

**Full Time Academic Workload Guidelines
For Instructional or Teaching Faculty**

This guideline supersedes the previous 2011 *Guidelines for Lecturer Appointments – Title Code (0200) Full Time Academic Workload for Teaching Faculty with No Research or Service Duties.*

Washington State University (WSU) require faculty appointments be set up as full-time equivalency (FTE) salaried appointments starting July 1, 2013. There will be a few scenarios in which Faculty Timecard and Piecework appointments may be allowed, but only in exceptional cases, which will be addressed in this document.

It is crucial that WSU appointments consistently and accurately reflect the actual work effort. Washington Administrative Code (WAC) 182-12-114(3)(a), and the Public Employees Benefit Board (PEBB) Policy #17, require higher education institutions to define Full-Time Academic Workload (FTAW). Starting in 2014, the State of Washington must report actual work effort to the Federal government under the Federal Affordable Care Act.

FACULTY APPOINTMENTS

The following table identifies the different type of faculty appointments, and how these appointments are processed within the WSU systems. (Exceptions must be discussed with HRS prior to processing the appointment.)

Type of Faculty Appointment	How Appointments Were/Are Processed	
	Prior to July, 2013	As of July, 2013
Tenured/Tenure-Track Faculty	FTE Salaried Appointment (PERMS)	FTE Salaried Appointment (PERMS)
Research Faculty	FTE Salaried Appointment (PERMS)	FTE Salaried Appointment (PERMS)
Clinical Faculty	FTE Salaried Appointment (PERMS)	FTE Salaried Appointment (PERMS)
Adjunct Faculty ¹ , Visiting Faculty	Faculty Time Card/Piece Work Appointments, or FTE Salaried Appointment (PERMS)	FTE Salaried Appointment (PERMS)

¹ Adjunct Faculty: Per WSU Faculty Manual, Adjunct Faculty are individuals who (may) hold positions with employers other than WSU and are appointed temporarily to WSU faculties. Industry standard identifies adjunct faculty as individuals who teaches on the college level in a part-time capacity.

Faculty Timecard ²	Piece Work and hourly Appointments	Faculty Timecard no longer allowed, apart from approved exceptions
Stipends	ADR stipend to regular FTE Salaried Appointment (PERMS)	ADR stipends to regular FTE Salaried Appointment (PERMS)
Summer Appointments	FTE Salaried Appointments	FTE Salaried Appointments
Summer Session Appointments ³	Faculty Time Card/Piece Work Appointments, or FTE Salaried Appointment (PERMS)	FTE Salaried Appointment (PERMS)

FULL-TIME ACADEMIC WORKLOAD DEFINED

In May, 2011, Washington State University identified fifteen (15) credit hours per semester as a full-time academic workload (FTAW) for non-tenured and non-tenure track faculty whose sole responsibility is teaching in a non-clinical environment, and who are not assigned any duties related to research, scholarship, creative activity, and/or service. Non-tenured, non-tenure track faculty, are appointed under Section V of the *WSU Faculty Manual*. Any exceptions to this definition of FTAW must be approved by the Appointing Authority and the Provost’s Office.

Credit Load and Equivalent Full Time Equivalent (FTE): FTE for faculty who meet above criteria.

15 credit hours	= 1.0 FTE
6 credit hours (6/15)	= 0.40 FTE
3 credit hours (3/15)	= 0.20 FTE

FTE SALARIED APPOINTMENT (PERMS)

Beginning July, 2013, faculty appointments are to be processed as FTE Salaried Appointment (PERMS) via Personnel Position Payroll Electronic Routing Management System (PERMS), regardless of the FTE. With prior approval from HRS, possible acceptable exceptions include:

- Appointments for existing full-time WSU faculty and administrative professional who take on additional duties or assignments clearly above their regular assigned duties and appointments.⁴
- Temporary need appointments prior to the official initial hire date.

² Faculty Timecard: Per the BPPM 60.42, Faculty Timecard appointments are used for individuals holding current appointments with WSU. These have also been historically allowed for adjunct appointments, and as of July, 2013 will only be allowed for exceptional reasons.

³ Summer Session appointments should be processed in accordance with *Summer Session Planning Guide* found on the Summer Session Administrative website: www.summeradmin.wsu.edu.

⁴ BPPM 60.42

- Appointments in which a faculty member will be performing non-faculty related work on an hourly basis. The appointments should be set up as temporary hourly employment, not Faculty Timecard.

