

Using InfoReady for Faculty Reassigned Time

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What is Reassigned Time?

- Workload units given to faculty to work in activities other than teaching.
 - FT Faculty Total Workload = 15 units (12 units of teaching and 3 of service)
- Faculty are often given assignments that fall outside of their scope of teaching. When this happens, their workload must be adjusted. This means their teaching workload gets reduced to accommodate for the reassigned time.
 - Reassigned time may be college funded, other university entities, or funded externally.
 - PT faculty are hired to teach the courses that otherwise would have been taught by the FT faculty member.
- The department sponsoring the reassigned time reimburses the college at the CSU buyout rate for the number of units/WTUs the faculty is being provided reassigned time for.
 - The Course Buyout is based on the Minimum Annual Rate for Assistant Professor/Lecturer B (Academic Year) guided by the Chancellor's Office Unit 3 salary schedule. (<https://www.calfac.org/resources/salary-schedule/>)
 - Current buyout rate per unit is \$2,162.
 - 1 course buyout = 3 units (\$6,487)
 - Full buyout = 12 units (\$25,945)

Existing (Past) Process

- Faculty Reassigned Time Contract (pdf) had to be filled out and routed for signatures.
- Difficulty filling out the form & selecting appropriate assign type categories.
 - Resulted in assign type codes/reasons/funding sources to be inaccurate/inconsistent.
- Data would then need to be manually entered into the Term Workload page in PeopleSoft CS for each faculty.
 - Resulted in reassign time not being entered causing faculty workload to not align with HR records (timebase).

SUBMITTED BY

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FACULTY REASSIGNED TIME AGREEMENT
Approval is required by the Dean of the College prior to the faculty member beginning this assignment.

Who should complete this form: Completing this form is the responsibility of the office that sponsors the faculty reassignment. (E.g., Graduate Studies and Research completes the form for a RSCA award.) For outside grants and other externally funded work, this is the faculty's home department.

When to complete this form: Complete this form by the last day of the semester before the academic term when faculty time is reassigned. Example: a faculty reassignment form for the Spring semester should be recorded and approved by the end of the Fall semester.

Routing: Please use Adobe Sign to collect approvals. File completed forms at [Form Dropbox](#)

FACULTY MEMBER

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	Department	Dept Number

ASSIGNMENT OR PROJECT DESCRIPTION

Start Term: End Term: WTU per Term:

Description of work: Attach additional pages as necessary. Note that 3 WTU should equal 128 hours of work, or 1 WTU should equal 42.6 hours of work.

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FACULTY REASSIGNED TIME CONTRACT

Faculty Name:	Employee ID:	Department:
<input type="text"/>	<input type="text"/>	<input type="text"/>

ASSIGNMENT DETAILS

Reassigned Time Reason (See reverse)

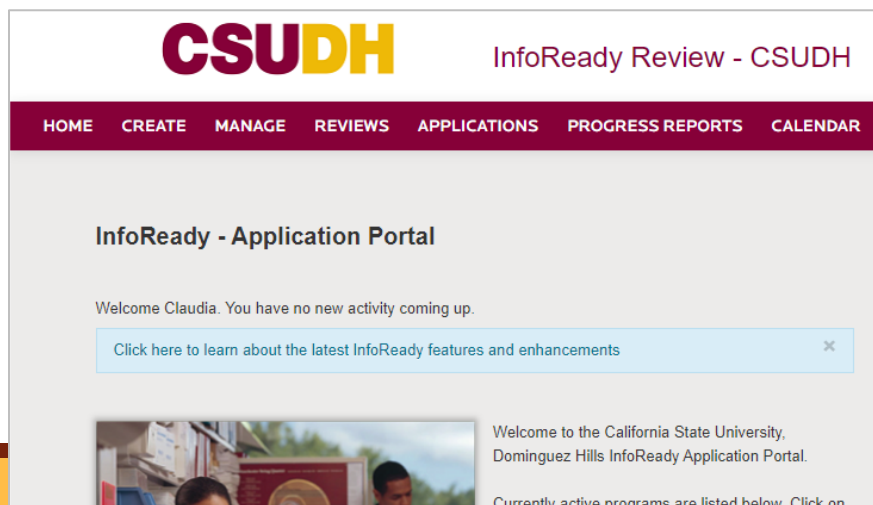
Funding Source (See reverse)	Start Term	End Term	WTU per Term
<input type="text" value="Please select a value from this menu:"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TERMS OF CONTRACT

Approval of this contract is required by the Dean of the College prior to the faculty member beginning this assignment. Reassigned time is approved for the dates and duties as described in the contract only. A new contract must be submitted and authorized if there are changes to the initial contract. If the assignment described in this contract is not completed or is not completed in a satisfactory manner, the University reserves the right to cancel this contract. Extensions past the approved end date must be submitted on a new form. The Vice Provost must approve late or unapproved work and forms.

New Process

- Real paperless approach to request and record faculty reassigned time using InfoReady system.
- InfoReady allows for a true digital workflow and has functionality for data feed with PeopleSoft CS.
 - Once a reassigned time request is approved, it will automatically populate the Term Workload page for the faculty instead of the ARMs having to manually enter it. Helps eliminates potential delays and room for error.
- New campus Assign Time Codes and Definitions to simplify the way data is entered and for cleaner data reporting.
- Data in PeopleSoft CS (Faculty Term Workload) should now align with PeopleSoft HR (position/timebase).



