I. OVERVIEW

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 any faculty members “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.” (CBA 20.37) Awards are designated for workload beyond the requirements of regular faculty assignment in enhancing the student learning environment. All faculty unit employees are eligible to apply.

II. GUIDELINES

A. The award (maximum of 4 WTU per year, per person) will be granted for the upcoming academic year in which the service will be conducted. This maximizes the use of the assigned time in the faculty member’s schedule in the upcoming academic year.

B. Exceptional levels of service to students will be regarded in the context of the standard professional responsibilities of instructional faculty (CBA 20.1) and in keeping with past practices of CSUEB in assignment of professional activities of instructional faculty (CBA 20.2 and 20.3).

III. PROCEDURES

A. Applications shall include the completed Assigned Time for Exceptional Levels of Service to Students form. The applications will be due on the dates described in the timeline in Section V.

B. The Faculty Affairs Committee (FAC) will be responsible for evaluation of applications and making recommendations of awards to the Office of Academic Affairs.

C. Course WTUs will go back to the department in which the applicant received the award.

D. Applicants will be notified of Committee’s decision on the dates described in the timeline in Section V.
E. FAC will report the number of applications and awards (with WTUs awarded) by college and by tenure status (tenured, probationary, or temporary) to the Executive Committee.

IV. CRITERIA

Faculty members already receiving assigned time for the same general category of activity (e.g., assigned time for excess enrollments, assigned time for committee service, assigned time in grants (on or off-campus), or other compensation shall not be eligible for support from this pool for the same activities.

A. Applications will be reviewed as to the impact the faculty member’s additional workload will have on the quality of students’ educational experience:

1. Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students;
2. The development and implementation of high-impact educational practices (i.e., service learning, student research, internships)
3. Curricular design intended to improve student access and success;
4. Service to the department, college, university or community that goes significantly beyond the normal expectations of all faculty;
5. Assignment to courses where increases to enrollment have demonstrably increased workload; and,
6. Other extraordinary forms of service of students.

B. Qualified applications will be ranked with respect to their contribution to exceptional service to students and awards made to the available limit of funds.

C. Applicants will be notified by the Office of Academic Affairs by email on the outcome of their application. Letters of awards will be placed into awardee’s PAF upon the request of the successful applicants. Denials shall specify the reasons.

D. Appeals shall be made in writing to the Chair of FAC and reviewed by the FAC Appeals Subcommittee.

E. The FAC Appeals Subcommittee will consist of the chair of the FAC Awards Subcommittee, two members appointed by ExCom: a member of the Committee on Research, and a member of ExCom, and the VPAA or designee who shall be a non-voting ex officio member.

F. The expected amount of funds available to the entire campus for providing these awards will be in the range of 30-35 WTU per academic year.
V. TIMELINE AND NOTIFICATION OF DECISIONS

Appeals of the decision made by the Committee shall be made, in writing, to the Chair of the FAC and shall be filed no more than ten working days after the date upon which the applicant is notified of the decision. The FAC Appeals Subcommittee shall complete their review in no more than thirty working days after receipt of the appeal. The FAC Appeals Subcommittee shall send the appellant notification of its decision. The decision of the FAC Appeals Subcommittee is final.

**TIMELINE FOR 2016-17**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for proposals</td>
<td>May 1</td>
</tr>
<tr>
<td>Proposals are due</td>
<td>Sept 30</td>
</tr>
<tr>
<td>Awards Announced</td>
<td>October 12</td>
</tr>
<tr>
<td>Assigned time used</td>
<td>Fall, Winter, or Spring</td>
</tr>
</tbody>
</table>

**TIMELINE FOR 2017-18**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for proposals</td>
<td>March 1</td>
</tr>
<tr>
<td>Proposals are due</td>
<td>Second week of April</td>
</tr>
<tr>
<td>Awards Announced</td>
<td>Fourth week of April</td>
</tr>
<tr>
<td>Assigned time used</td>
<td>Fall, Winter, or Spring</td>
</tr>
<tr>
<td>Last day that this provision of the contract is effective</td>
<td>June 30, 2018</td>
</tr>
<tr>
<td>Last effective date of policy</td>
<td>June 30, 2018</td>
</tr>
</tbody>
</table>
ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS

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 “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.” (CBA 20.37) Awards are designated for workload beyond the requirements of normal faculty assignment in enhancing the student learning environment. Questions regarding the form may be directed to the Faculty Affairs Committee Chair, whose contact information can be found on the FAC homepage.

- Complete applications are due to the Office of Academic Affairs by September 30, 2016.
- The Faculty Affairs Committee (FAC) will be solely responsible for evaluation of applications and making recommendations of awards to the Office of Academic Affairs.
- Applicants will be notified of awards by October 12, 2016.

TO BE COMPLETED BY FACULTY MEMBER

| Name: ___________________________ | Title: ___________________________ |
| Department: ___________________________ | College: ___________________________ |
| Email: ____________________________________________ | |

A) Attach to this application a **1-page narrative** explaining the activity to which additional workload was or is needed to improve students’ learning experiences beyond your standard professional responsibilities. Please describe the following: need statement of the problem being addressed, population of students being served, actions to be implemented, time frame for implementation, and the expected impact on target population.

B) Provide the approximate number of hours during the quarter this additional activity did or will take to complete.

__________________ hours per quarter

C) Quarter in which the activity will occur/did occur (circle):

FALL 20___ WINTER 20___ SPRING 20___

D) I affirm that I have not received release time or personal payment for these activities. YES

Required Signatures:

Faculty Member’s Signature_________________________ Date:_________________________

**ACKNOWLEDGEMENT OF DEPARTMENT CHAIR**

Signature_________________________ Date:_________________________

Department Chair

**ACKNOWLEDGEMENT OF DEAN**

Signature_________________________ Date:_________________________

College Dean

After all signatures are obtained, please forward this form along with your narrative to the Office of Academic Affairs (SA 4300).