



## University Policy Statement

### UPS 260.100

## ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS

### PURPOSE

To provide a process for all Unit 3 faculty to write proposals and compete for temporary assigned time for exceptional levels of service to students that supports the priorities of the California State University (CSU) system and California State University Fullerton's (CSUF) Mission and Strategic Plan, pursuant to the Collective Bargaining Agreement (CBA) between CSU and the California Faculty Association (CFA). Exceptional service awards are intended to recognize faculty who have a demonstrated commitment to working on issues faced by our diverse student population. Assigned time from this pool should be awarded to faculty for student mentoring, advising, and outreach, to support historically underserved, first generation, and/or underrepresented students, and other practices in support of such students, including those caused by cultural taxation. This support includes but is not limited to: the support of student activities and student-led research; the development and implementation of high impact educational practices; curricular redesign intended to provide 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.

### 1. EXCEPTIONAL ASSIGNED TIME COMMITTEE (EATC)

#### 1.1. Constituencies

Each college shall be a constituency. The Library/Athletics/Counseling (L/A/C) areas shall be another constituency.

#### 1.2. Membership

One faculty member from each constituency defined above shall be appointed by the Academic Senate, and a student who will be appointed by the Associated Students, Inc. The Provost and Vice President for Academic Affairs or their designee will serve as a non-voting ex officio member. Each appointed member shall serve a one-year term. Faculty serving on this committee shall not be applicants for assigned time.

#### 1.3. Functions

- 1.3.1. To evaluate faculty applications for assigned time for exceptional levels of service to students.
- 1.3.2. To make recommendations based on those evaluations to the Provost and Vice President for Academic Affairs (VPAA).
- 1.3.3. To periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC).

## **2. ASSIGNED TIME BUDGET AND REPORTING**

**Pursuant to the CBA**, the CSU has agreed to provide resources to each campus for assigned time for exceptional service to students based on the number of full-time equivalent students at that campus.

### **2.1. Accountability and Expenditures**

**2.1.1.** CSUF shall attempt to expend all funds allocated under this program. CSUF shall provide an accounting of expenditures for this program for the prior fiscal year by no later than November 1 of the subsequent year to the EATC, the Academic Senate, Campus CFA President, and the CSU.

**2.1.2.** Any unused funds shall roll over for use in the following academic year. All funds must be expended by the last year of the agreement.

For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for an assistant professor.

Awards from appeals shall not exceed 10% of the annual budget for assigned time and shall be funded in the subsequent academic year. During the last year of the agreement, appeals must be funded from the funds for that year, including any rollover from previous years.

## **3. ELIGIBILITY AND RESTRICTIONS**

### **3.1. Eligibility**

All Unit 3 faculty employees are eligible to submit a proposal to request assigned time for exceptional levels of service to students.

Faculty members already receiving assigned time for the same general category of activity (e.g., assigned time for curricular development, assigned time for committee service) shall not be eligible for support from this program for the same activities.

### **3.2. Restrictions**

Assigned time can only be utilized during the academic year (August – May) during which the activity is performed.

## **4. TIMELINE**

Applications will be due by the first Monday of December. The assigned time committee will evaluate and submit its recommendations by February 10 to the Provost/ VP for Academic Affairs. Academic Affairs shall notify applicants and their department Chairs of award within two weeks of campus notification of exceptional service award obligations for the given academic year.

## **5. APPLICATION MATERIALS**

An application for assigned time to support exceptional levels of service to students shall consist of:

- 1) a narrative proposal, not to exceed 1000 words, that includes identification of the service category in section 6.1;

The narrative shall include:

- a. Description of the work (ongoing or proposed);

- b. Rationale for the *exceptional* nature of the work (i.e., How does this work go above and beyond normal responsibilities?);
  - c. A description of current workload (e.g., number of courses taught and enrollment; committee participation; number of current student mentees; service responsibilities);
  - d. Any assigned time and its purpose; and
  - e. Potential impact of assigned time for exceptional service (e.g., number of students impacted; policies developed),
- 2) a letter from a CSUF employee who can speak to the credibility of the project, not the proposer, in support of the application;
- 3) a letter from the department chair that is signed by the dean indicating they are aware of the proposal and are not currently providing assigned time for the same general activity;
- 4) a complete list of all semesters the project under consideration has received this funding;
- 5) an additional one-paragraph progress report on uses of the mechanism for this project, if a faculty member has received assigned time from this mechanism; and
- 6) if the project has been supported through this mechanism for two or more award cycles, an additional letter from the Dean is needed. This letter shall address the reasons that the College cannot provide funding for the project. The letter is intended to provide context for the request, not to prohibit further funding through this mechanism.

