TO: The Academic Senate
FROM: Faculty Affairs Committee
SUBJECT: 15-16 FAC 11: Clarification of Exceptional Levels of Service to Students Awards guidelines and form for AY 2016-2017
PURPOSE: Information to the Academic Senate
ACTION REQUESTED: That the Academic Senate accept the information of clarified guidelines and form for Exceptional Levels of Service to Students Awards

BACKGROUND INFORMATION:
At its meeting on April 20, 2016, FAC made changes to the dates and some language within the Exceptional Levels of Service to Students Awards guidelines and form, as noted in bold red and stricken text in the attached documents.

The changes were made to clarify some details of the application procedures, and to place a maximum limit on the amount of reassigned time any individual may receive each academic year. We did this to more fairly distribute the reassigned time to more faculty. None of the changes to the document are contrary to past practice by FAC, so there is no effective change in policy.

We deleted specific dates and generalized the language about dates in the body of the policy document by referring the reader to the timeline table at the end, to facilitate updating of the dates in future years, and to simplify for the reader finding deadline dates.

We removed the requirement for a final report from the awardee to reduce the burden on the awardee, and to attract increased participation of the faculty in this program, as no such report is required by the language in the Collective Bargaining Agreement.

We updated the timeline dates for AY16-17, and added dates for AY17-18 because the Collective Bargaining Agreement that created these awards is being extended until 2018. Although other business of FAC prevent us from evaluating more applications this academic year, we will evaluate the AY16-17 applications at the first meeting of FAC in the fall and provide applicants with their award decision before Winter course loads are determined. In AY17-18, awards will be granted in the Spring of 2017 so chairs may better plan for AY17-18 faculty assignments.

We added more detailed instructions to the applicant about what content the application should include, to better standardize the application content, so as to facilitate comparison between applications.
POLICY FOR DISTRIBUTING ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS

History:
14-15 FAC 18
15-16 FAC 11

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 Exceptional Levels of Service to Students Award Assigned Time for Exceptional Levels of Service to Students form. For AY 2015-16, the application deadline will be set for the 2nd week of November. For AY 2016-17 and thereafter, the applications will be due to the Office of Academic Affairs by the end of week ten of Winter quarter, 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 no later than on the dates described in the timeline in Section V.

- the first week of December in 15-16
- the fourth week of April in 16-17 and thereafter

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 the first week of May a week before their final meeting.

F. Each successful applicant will submit a report to the VPAA the quarter after the last day of the quarter immediately following the use of the assigned time (e.g., if assigned time was used in spring 2016, the final report is due by the last day of the fall 2016 quarter).

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 18</td>
</tr>
<tr>
<td>Proposals are due</td>
<td>Sept 23</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>
<tr>
<td><strong>Final Report Due</strong></td>
<td>The last day of the quarter immediately following the use of the assigned time (e.g., if assigned time was used in spring 2016, the final report is due by the last day of the fall 2016 quarter).</td>
</tr>
<tr>
<td><strong>Last day that this provision of the contract is effective</strong></td>
<td>June 30, 2018</td>
</tr>
<tr>
<td><strong>Last effective date of policy</strong></td>
<td>June 30, 2018</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><strong>Last day that this provision of the contract is effective</strong></td>
<td>June 30, 2018</td>
</tr>
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<td><strong>Last effective date of policy</strong></td>
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</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 23, 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. **Suggested information to include in your narrative Please describe the following:** need statement of the problem or student need being addressed, population of students being served by this activity, specific actions to that will be implemented, time frame for to complete implementation, and the expected impact on the target population students being served.

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 assigned time or other personal-payment compensation for these activities this activity.  YES  NO  initial box

**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).