



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 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 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 & 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 November. The assigned time committee will evaluate and submit its recommendations by February 1 to the Academic Senate. The Academic Senate will then forward the recommendations to Academic Affairs. Academic Affairs will notify applicants 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 two pages, that includes identification of the service category in section 6.1; 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; and 4) 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 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.
- 6.2.5.** Priority shall be given to faculty for activities that support historically underserved, first generation, and/or underrepresented students, and that alleviate faculty workload caused by cultural taxation.

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), 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.

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: April 4, 2022
Supersedes: UPS 260.100 dated 2-14-2019
and ASD 18-154