Incomplete applications will not be reviewed.

## **6. SUPPORTED ACTIVITIES AND REVIEW CRITERIA**

### **6.1. The following activities may be supported:**

- 6.1.1.** Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students.
- 6.1.2.** Student-focused activities that contribute to cultural taxation.
- 6.1.3.** The development and implementation of student activities and student-led research; high-impact educational practices; curricular redesign intended to improve student access and success.
- 6.1.4.** Service to the program, department, college, university, or community that goes significantly beyond the normal expectations of faculty in the applicant's primary program/department/college.
- 6.1.5.** Assignment to courses where increases in enrollment have demonstrably increased workload.
- 6.1.6.** Other extraordinary forms of service to students.

## **6.2. Review Criteria**

**When reviewing applications, the EATC will consider whether proposed activities:**

1. support historically underserved, first generation, and/or underrepresented students, as well as alleviate faculty workload caused by cultural taxation;
2. involve the supervision of student-led research rather than faculty-driven research;
3. demonstrate that the quality of students' educational experience could not have been maintained without an increase in the faculty member's workload;
4. demonstrate work in progress over work that is proposed but has not yet occurred;
5. demonstrate work for core academic functions (for example, teaching high-enrollment courses, extensive committee service, teaching courses without compensation, thesis, or senior project supervision, etc.).

The EATC shall develop, publicize, and use an evaluation rubric based on these criteria in determining application merit.

## **7. RECOMMENDATIONS**

**7.1.** The EATC shall assign each proposal one of three ratings. The EATC shall rank proposals within constituencies.

- 1) Strongly Recommend
- 2) Recommend
- 3) Do Not Recommend

**7.2.** The EATC shall submit its evaluations and the application materials to the VPAA who, in consultation with the appropriate administrator responsible for assigning workload (e.g., Dean or Vice President of Student Affairs (VPSA)), shall make the final determination regarding the approval or denial of the proposal. The VPAA shall allocate at least one award to each faculty constituency represented in the pool of strongly recommended and recommended proposals, with highest ranking proposals in each constituency recommended for awards first. A copy of any funded award letter will be placed into the Personnel Action File by the VPAA/VPSA.

**7.3.** If an award has been granted for the same project two or more times, the Committee shall note this and the Provost/ VPAA shall investigate avenues for ongoing support outside this mechanism.

## **8. INFORMATION PROVIDED TO APPLICANTS**

Once a decision is reached by the VPAA, they will forward their approval or denial, if denied, why the proposal was denied, as well as the evaluation of the EATC to the applicant.

## **9. APPEALS**

Applicants may appeal the decision by the VPAA to approve or deny their proposal. Decisions made by the Appeals Committee shall be final and binding and are not subject to the grievance procedures specified in Article 10 of the CBA.

### **9.1. Appeals Committee**

The Appeals Committee shall comprise one member of the EATC, two members of Academic Senate Executive Committee, two members of the FAC, and the VPAA or designee who shall be a non-voting *ex officio* member. The Appeals committee shall be appointed by the Academic Senate Executive Committee.

### **9.2. Timeline and Notification of Decisions**

Appeals of the decision made by the VPAA shall be made, in writing, to the Chair of the Academic Senate and shall be filed no more than ten working days after the date upon which the VPAA notifies the applicants of their decision. The Chair of the Academic Senate will appoint the Appeals Committee within ten working days of receiving the first appeal. The Appeals Committee shall complete their review in no more than thirty working days after receipt of the appeal. The Appeals Committee shall send the appellant notification of its decision.

## **10. EFFECTIVE DATES**

The policies and procedures in this document are an implementation of Article 20, Section 37 of the CBA. This policy shall remain in effect as long as the provision for Assigned Time for Exceptional Levels of Service to Students remains in effect and this policy is in compliance with the CBA.

Source: Faculty Affairs Committee

**EFFECTIVE DATE: February 19, 2025**  
Supersedes: UPS 260.100 dated 4-4-2022  
and ASD 22-37