

Assignment Types	Database Value	Description	View on Schedule Class Meetings	Use for Non-instructional Workload
TCREG	CLS	Teaching, Classroom Regular	YES	NO
TJUMB	CTB	Teaching, Classroom Jumbo	YES	NO
TTEAM	CTC	Teaching, Classroom Team	YES	NO
TLAB	CTD	Teaching, Lab or Studio	YES	NO
TTUTR	CTF	Teaching, Tutorial, Workshop	YES	NO
TVOLU	CTG	Teaching, Volunteer	YES	NO
TPART	CTH		YES	NO
TINST	CTI	Teaching, Ind. Study	YES	NO
TSUPV	CTJ	Teaching, Thesis Supervision	YES	NO
TCLIN	CTK	Teaching, Clinical Supervision	YES	NO
TFDWK	CTL	Teaching, Field Work Coordination Teaching, Ind.	YES	NO
TXCMB	CTM	Teaching, Combined Section	YES	NO
TCOHR	CTO	Teaching, Conference Hour Teaching, Field Work Coordination	YES	NO
TLECT	CTR	Teaching, Lecture	YES	NO
ADVIS	ADV	Advising/ Counseling	NO	YES
ADCOL	ASC	Admin/ Service, College	NO	YES
ADDEP	ASD	Admin/ Service, Department	NO	YES
ADCHR	ASE	Admin/ Service, Dept Chair	NO	YES
ADUNI	ASU	Admin/ Service, University	NO	YES
LOA	LOA	Approved Leave of Absence	NO	YES
HROTH	OHR	Hours, Other	NO	YES
NWHIR	RNH	Reassigned Time for New Hire	NO	YES
RESSP	RSP	Research, Sponsored	NO	YES
RESUN	RSU	Research, Unsponsored	NO	YES
RTOTH	RTO	Reassigned Time, Other	NO	YES
SRVNC	SVN	Prof Service, Non-CUNY	NO	YES
Not Included	NON	Not Included in Workload	YES	YES

Assignment Types	Workload Type	Notes/Comments
TCREG	Instructional	DEFAULT Value for all class records converting/updating from legacy. Remains on any class record where workload values are NOT adjusted and no other change is made.
TJUMB	Instructional	Use when adjusting workload upwards due to high enrollment.
TTEAM	Instructional	Use when adjusting workload (generally adjusted downward) for teaching workload shared among multiple instructors.
TLAB	Instructional	Use to designate workload values different from the default due to class structure other than traditional lecture
TTUTR	Instructional	Use to indicate that instructional workload was adjusted because the class is a tutorial or workshop.
TVOLU	Instructional	
TPART	Instructional	Use to indicate that workload hours were adjusted (usually downward) because the instructor did not teach the class for the full semester.
TINST	Instructional	Use to indicate adjusted workload for an independent study class
TSUPV	Instructional	Use to indicate adjusted workload for a class placeholder for thesis supervision
TCLIN	Instructional	Use to indicate adjusted workload for clinical supervision for a class
TFDWK	Instructional	Use to indicate adjusted workload for a fieldwork class
TXCMB	Instructional	For use by colleges operating in the legacy student environment only. Colleges using CUNYfirst as the student information system will configure a Combined Sections table to manage workload for cross-listed and combined classes. Use to identify a class that is cross-listed or combined with another class (all but one of the cross- listed set should be designated as TXCMB). Choosing this assignment type will "zero out" workload automatically on the class record for he instructor, indicating that the workload is carried on a different class record (the referent record in the cross-listed/combined set).
TCOHR	Instructional	Additional conference hour beyond course contact hours (as per request from FWL coordinators). Legacy reason codes included this category.
TLECT	Instructional	
ADVIS	Non-instructional	
ADCOL	Non-instructional	Use to report non-instructional workload for college administration (as distinct from department or university administration).
ADDEP	Non-instructional	Use to report non-instructional workload for college administration (as distinct from college or university administration).
ADCHR	Non-instructional	Use for Department Chair designation only
ADUNI	Non-instructional	Use to report non-instructional workload for college administration (as distinct from department or college administration).
LOA	Non-instructional	Used to explain workload discrepancy due to leave when workload is unaccounted for by other entries.
HROTH	Non-instructional	Use for when no other non-instructional assignment type is appropriate

Not Included	Workload Type	Notes/Comments
NWHIR	Non-instructional	Use to identify faculty who are being reassigned in a given term under the contractual agreement for release time for new hires. Only eligible faculty should have this designation and only for the term/terms in which the release has been granted. Indicate the hours for the specified term. Each term in which an instructor was given release under the contract agreement should have a record of NWHIR with the appropriate hours.
RESSP	Non-instructional	Use to designate release time for grant-supported research. Colleges may wish to enter grant information in the free-form description field.
RESUN	Non-instructional	Use to designate release time for research that is not supported by a grant.
RTOTH	Non-instructional	Use when no other non-instructional reassigned time category is appropriate
SRVNC	Non-instructional	Use to indicate release time for professional service outside of CUNY (not common).
Not Included	Both	When used on Maintain Schedule of Classes, workload hours will zero out automatically. When used on Instructor Term Workload page, workload hours do NOT zero out automatically. Use to record non- instructional workload with hours, but the hours shouldn't be counted in the instructor's workload for a given term/year.