total S-Factor Units Banked from Prior Term(s):	
	Term/WTU Term/WTU Term/WTU Term/WTU
Total S-Factor Units Used this Term:	
Total Remaining Approved S-Factor Balance:	0.00

***** Unused S-Factor Unit Will Expire:** _____

Term/WTU Term/WTU Term/WTU Term/WTU Term/WTU

Dean Signature: _____ Date: _____

***Reason for Denial (Completed by Dean):**

Original: Dean's Office **Copy: Department Chair** **Copy: Faculty**