

# Using InfoReady for Faculty Reassigned Time

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# What is Reassigned Time?

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- 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 salary schedule](#).
    - 1 course buyout = 3 units (\$7,110)
    - Full buyout = 12 units (\$28,440)

**FACULTY REASSIGNED TIME AGREEMENT**

<input type="radio"/>	31. Advising Responsibilities: Excess Load	Select this for unusually high advising loads, or for faculty serving as Faculty Advising Fellows.	Provost's Office
<input type="radio"/>	32. Instruction Related Committee Assignments: GT Normal Level	"GT Normal" means Greater Than Normal. Use this for standing committees with unusually heavy workloads, e.g. chair of the Academic Senate, representative to the ASCSU, or chair of University Curriculum Committee.	<input type="checkbox"/> Dean's Office <input type="checkbox"/> Provost's Office <input type="checkbox"/> Chancellor's Office
<input type="radio"/>	32. Instruction Related Committee Assignments: Special	Select this for heavy workloads associated with task forces, ad hoc committees, or other temporary service.	<input type="checkbox"/> Dean's Office <input type="checkbox"/> Provost's Office <input type="checkbox"/> Chancellor's Office
<input type="radio"/>	33. Curricular Planning or Studies: Curriculum Planning	Use this for developing curriculum or related materials for use by an entire department.	<input type="checkbox"/> Dean's Office <input type="checkbox"/> Provost's Office <input type="checkbox"/> Chancellor's Office
<input type="radio"/>	33. Curricular Planning or Studies: Develop Tests CBE	Select this for developing tests used in Credit By Examination (allowing students to test out of a required course).	<input type="checkbox"/> Dean's Office <input type="checkbox"/> Provost's Office <input type="checkbox"/> Chancellor's Office
<input type="radio"/>	36. Probationary Faculty Activities	Used for reassigned time in the first two years of a new faculty member's appointment, per the CSU Unit 3 Collective Bargaining Agreement.	Provost's Office
<input type="radio"/>	41. CFA Activities	Select for faculty whose work is compensated by their union, the California Faculty Association.	Chancellor's Office
<input type="radio"/>	OSF. Other Support Fraction: GF Non-Instructional	Select this for activity other than teaching but supported by the General Fund. Examples include RSCA, Composition, and department chair or coordinator. For committee work, including senate, choose 32 instead.	<input type="checkbox"/> Dean's Office <input type="checkbox"/> Provost's Office <input type="checkbox"/> Chancellor's Office
<input type="radio"/>	OSF. Other Support Fraction: Grant or Research (non-GF)	Use this for faculty whose independent service or research is supported from outside of the General Fund.	External
<input type="radio"/>	OSF. Other Support Fraction: Teaching (non-GF)	Use this to track teaching assignments paid from outside of the General Fund, e.g. through Extended Education.	External

**INFORMED AND AGREED**

\_\_\_\_\_  
Faculty Member                      Signature                      Date

\_\_\_\_\_  
Department Chair                      Signature                      Date

\_\_\_\_\_  
College Dean                      Signature                      Date

\_\_\_\_\_  
College ARM                      Signature                      Date

\_\_\_\_\_  
Vice Provost                      Signature                      Date

# Previous Process

- Faculty Reassigned Time Contract (pdf file) 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 being inaccurate/inconsistent.
  - Selections were due to individual interpretations.
- Data would then need to be manually entered by the Academic Resource Manager 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).
  - Inaccurate Data

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 Assignments  <i>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.</i>
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> <b>Department Chair, 12 Month:</b> Select this for 12 month department chair assignments.  <b>Department Chair, Acad Year:</b> Select this for AY department chair assignments.  <b>Univ, Other (Prod Mgr, etc):</b> 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.  <u>Assign Type Reasons</u> <b>Internally Funded (GF-Non Instructional):</b> Select this for activities other than teaching but supported by the General Fund.  <b>Externally Funded (Grant or Research (Non-GF):</b> Select this for externally funded research/grants or philanthropic activities.	<u>Internally Funded (not limited to):</u> 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 Senate Special Project  <u>Externally Funded</u> External Grant (TAP) Philanthropic Activities (TAP)

# 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).

# Reassigned Time InfoReady Steps

- Step 1**
  - Submit Reassigned Time Request in [InfoReady](#)
  - Requests should be submitted by faculty member. If someone other than the faculty member needs to submit the request, it must be done as a proxy in InfoReady. Follow these [steps](#) to assign someone as your proxy.
- Step 2**
  - Requests will automatically be accepted by InfoReady. The accepted requests are reviewed by Provost Office staff who then initiate the routing approval workflow.
- Step 3**
  - Assigned reviewers submit their approval in order as assigned in workflow/routing steps.
- Step 4**
  - InfoReady sends out notification via InfoReady for requests being Awarded or Rejected once all reviews have been completed.
- Step 5**
  - Once awarded, the Term Workload page in PeopleSoft CS will get automatically populated through InfoReady outbound daily feed.
  - No more manual entries & cleaner data!

# InfoReady Online Approval Workflow (Routing Steps)

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# InfoReady Link

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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.

# Guides

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[How to Submit Reassigned Time \(step-by-step guide\) \[PDF\]](#)

[How to Approve Reassigned Time \(step-by-step guide\) \[PDF\]](#)

[How to Add InfoReady Quicklink to MyCSUDH \(step-by-step guide\) \[PDF\]](#)

[DH Assign Time Codes & Definitions \[PDF\]](#)



# Questions?

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Contact one of the Provost Office staff members below:

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