

**Reference Number:** F15-271

**Senate Approval Date:** Tuesday, October 20, 2015

## **POLICY ON ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS**

### **Justification**

Article 20.37 of the Collective Bargaining Agreement for the CSU, "Assigned Time for Exceptional Levels of Service to Students" provides a pool of funds for the fiscal years 2014-15, 2015-16, and 2016-17 to be awarded to faculty employees who are engaged in exceptional levels of service that support the CSU's priorities. The same article specifies that campus academic senates shall develop criteria and procedures for the use of these funds. This policy meets those responsibilities for SF State.

### **Policy**

#### **1. Principles**

The Academic Senate recognizes that there is not sufficient assigned time available to reward the exceptional efforts of all deserving faculty. Moreover, we believe that a process to award assigned time of the level specified by Article 20.37 should not substantially increase the workload of either the committee that recommends awardees or applicants for the awards. Finally, we agree that the awards process and criteria should be aligned both with the intention of the CBA Article 20.37 and SF State values and strategic priorities.

#### **1. Budget and Reporting**

The CSU has agreed to provide resources to each campus for assigned time for exceptional service to students based on the FTES (full-time equivalent students) at that campus.

1. SF State shall expend all funds allocated under this program by the end of Spring 2016. SF State shall provide an accounting of expenditures for this program no later than November 1, 2016 to the Academic Senate and CFA e-board.
2. Funds allocated for 2014-15 shall be made available in Fall 2015-16 on the basis of work done in 2014-15. Funds allocated for 2015-16 and 2016-17 shall be made available to faculty for work done in those years. Assigned time can only be used during the academic year (August-May)
3. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for an assistant professor.
4. Any unused funds shall roll over for use in the following academic year until 2016-2017.

#### **1. Exceptional Assigned Time Award Committee**

The Exceptional Assigned Time Awards will be made by a committee (EATC) constituted solely for this purpose. Its duties will be to evaluate faculty applications for assigned time for exceptional service to students and to make recommendations based on these evaluations to the University President or designee. This committee will be constituted by the Academic Senate annually, beginning in Fall 2015.

Membership of this committee shall be comprised of:

- One faculty member from each academic college to be appointed by the respective Deans of those colleges for Fall 2015, and thereafter to be elected through college elections;
- One faculty member among Athletics, Library, and Counseling Services faculty to be appointed by the Executive Committee of the Academic Senate;
- One graduate student and one undergraduate student to be appointed by the Associated Students, Inc.

A quorum of this committee shall consist of five members. The committee shall elect its own Chair. All committee members are voting members.

Each appointed member shall serve a one-year term. Faculty serving on this committee shall not be applicants for assigned time.

#### **1. Exceptional Assigned Time Award Eligibility and Criteria**

##### **1. Eligibility**

All Unit 3 faculty employees, whether tenure-track or contingent, are eligible for assigned time for exceptional levels of service to students with the exception of members of the Exceptional Assigned Time Award Committee. Faculty members who are already receiving assigned time for the same general category of activity shall not be eligible for

support from this program.

#### 1. Supported Activities

The following activities may be supported:

- student mentoring, advising, and outreach, especially as these activities support underserved, first-generation , and/or underrepresented students at the undergraduate or graduate levels;
- the development and implementation of high-impact educational practices in undergraduate and graduate contexts;
- curricular redesign intended to improve 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. Review Criteria

Applications will be judged on the following criteria:

- demonstrated impact on undergraduate and graduate student success and/or educational experience, including the quality of the activity as well as the number of students served;
- demonstration that the impact on and/or quality of undergraduate and/or graduate student experience could not be maintained without an increase in workload and that it is above and beyond the faculty members work assignment and regular duties;
- alignment with Equity objective 1 of the SF State Strategic Plan:

SF State will eliminate the gap in graduation rates between historically underrepresented students and non-underrepresented students and increase our six-year graduation rate for all first-time freshmen and transfer students by 15%.

- alignment with Life of the Mind objective 2 of the SF State Strategic Plan:

SF State will endeavor to strengthen our graduate programs, integrate graduate students into the life of the University and give graduate students valuable career and teaching experience.

#### 1. **Process**

##### 1. Announcement

The opening of the nomination period for the award shall be communicated by EATC directly to all faculty as soon as possible for Fall 2015, and thereafter within 4 weeks of the commencement of the semester before the appropriate academic year. This announcement may be communicated to all faculty by email or letter. Winners of the award will be announced to the SFSU academic community in the same fashion.

##### 1. Nomination

Each school, department and/or program of the University may nominate a single faculty member of that department or program for an Exceptional Assigned Time Award. The nomination shall consist of a letter, on letterhead, addressing the criteria listed above (maximum of 2 pages). The letter will be signed by the chair of the school, department and/or program. In addition, faculty may nominate themselves or other faculty members for the award by submitting a letter of nomination (maximum of two pages).

##### 1. Recommendations

EATC shall meet to review the nominations and shall rank them in descending order. In each case, a very brief explanation shall be included for the use of the appeal process.

##### 1. Selection

The EATC shall submit its evaluations and the nominations to the President or designee who, in consultation with the appropriate administrator responsible for assigning workload, shall make the final determination regarding approval or denial of each nomination.

##### 1. Information provided to applicants

Once a decision is reached by the President or designee, he/she will forward a decision to each nominee and his/her department chair. In cases in which the nomination was not selected, a reason shall be provided, as specified by the Collective Bargaining Agreement.

##### 1. Appeals

Applicants may appeal the decision by the President or designee to approve or deny their proposal. The Faculty Affairs Committee of the Academic Senate shall serve as the appeals committee. The decision of the appeals committee shall

be final and binding and not subject to the grievance procedures specified in Article 10 of the CBA.

1. Timeline

Call for nominations:                      Fall Semester

Awards announced:                      Spring Semester

**Policy Document:** [F15-271 Signed Memo](#)

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