In the event a department wishes to appoint faculty other than a FTE Salaried Appointment (PERMS), or regular hourly appointment, they must request a review by HRS. If the situation satisfies the exception criterion and HRS authorizes, the appointment should be input into TEMPS as identified in [BPPM 60.42 - Faculty Timecard](#)

Following are some advantages to using FTE Salaried Appointments (PERMS):

- Standardizes appointments across the WSU community to consistently establish faculty appointments, and complies with State or Federal laws.
- Appointments are entered once into PERMS, and pay is automatically generated without having to enter positive pay hours each month.
- Appointments reflected in university systems accurately reflect the effort/FTE associated with the appointment. FTC and PW do not always accurately reflect a correct FTE, depending on how the appointment was entered into the system.
- Departments do not have to report “hours” into positive pay to generate the desired pay. Often the hours reported in this process are not reflective of actual hours worked, but simply a number to generate a desired payment.
- Faculty appointments are overtime exempt and are not appointments in which hours worked are tracked. When an appointment is set up in PERMS, it reflects the expected “effort” of the appointment, not the hours worked.

CONVERTING FACULTY TIMECARD APPOINTMENTS TO FTE SALARIED APPOINTMENT (PERMS)

For departments/areas that have historically processed appointments as Faculty Timecard or Piecework appointments, the following will provide information of how to convert these appointments to FTE salaried appointments via PERMS.

EXAMPLE 1: Converting a “time period” piece rate

A faculty member is hired to teach one 3-credit course, and had previously been paid a piece rate of \$3500 per course for the semester. The FTE and base monthly rate of pay are determined as follows:

Total Pay for the Semesters	= \$3500
FTE	= 20% (3 credits/15 FTAW)
20% Monthly Pay Rate	= \$777.77 (\$3500 divided by 4.5 months)
100% Monthly Base Rate	= \$3888.88 (\$777.77 divided by 20%)

EXAMPLE 2: Converting a “per student” piece rate

A faculty member is hired to teach one 3-credit course, and had previously been paid a piece rate of \$52.50 per each student for the entire semester. There are 39 students registered for the course. The FTE and base monthly rate of pay are determined as follows:

Total Pay for the Semester	= \$2047.50 (\$52.50 x 39)
FTE	= 20% (3 credits/15 FTAW)
20% Monthly Pay Rate	= \$455 (\$2047.50 divided by 4.5 months)
100% Monthly Base Rate	= \$2275 (\$455 divided by 20%)

EXAMPLE 3: Converting a “per student” piece rate for a DDP course

A faculty member is hired to teach one 2-credit DDP course, which is expected to run for 8 weeks (2 months). They had previously been paid a piece rate of \$50 per each student for the entire course. There are 20 students registered for the course. The FTE and base monthly rate of pay are determined as follows:

Total Pay for the period	= \$1000 (\$50 x 20)
FTE	= 30% ([2 cr/15 FTAW] *(9 pay prds/4 pay prds)*)
30% Monthly Pay Rate	= \$500 (\$1000 divided by 2 months)
100% Monthly Base Rate	= \$1666.66 (\$500 divided by 30%)

- *For periods less than a normal Fall or Spring semester, it is necessary to convert the FTE up to reflect a full course taught in a shorter period of time. Please see the [FTAW Calculation Sheet](#) for additional non-traditional appointment periods. **This resource should not be used Summer Session appointments.**

PROCESSING FACULTY TIMECARD AND PIECE WORK APPOINTMENTS

Title Codes 8017 (Lecturer 1) and 8018 (Lecturer 2) are being discontinued as of July 1, 2013. These titles reflect “faculty” work, yet the title codes reflect “hourly” appointments. If the work is faculty work, such as teaching a DDP course, or lecturing for a credit level course, the hourly code should not be used. Possible title codes that may be applicable are identified in Section V of the Faculty Manual. Positions that are not performing faculty work (such as aerobics instructors, etc.) have been using these title codes, and should use other hourly titles, such as the Professional Worker (title codes 8004 and 8005) and Technical Assistant series (titles 8011, 8012, and 8013).

For the exceptional events when HRS has approved that the appointment can be processed on Faculty Timecard, the appointments should be input into TEMPS as identified in the next section.

APPOINTMENT LETTER FOR ALL FACULTY APPOINTMENTS

An HRS approved offer letter, with required enclosures, must be given to the employee and signed copies forwarded to HRS. The letter must include the HRS approved PEBB endnote. This letter must indicate the calculated percent of FTAW (FTE) and relevant time period for the appointment. A template letter may be found at: <http://hrs.wsu.edu/Letters> . This letter cannot be modified without first being reviewed and approved by HRS.

RESOURCES

- BPPM
Refer to [BPPM 60.42 - Faculty Timecard](#) for information regarding Faculty Timecard appointments.
- [Faculty Manual](#)
(Faculty Manual, Section V(C) (2))
- [FTAW Calculation Sheet](#)
 - This resource should not be used Summer Session appointments. Summer Session appointments should be processed in accordance with Summer Session Planning Guide found on the Summer Session Administrative website:
www.summeradmin.wsu.edu.

For additional information, visit the Managers section on the Human Resources Website at www.hrs.wsu.edu or call HRS at (509) 335-4521.