

# **CALIFORNIA STATE UNIVERSITY, STANISLAUS**

## **Assigned Time for Exceptional Service to Students**

### **Call for Proposals**

**Deadline: October 14, 2022**

**<https://csustan.infoready4.com/#competitionDetail/1882685>**

**Purpose:** 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, WTUs) 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.

**Based on the information received from the Chancellor’s Office, our campus has been allocated 18.6 Wtu’s of Assigned Time to be distributed in our campus in the Spring 2023 or Fall 2023.** These Wtu’s will be distributed according to 4/AS/15/SEC Policy: Assigned Time for Exceptional Service to Students.

#### **Eligibility:**

- All Unit 3 faculty employees are eligible to submit a proposal to request assigned time for exceptional levels of service to students.
- 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.
- 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.
- Assigned time can only be utilized during the academic year (August-May) during which the activity is performed.

#### **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.

#### **Procedures:**

Complete the application form via [InfoReady](#) which includes:

- A narrative proposal, not to exceed 500 words, describing how the service activities meet the criteria.
- Prepare a current curriculum vitae (CV), limited to two pages.

**Incomplete applications will not be reviewed.**

Electronic application submission closes at 5:00 p.m. P.D.T. on October 14, 2022

**Late applications will not be considered.**

**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 members are ineligible to receive further assigned time from this program until this report is received.

**Appeals**

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

Additional questions about the award process should be directed to the chair of the Leaves and Awards Committee.

**Timeline**

Call for Applications	September 23
Applications Due	October 14
Leaves & Awards Recommendations to Provost	November 14
Provost’s Announcement of Awards	December 9