

4/AS/15/SEC POLICY: ASSIGNED TIME FOR EXCEPTIONAL SERVICE TO STUDENTS

1. Purpose

To provide a process for all unit 3 faculty to apply for assigned time for exceptional levels of service to students that supports the priorities of the California State University (CSU) system. The Collective Bargaining Agreement (CBA) between the California Faculty Association and the Board of Trustees of the California State University designates the awarding of assigned time (in the form of Weighted Teaching Units, WTU) to Unit 3 faculty employees (including lecturers) “who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort.” Awards are designated for workload beyond the requirements of regular faculty assignment in enhancing the student learning environment.

California State University, Stanislaus will follow the following criteria and procedures for the distribution of the workload.

2. Accountability and Expenditures

2.1. CSU-Stanislaus shall expend all funds allocated to the campus under this program.

2.2. CSU-Stanislaus shall provide an accounting of expenditures and carryovers for this program for the prior fiscal year by no later than the first day of instruction of the subsequent year to the Academic Senate.

2.3. Any unused funds shall carry over for use in the following academic year for the 2014/2015 academic year and the 2015/2016 academic year. All funds must be expended by the close of the 2016/2017 academic year.

2.4. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for assistant professor

3. Eligibility and restrictions

3.1. Eligibility

3.1.1. All unit 3 faculty employees are eligible to submit a proposal to request assigned time for exceptional levels of service to students.

3.1.2. Faculty who have previously received assigned time under this program and have not filed a final report on their activities are not eligible to apply again until their final report has been received.

3.1.3. Faculty members already receiving assigned time for a particular activity shall not be eligible for support from this program for the same activity; they may apply for support for a different activity.

3.2. Restrictions

Assigned time can only be utilized during the academic year (August-May) during which the activity is performed with the exception of assigned time granted in the 2014/ 2015 academic which may be utilized in the 2015/2016 academic year.

4. Application process and materials

4.1. Application process

4.1.1. Faculty will submit applications to the university Leaves and Awards Committee (LAC).

4.1.2. For activities in the 2014/ 2015 academic year, applications will be due, and awards announced, at dates to be determined by LAC. Awards shall consist of WTUs and may be banked for use in the 2015/16 academic year.

4.1.3. For activities planned for the 2015/2016 academic year, applications will be due, and awards announced, at dates to be determined by LAC.

4.1.4. For activities planned for the 2016/2017 academic year, applications will be due, and awards announced, at dates to be determined by LAC.

4.2. Application materials

4.2.1. An application for assigned time to support exceptional levels of service to students shall consist of: 1) a narrative proposal, not to exceed 500 words, describing how the service activities meet the criteria outlined in section 5 below; 2) a current curriculum vitae (CV), limited to two pages; and 3) an acknowledgment from the department chair and the dean indicating they are aware of the proposal and that the applicant is not currently receiving assigned time for the same activity (see section 3.1.3). Incomplete applications will not be reviewed.

5. Review criteria

Applications will be reviewed and evaluated as to the impact the faculty member's additional workload will have on the quality of students' educational experience. Assigned time from this pool may be awarded for student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students; the development and implementation of high-impact educational practices; curricular redesign intended to improve student access and success; service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty; assignment to courses where increases to enrollment have demonstrably increased workload; and other extraordinary forms of service to students.

6. Conditions of Assigned Time

A faculty unit employee granted assigned time under this program shall provide a final report to the Office of the Provost no later than the end of the semester following the use of assigned time; the provost will share this information with the Leaves and Award Committee. The report shall demonstrate that the proposed activities were completed and, to the extent possible, whether the impact on the students was as anticipated in the original application. Faculty are ineligible to receive further assigned time from this program until their report is received.

7. Appeals

7.1. Appeals Committee

If needed, the Faculty Affairs Committee (FAC) shall serve as the Appeals Committee.

7.2. Timeline and Notification of Decisions

Appeals shall be made, in writing, to the FAC chair and shall be filed no later than ten working days after the date on which applicants are notified of decisions. The FAC shall complete their review in no more than thirty working days after receipt of the appeal. The FAC shall send the appellant and the LAC chair notification of its decision. Decisions made by the FAC shall be final and binding and are not subject to the grievance procedures of the CBA.

7.3. Appeals Funding

Per the CBA, "awards granted after appeal in 2014/15 and 2015/16 shall be funded from the pool allocated for this program in the subsequent fiscal year and shall not exceed 10% of the annual pool. Any unused funds from this program in 2014/15 or 2015/16 shall roll over for use in the following Academic Year. Appeals in 2016/17 must be funded from the available funds for 2016/17, including any rollover from previous years."

Rationale:

Pursuant to the CBA, the CSU has agreed to provide resources to each campus for assigned time for exceptional service to students based on the number of full-time equivalent students at that campus.

Approved by the Academic Senate on March 24, 2015

Approved by President Joseph F. Sheley on July 8, 2015