



POLICY FOR DISTRIBUTING ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS

History:

14-15 FAC 18

15-16 FAC 11

16-17 FAC 4

17-18 FAC 4 amended

17-18 BEC 9

18-19 FAC 5 amended; President approved 12/5/18

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) Of particular concern is the issue of cultural taxation, in which faculty of color are often asked to participate in diversity initiatives for the benefit of minority students. Also of concern are faculty from other historically underrepresented backgrounds who are also involved in diversity initiatives (e.g., LGBTQ+, faculty with disabilities, religious minorities, etc.), as are faculty with an interest in issues faced by our diverse student population. Cultural taxation can include student mentoring, advising, and outreach, for both academic and personal life experiences, especially as these activities support underserved, first-generation, disabled and/or underrepresented students. Awards are designated for workload beyond the requirements of regular faculty assignment in enhancing the student experience. 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 form a subcommittee of three members to evaluate applications and make recommendations via FAC of awards to the Office of Academic Affairs. The subcommittee will consist of a member of FAC, a member of FDEC recommended by FDEC, and a member of ExCom recommended by ExCom.
- 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. These awards recognize faculty who take on additional workload, especially those who may experience cultural taxation or with a particular demonstrated interest in issues faced by our diverse student population. Applications will be reviewed as to the impact the faculty member's additional workload will have on the quality of students' experiences, especially as these activities support underserved, first-generation, disabled and/or underrepresented students:
 - 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 of denials or of amount of award 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 a member of FAC, a member of FDEC recommended by FDEC, and a member of ExCom recommended by ExCom, none of whom served on the subcommittee that evaluated applications. Additionally, the subcommittee will have as a member the VPAA or designee who shall be a non-voting *ex officio* member. If any of the previously listed members is the appellant, then a replacement will be appointed by Excom.
- F. The expected amount of funds available to the entire campus for providing these awards will be in the range of 20-23 WTU per academic year.
- G. These criteria are retroactive for the awards made in academic year 2017-18 for 2018-2019.

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 2018-19

Call for proposals	Wed, December 5, 2018
Proposals are due	Fri, March 1, 2019
Awards Announced	Mon, April 1, 2019
Assigned time used	Fall or Spring semester
New semester begins	August 19, 2019
Last day that this provision of the contract is effective	June 30, 2020
Last effective date of policy	June 30, 2020



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 March 1, 2019.
• 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 April 1, 2019.

TO BE COMPLETED BY FACULTY MEMBER

Name: Title:
Department: College:
Email:

A) The applicant should describe in NO MORE THAN 2 pages the activity they believe demonstrates an Exceptional Level of Service to Students. The suggested structure is: (1) one paragraph that describes the activity, the time period in which it will occur, and how the activity is not part of that faculty member's usual responsibilities and is not compensated through other means (grants, release time, etc.); (2) one paragraph that describes the compelling need met by the service offered; (3) one paragraph that describes the number of students served and whether or not any of these students is from an Underrepresented Minority; (4) one paragraph that describes the impact the exceptional service has on the students, specifying the category or categories of service (#1-6 in the policy) that apply to your work. The committee will be reviewing each application based on the clarity of the information contained in these 4 paragraphs

B) Provide the approximate total number of hours this additional activity will take to complete:
_____ hours

C) Semester during which the units will be applied (circle):

FALL 2019

SPRING 2020

D) I affirm that I will not receive 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).