

## **Full-time Academic Workload Frequently Asked Questions**

**Q1: Why are we now required to define the full-time academic workload for Faculty?**

A: On May 18, 2011, the Provost office issued a memo, notifying the university that the Public Employee Benefit Board (PEBB) rules and policies required that each higher education institution define Full Time Academic Workload (FTAW) and communicate it in an accessible manner to employees.

**Q2: We previously were able to appoint temporary faculty using Faculty Timecard, why do we have to appoint using PERMS?**

A: Starting in 2014, under the Federal Affordable Care Act, Washington State University (WSU) must be able to report actual effort for all employees including Faculty. On May, 20, 2013 the Provost issued a directive [Faculty Appointments - Full-Time Academic Workload](#) to ensure WSU applied a consistent and reliable way to track and identify actual work effort for faculty. PERMS is the only consistent and reliable method to track and identify the work effort.

**Q3: Why does the Federal Affordable Care Act change how we must report Faculty and not regular temporary hourly positions appointment through TEMPS.**

A: Currently, Teaching Faculty are exempt from the overtime provisions of the Fair Labor Standards Act, and, they do not track hours of work. Therefore, actual effort must be calculated and the TEMPS system does not have the ability to calculate full-time equivalency.

Temporary hourly employees must record hours of work and these hours will be reported under the Federal Affordable Care Act.

**Q4: Can I still use Faculty Timecard for certain appointment.**

A: Yes, Faculty Timecard appointments may still be used on a limited basis with prior approval from Human Resource Services (HRS). Refer to the Full-time Academic Workload Guidelines ,BPPM 60.42 or HRS.

**Q5: What is considered full-time academic workload for 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.**

A: For Fall and Spring semesters, a 15 credit load is considered full time. For additional details, refer to the May 2013 Full-time Academic Workload Guidelines for Instructional or Teaching Faculty. This guideline supersedes the July 2011 Full-time Academic Workload Guidelines.

**Q6: What faculty title codes should I assign to employees I previously appointed on Faculty Timecard?**

A: Non-tenured, non-tenure track faculty, are appointed under Section V of *the WSU Faculty Manual*. Positions 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, who were previously appointed on Faculty Timecard, will generally use the following titles:

#### **Instructor**

The title Instructor is used for short-term teaching contracts where no indication of rank is intended. The title Instructor implies the appointment is non-permanent and non-tenure track in nature. An instructor's primary responsibility is teaching undergraduate or clinical courses as defined by the supervising dean. These appointments can be renewed indefinitely at the discretion of the University. Instructor appointments may be from one to three years.

***Note: Typically these appointments are for more than 50% as WSU is the primary employer.***

#### **Adjunct Faculty**

Adjunct faculty are individuals who may hold positions with employers other than WSU and are appointed temporarily to WSU faculties. Adjunct faculty provide various types of service/teaching within individual colleges according to established criteria and may serve on graduate committees. As qualified, ranks of adjunct assistant professor, adjunct associate professor, or adjunct professor may be assigned to adjunct faculty. Appointments are for up to three years.

***Note: Typically these appointments are for less than 50% as the faculty members hold positions with employers other than WSU.***

#### **Lecturer**

The title Lecturer is an entry level faculty position and is used for faculty hired as assistant professors who arrive without having completed their terminal degree. Such faculty are expected to complete the terminal degree during the first year of appointment or be given a

terminal appointment for the second year. The title lecturer also may be used for temporary appointments to address a particular teaching need, usually for one semester and at less than 100%.

**Note: Typically these appointments are for more than 50% as WSU is the primary employer. The title of Lecturer is not expected to be a title used for long term or ongoing appointments.**

Refer to [Faculty Benchmarks and Title Codes](#) for the full list of title codes.

**Q7: Who do I contact if I have a questions on the correct way to process a Faculty appointment?**

A: Contact your [Area HR Consultant](#) or contact HRS at 335-4521.

**Q8. What will happen with existing FTC appointments?**

A: If the FTC appointment crosses over the July 1, 2013, contact your [Area HR Consultant](#) to review the appointment. It is expected that all other appointments will be appointed through PERMS effective July 1, 2013.

**Q9. I understand the title codes of 8018 and 8019 will no longer be allowed? What happens if I currently have a faculty member assigned to these title codes?**

A. You will need to establish an appointment with the title code of Instructor (0260), Adjunct Faculty (0237) or possible Lecturer (0200), and assign your faculty member to that appointment. At that time, you will end the appointment associated with the title code 8018 and 8019. Refer to Q6 for more information on Faculty Title Codes.

**Q10. Setting appointments up on PERMS will require Positions to be established. Is it possible to set up group Position numbers to be used for adjunct appointments or part-time appointments?**

A. Yes, Position Control has confirmed that group position numbers can be established.

**Q11. How to we determine what the base rate, and associated pay rate should be, for FTE appointments we previously set up as faculty time card and paid on a piecework basis?**

A. You can use the [FTAW Calculation Sheet](#), following the instructions provided with the spreadsheet. This spreadsheet will provide calculations for traditional Fall and Spring appointments, as well as non-traditional appointment lengths (such as DDP appointments). **Please note this spreadsheet should not be used for Summer Session**

*appointments; continue to use the instructions provided in the Summer Session Planning Guide, found on the [Summer Session Administrative website](#).*