

**COLLEGE OF NATURAL AND SOCIAL SCIENCES
SUPERVISION COURSES (S-FACTOR) REQUEST FORM**

Faculty Name: _____
Department(s): _____

Term: Spring 2020
Due Date* Tuesday, 2/04/2020

* Add deadline; for more details visit <http://www.calstatela.edu/FacultyAffairs/s-factor>

Faculty will not receive workload credit for teaching supervision courses unless the Dean of their respective college provides prior explicit approval of the assignment to teach as part of their WTU workload.

Section A: Current Assignments (A maximum of 6 units of S-factor can be used per academic year)

To Be Completed by Faculty Member

| Teaching Assignments (Courses) | WTU |
|--------------------------------|-----|
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| Total Teaching WTUs: | |

| Non-Teaching Assignments (Grant Release (Grant#?), Assign-Time (Source of Fund), Use S-Factor Release (must provide the semester(s) of banked WTU), T/TT and Etc.) | WTU |
|--|-----|
| T/TT | |
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| | |
| Total None-Teaching WTUs: | |

Section B: Overload S-Factor Banking Request (Notes: FERP Cannot Bank WTU - Refer to Website Above)

Faculty who teach an approved overage may accumulate units during a period of three consecutive semesters (summer excluded), to be used for assigned time in that same academic year or in the following year.

To Be Completed by Faculty Member

| Current S-Factor Course Overload | WTU/ Student (.33 Undergrad /.50 Grad.) | Anticipated Headcount | Total WTU |
|---------------------------------------|---|--------------------------|--------------|
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| Total S-factor Anticipated WTU | | | |

To Be Completed By Chair/ASC

| **Actual Headcount @ Add Deadline | Total Actual WTU to be Banked | Approved by Chair Yes/No |
|--|--|---|
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| | | |
| Total Banked WTU | | |

** Attach Class Roster for Official Count by Department Coordinator

Faculty Signature: _____

Date: _____

Dept Chair Signature: _____

Date: _____

Section C: S-Factor Banking Statement - To Be Completed by College Resource Management

Banking statements will be distributed to all faculty with banked WTU by the beginning of the ninth full week of classes each semester.

WTU

Total S-Factor Units Earned this Term:

Total S-Factor Units Banked from Prior Term(s): _____

Term/WTU

Term/WTU

Term/WTU

Term/WTU

Total S-Factor Units Used this Term:

Total Remaining Approved S-Factor Balance:

***** Unused S-Factor Unit Will Expire:**

| | | | | |
|----------|----------|----------|----------|----------|
| | | | | |
| Term/WTU | Term/WTU | Term/WTU | Term/WTU | Term/WTU |

Dean Signature: _____

Date: _____

***Reason for Denial (Completed by Dean):**