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Assign Time Definitions

Assign Type	Code Description	Definition	Appropriate Uses
IFF	Instructional Faculty Fraction	Workload directly involved with instructional activities (teaching) that is supported by the state instructional administrative budget.	Teaching Assignments 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. <u>Assign Type Reasons</u> 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 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 budget.	Internally Funded (not limited to): Accreditation Responsibilities Activities

Steps

Step 1

- Submit Reassigned Time Request in [InfoReady](#).
- Department/faculty submits requests for reassigned time funded by college & TAP (external grants/philanthropic accounts).
- Sponsoring office submits requests for reassigned time funded by Provost, Central AA, & other university entities.

Step 2

- Academic Resource Management & Planning (ARM&P) team reviews request for accuracy and accepts or rejects InfoReady requests.
- If Accepted, reviewers are assigned to begin the routing approval process.
- If Rejected, notification is sent to requester. No reviewers assigned.

Step 3

- Reviewers submit their approval in order assigned (workflow chart with routing steps in next slide).

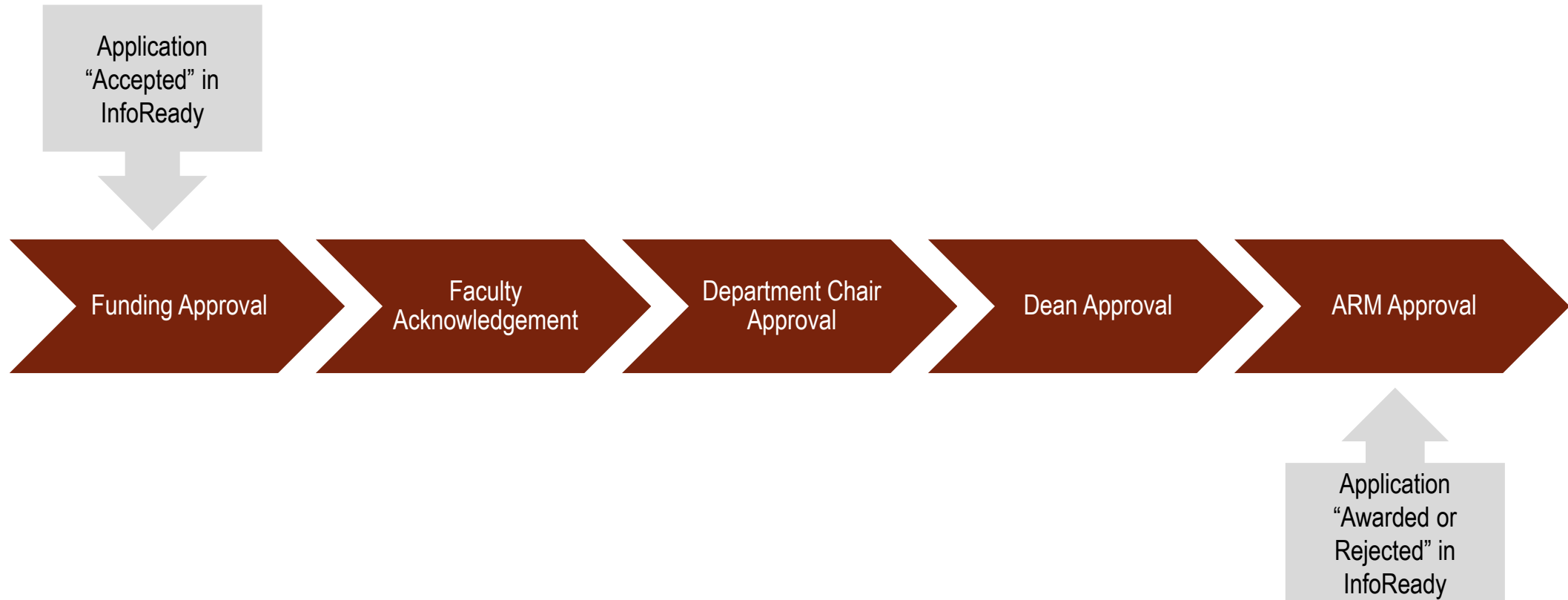
Step 4

- ARM&P team sends out notification via InfoReady for requests being Awarded or Rejected once all reviews have been completed.

Step 5

- Current phase: Once awarded, college Academic Resource Manager enters reassigned time into the Term Workload page in PeopleSoft CS.
- Future phase (fall 2024 full implementation). Once awarded, the Term Workload page in PeopleSoft CS will get automatically populated through InfoReady outbound daily feed. No more manual entries.

InfoReady Online Approval Workflow (Routing Steps)



Spring 2024 “Soft” Launch (Testing Phase)

- Approval process workflow is digitized via InfoReady. All sponsoring entities and colleges will begin using InfoReady to request reassigned time.
- Data Inbound/Outbound feed between InfoReady and PeopleSoft feature is not active yet.
 - Full implementation for fall 2024 reassigned time submissions/entries.
 - ARMs will need to continue entering assign time manually into the Term Workload page this semester.
 - Currently setting up contract and working with IT team to set up data feed parameters.
- Notification of “Award” or “Rejection” goes to the requestor.
 - Additional email addresses can be added in application to receive all notifications related to the application.
 - Applicants are asked to enter faculty email address to ensure faculty are notified when an application is submitted/processed.

InfoReady Link

CSUDH InfoReady Application Portal



<https://csudh.infoready4.com/>

IMPORTANT! Add InfoReady as a quick link to your MyCSUDH for easy access to the portal. Follow the steps below:

1. Log in to [MyCSUDH](#).
2. On the right side of the page, find 'MY QUICKLINKS' box.
3. Click on Manage My QuickLinks.
4. Scroll down on Available Quicklinks list and check off the InfoReady box.
5. Click on icon with three arrows facing left to add to 'MY QUICKLINKS' list.
6. Click on Save and Return. The InfoReady link should now appear on your list of quicklinks on MyCSUDH.

Questions?

Contact one of the Academic Resource Management & Planning (ARM&P) staff members below:

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