

**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	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	
<b>Total Teaching WTUs:</b>		<b>Total None-Teaching WTUs:</b>	

**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				To Be Completed By Chair/ASC		
Current S-Factor Course Overload	WTU/Student (.33 Undergrad / .50 Grad.)	Anticipated Headcount	Total WTU	**Actual Headcount @ Add Deadline	Total Actual WTU to be Banked	Approved by Chair Yes/No
<b>Total S-factor Anticipated WTU</b>				<b>Total Banked WTU</b>		

\*\* 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): \_\_\_\_\_