TO: The Academic Senate

FROM: Faculty Affairs Committee

SUBJECT: 14-15 FAC 9: Interim Guidelines and Form for Distributing Assigned Time for Exceptional Levels of Service

PURPOSE: Approval by the Executive Committee and information to the Academic Senate

ACTION REQUESTED: That the Executive Committee approve the attached Interim Guidelines for Distributing Assigned Time for Exceptional Levels of Service and the accompanying form

BACKGROUND INFORMATION:
At FAC’s February 18, 2015 meeting, the members unanimously passed the attached Interim Guidelines (and form) for Distributing Assigned Time for Exceptional Levels of Service. As stated in the attached guideline document:

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 normal faculty assignment in enhancing the student learning environment. All faculty unit employees are eligible to apply.

According to the CBA, the 2014/15 assigned time under this program must be awarded in Spring 2015. FAC would like to roll out the 2014/15 Assigned Time Program under the attached interim guidelines, review the process, and then proceed to refine the guidelines for the Awards that are to be granted for Exceptional Levels of Service in 2015/16 and 2016/17.

ACTION REQUESTED:
That the Executive Committee approve the attached Interim Guidelines for Distributing Assigned Time for Exceptional Levels of Service and the accompanying form, and send these items on to the Academic Senate as an information item.
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 normal faculty assignment in enhancing the student learning environment. All faculty unit employees are eligible to apply.

For Academic Year 2014/15, the Faculty Affairs Committee (FAC) will be solely responsible for evaluation of applications and making recommendations of awards to the Office of Academic Affairs.

II. GUIDELINES

A. For the 2014/15 academic year (Fall, Winter, & Spring quarters), granted awards may be banked for the upcoming 2015/16 academic year (Fall, Winter, & Spring quarters).

B. In subsequent years, the award 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. Guidelines for 2015/16 and 2016/17 will be posted by May 1, 2015.

C. 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 Educational Experience Enhancement Award form, along with a one-page narrative, and will be due to the Office of Academic Affairs by the end of week two of Spring quarter (April 6th, 2015).
B. For Academic Year 2014/15, the Faculty Affairs Committee (FAC) will be responsible for evaluation of applications and making recommendations of awards to the Office of Academic Affairs.

C. Successful applicants will receive WTUs in a range from 1-4, which will go back to the department in which the applicant received the award.

D. Applicants will be notified of awards no later than the week of April 20, 2015.

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 no later than April 28, 2015.

IV. CRITERIA

A. 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) shall not be eligible for support from this pool for the same activities.

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

a. student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students;
b. the development and implementation of high-impact educational practices (i.e., service learning, student research, internships);
c. curricular design intended to improve student access and success;
d. service to the department, college, university or community that goes significantly beyond the normal expectations of all faculty;
e. assignment to courses where increases to enrollment have demonstrably increased workload; and
f. 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 may be placed into awardee’s PAF upon the request of the successful applicants. Denials shall specify the reasons. Appeals for Academic Year 2014/15 shall be heard according to procedures to be developed by FAC and posted by May 1, 2015.

D. The expected amount of funds available to the entire campus for providing these awards will be in the range of 30-40 WTU per academic year.
Questions regarding the guidelines may be directed to the Faculty Affairs Committee Chair, whose contact information can be found on the FAC homepage.
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 April 6, 2015.
- 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 no later than the week of April 20, 2015.

**Educational Experience Enhancement Award**
*Academic Year 2014-2015*

<table>
<thead>
<tr>
<th>Name: ___________________________</th>
<th>Title: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: ______________________</td>
<td>College: _________________________</td>
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<tr>
<td>Email: ______________________________________________________________________</td>
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</tbody>
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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.

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___

**Required Signatures:**

Faculty Member’s Signature ___________________________ Date: ___________________________

**TO BE COMPLETED BY DEPARTMENT CHAIR**

Signature ___________________________ Date: ___________________________
*Department Chair*

**TO BE COMPLETED BY THE 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).