PURPOSE
To provide a process for all Unit 3 faculty to write proposals and compete for assigned time for exceptional levels of service to students that supports the priorities of the California State University (CSU) system and support California State University Fullerton’s (CSUF) Mission and Strategic Plan pursuant to Article 20, Section 20.37 of the 2014-2017 Collective Bargaining Agreement (CBA) between CSU and the California Faculty Association (CFA). This program is primarily designed to offer support for faculty currently engaged in exceptional service, and secondarily to support proposed service activities. The purpose is to provide support for current workloads rather than to produce workload increases.

1. EXCEPTIONAL ASSIGNED TIME COMMITTEE (EATC)

1.1. Constituencies
Each college shall be a constituency. The Library/Athletics/Counseling/Extended Education (L/A/C/E) 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 his/her 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 above-referenced article of 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 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 & 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 excess enrollments, assigned time for committee service) shall not be eligible for support from this program.

3.2. Restrictions

Assigned time can only be utilized during the academic year (August – May) during which the activity is performed with the exception of assigned time granted in the 2014/2015 academic year which could have been utilized in the 2015/2016 academic year.

4. TIMELINE

Applications will be due by the third Monday of February and awards will be announced by the third Friday of April of the academic year prior to that in which the activities referenced in the application are planned to take place.

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 two pages, that includes identification of the service category in section 6.1; 2) a current curriculum vitae (CV), limited to two pages; 3) a letter from a CSUF employee who can speak to the credibility of the project, not the proposer, in support of the application; 4) 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; and 5) if a faculty member is receiving assigned time or has received assigned time from this program, they shall include a one-paragraph progress report. 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. The development and implementation of high-impact educational practices; curricular redesign intended to improve student access and success.

   6.1.3. Service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty.

   6.1.4. Assignment to courses where increases in enrollment have demonstrably increased workload.

   6.1.5. Other extraordinary forms of service to students.

6.2. Review Criteria

   6.2.1 Priority shall be given to applications which demonstrate that the quality of students’ educational experience could not have been maintained without an increase in the faculty member’s workload.

   6.2.2 Priority shall be given to applications demonstrating work already completed or in progress over work that is proposed but has not yet occurred.

   6.2.3 Priority shall be given to applications demonstrating work for core academic functions, (for example, teaching high-enrollment courses, extensive committee service, teaching courses without compensation, thesis or senior project supervision, etc.)

   6.2.4 For proposals involving research, priority shall be given to proposals that involve the supervision of student research (for example, Master’s thesis supervision) over proposals that involve students in faculty research.

7. RECOMMENDATIONS

7.1. The EATC shall assign each proposal one of three ratings:

   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), 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.

8. INFORMATION PROVIDED TO APPLICANTS

Once a decision is reached by the VPAA, he/she will forward his/her 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 his/her 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 2014-2017 CBA. This policy shall be reviewed for compliance when there is a new contract or a contract extension. 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 14, 2019**

Supersedes: UPS 260.100 dated 2-6-2017 and ASD 16-157