

College of Business Guidelines to Department Chairs re Assigned Time and Professional Development  
Funds based on AQ/PQ for Tenured and Tenure Track Faculty members  
April 2007

Background: the San Francisco State University has funded the College of Business so that tenure and tenure track faculty members who are engaged in scholarship activities will have a teaching load of 9 WTUs (weighted teaching unit) per semester (equivalent to 3 three unit courses). The “standard” CSU teaching load is 12 WTUs (or 4 three-unit courses). SF State has provided the funding so that CoB faculty members who are engaged in research and scholarship activities may spend 3 WTUs of “assigned time” per semester on these activities. Each faculty member is expected to report annually to the University on the results of their work during this “assigned time”.

Annually, at the end of the Spring semester, each department submits to the College of Business Professional Development and Research Committee (PDRC) a listing of the (AQ) and (PQ) status of their faculty members, in accordance with AACSB and College of Business standards.

#### I. Professional Development Fund (PDF)

At the beginning of the Fall semester, an amount of \$2,000 is allocated to the professional development fund (PDF) of each tenured faculty member who achieved “AQ” status in the previous Spring. Unspent amounts from this fund may be “rolled” over. These funds may be used by the faculty member on eligible expense items in support of their professional activities, such as travel to conferences, acquiring the services of a student assistant or grad assistant, and the purchase of books or equipment (title of all equipment remains with SF State). All purchases and expense reimbursements must comply with SF State and CSU fiscal and procurement policies. Generally, these expenditures are in support of the goals in the faculty member’s professional development plan (PDP) and are approved by the department Chair.

If a faculty member loses “AQ” status and therefore does not receive the \$2,000 in a given year, that faculty member still has access to any unspent balance in their professional development account.

(Note: tenure track faculty members receive separate professional development funding during probationary years.)

#### II. Course load

In the College of Business, all tenure and tenure track faculty members at a minimum must continually be considered Academically Qualified (AQ) or Professionally Qualified (PQ), in order to retain the 3 WTUs of assigned time for research and scholarship as described above. AQ or PQ status is considered a reasonable outcome measure of the University’s investment in granting the 3 WTUs of assigned time to a faculty member.

A tenured or tenure track faculty member who has not achieved AQ or PQ status may be assigned a 12 WTU teaching load. A key element in the decision to continue to grant the 3 WTUs of assigned time to an individual who has not achieved AQ or PQ status is an approved professional development plan and/or evidence of concrete progress toward achieving AQ or PQ status.

(Note: recent “PhDs” are considered “AQ” for a period of five years after being granted the degree. Theoretically, a tenure track faculty member whose PhD was granted more than five years ago could lose AQ status.)