College of Engineering

RSCA Supervision Credit Policy

Approved May 21, 2025

Preamble: The College of Engineering (COE) recognizes the importance of research and hands-on activities as high impact pedagogical practices and benefits CSULB students. The time commitment required for faculty to effectively supervise and mentor students in this capacity is great enough that faculty should be compensated for their time. This policy determines the responsibilities in and requirements for allocating weighted teaching units (WTU) for such activities through supervision courses.

1. Assignment of WTU for Supervision: Faculty shall receive WTUs for supervising undergraduate, master's, and doctoral students according to the s-factor system according to https://web.csulb.edu/divisions/academic_affairs/catalog/curriculum-handbook/course-classifications.html. Credit will be given for each student per semester the student is enrolled in a supervision course. For each student enrolled in the faculty member's section of:

   1.1. Undergraduate Supervision Courses: Faculty shall receive 1/3 WTU of reassigned time in accordance with the S-2 course classification. A faculty member may receive supervision credit for an individual student for no more than two semesters.

   1.2. Master's Level Supervision Courses: Faculty shall receive 2/3 WTU of reassigned time for 698 and ½ WTU for other supervision courses in accordance with the S-4 and S-3 course classification, respectively. A faculty member may receive supervision credit for an individual student for no more than two semesters.

   1.3. Doctoral Level Supervision Courses: Faculty shall receive 1 WTU of reassigned time for 700 level supervision courses in accordance with the S-course classification. A faculty member may receive supervision credit for an individual student for no more than six semesters.

2. Faculty may receive up to 3 WTUs per semester.

3. A faculty member that supervises students but has fractional amounts of WTU, needed to teach classes to meet department needs, among other circumstances not listed here, may request supervision credits be applied to a future semester.

Credit use may not be delayed more than 4 semesters starting after the end of the semester the student enrolled in the supervision course.

4. Policy Transition Process:

   4.1 Faculty that supervised students that completed theses before August 18, 2025, will receive supervision credit for those students according to the previous policy.

   4.2 Faculty of students that completed the supervision courses before August 18, 2025 but complete their thesis after this date (e.g., student is enrolled in GS-700 for Fall 2025 semester) will receive supervision credit according to the previous policy after the student completes their thesis. Under this circumstance, faculty may receive more than 3 WTU of supervision credit when this credit is applied.

5. Faculty may assign more than one student, but no more than 3 students to a project to receive WTU credit. There must be clearly identified individual tasks for each student.

6. It should be noted that while the supervision courses are similar to other courses with respect to the assigned WTU for faculty and academic credit for students, they do not typically have a syllabus or formal lecture/lab schedule. However, based on the s-factor classification, faculty are required to maintain a specified number of contact hours with the student. Additionally, for enrollment in the class, the student must sign a formal contract with the faculty and approved by the department chair that details the activities and deliverables in the supervision course.

7. The number of sections for supervision courses shall be provided to faculty members based upon need and level of research activity. Need is based upon, but not limited to, student demand and faculty job duties (e.g., tenure-track faculty are required to establish a research program).

8. Faculty Responsibilities

   8.1 Meet with the student for the specified number of hours based on s-factor classification of the supervision course

   8.2 Include within the supervision contract language that discusses the learning outcomes expected from the supervision activity as well as a deliverable(s) that is used to determine the student's final grade. These deliverables include, but are not limited to:

      8.2.1 Literature review
      8.2.2 Peer-reviewed publications with student authors or co-authors
      8.2.3 Student poster, presentation, or paper at a conference

   8.2.4 Completed (or in progress) student thesis or dissertation

   8.2.5 Technical Reports

   8.2.6 Software, hardware, data or other work products

   8.2.7 Completed design review, prototype, and/or participating in a relevant competition for project-based activities

   8.2.8 Final paper for an independent study

 8.3 Include the outcomes/deliverables of the supervision activities as a part of their packages submitted for evaluation (RTP or ETF) in accordance with CBA, CSU, University, College and Department policies.

9 Department Chair Responsibilities

 9.1 Assign section of supervision classes to faculty in consultation with the Office of the Dean.

 9.2 Review and approve the student-faculty contract for supervision classes

 9.3 Maintain a record of supervision WTU assignment and ensure that the deliverables are met for the supervision classes

 9.4 Coordinate and establish guidelines for scheduling and instructional assignments between department lecture courses and supervision course needs

 9.5 Ensure that the faculty teaching workload requirements are met according to CBA, CSU, University and College policies

10 Dean (or Designee) Responsibilities

 10.1 Provide the Department Chairs with the number of supervision sections and total enrollment allowed in each semester.

 10.2 Review and maintain records of the assignment of and enrollment in supervision classes each semester.

 10.3 Develop and maintain an instrument for evaluating the effectiveness of the faculty performance in supervision activities with respect to impact on student learning and mission of the college.

 10.4 Provide feedback to faculty on their effectiveness in supervision through the established instrument in accordance with CBA, CSU, University and College policies.

10.5   Establish and maintain a mentoring program for faculty (led by faculty) that would help improve success of new faculty when it comes to conflict and related challenges mentoring students.