



**MEMORANDUM**

**ACADEMIC SENATE POLICY**

May 2, 2018

**TO:** Leslie Wong, President  
San Francisco State University

**FROM:** Nancy Gerber, Chair  
Academic Senate *NCG*

**RE:** Senate Policy S18-271: Assigned Time for Exceptional Levels of Service to Students

**SOURCE COMMITTEE:**

Executive Committee

**SENATE ACTION:**

At its meeting on Tuesday, May 1, 2018, the Academic Senate approved **S18-271: Assigned Time for Exceptional Levels of Service to Students** policy.

We solicit your concurrence. Thank You.

cc: Jennifer Summit, Provost & Vice President, Academic Affairs  
Sacha Bunge, Dean, Faculty Affairs  
Leshia Claudio, Executive Assistant to the President  
Mona Sagapolutele, Executive Assistant to the Provost

ec: All College Deans, Associate Deans, and Department Chairs

**PRESIDENTIAL ACTION**

APPROVED: *Leslie Wong* Date: 5-9-18  
Leslie E. Wong  
President



# SAN FRANCISCO STATE UNIVERSITY

Policy #: S18-271  
Supersedes: F15-271  
Senate Approval: 05/01/2018  
Presidential Approval: XX/XX/20XX  
Effective: Fall 2018  
Last Review: Fall 2018  
Next Review: Spring 2020

## POLICY ON ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS/Executive Committee

### Abstract

*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 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.*

**Key Words:** (three to five subject tags)

### Author/Source

*Unit 3 Collective Bargaining Agreement and the Academic Senate Executive Committee*

### Responsible Unit

*Faculty Affairs, Office of the Provost, Office of the President*

### History

Version	Approved	Revisions(s)
2	05/01/2018	<ul style="list-style-type: none"><li>• Update of dates to reflect CBA extension</li><li>• Clarification on timeline</li><li>• Expressly allows roll over of funds</li><li>• Clarifies that the Provost is the President's designee.</li><li>• Clarifies criteria for awards.</li></ul>
1	10/22/2015	Original

## **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 CBA extension until June 30, 2020 includes the exceptional assigned time provision. 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**

### **I. 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.

### **II. 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 2020. SF State shall provide an accounting of expenditures for this program each year no later than November 1 of each subsequent academic year to the Academic Senate and CFA e-board.

2. Assigned time can only be used during the academic year (August-May). The assigned time should be taken during the academic year in which the activities occurred, although it can be rolled over to the next academic year.
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 2019-2020.

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

The Exceptional Assigned Time Awards will be made by a committee (EATC) constituted solely for this purpose. The EATC solicits nominations, reviews, and recommends awards of assigned time for SFSU faculty nominees. The goals of the Exceptional Assigned Time program are to (1) recognize, honor, and support faculty who are engaged in significant, exceptional service to our students and academic programs considered beyond the normal workload of faculty, and (2) facilitate exceptional activities that demonstrate a high impact on improving undergraduate and graduate student success and alignment with the goals of the SFSU Strategic Plan.

The committee is charged with:

1. Developing and promoting the Exceptional Assigned Time award program through timely announcement of the call for nominations, communicating with the appropriate administrative offices such as the SFSU Academic Senate Office and Faculty Affairs, and responding to questions and inquiries from the SFSU community regarding the award.
2. Reviewing nominations submitted by both full time tenure-track faculty and part time lecturers at SFSU who are interested in receiving 3-WTU assigned time in an upcoming fall or spring semester. The EATC review will use the criteria specified in Senate Policy #S18-271 to determine eligibility of each nominee for Exceptional Assigned Time award.

- 3 Creating a report that summarizes the EATC committee's a review and committee recommendation for each Exceptional Assigned Time nomination and providing this to the Academic Senate and Faculty Affairs for review.
- 4 When necessary, making recommendations for improvements in the EATC solicitation, review, and award process.

Membership of this committee shall be comprised of:

- One faculty member from each academic college will 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.

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.

#### **IV. 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.

##### **2. 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.

Applications that request release time to engage in activities that the EATC considers to be a regular part of the required level of service for tenured and probationary faculty, particularly related to advising, program coordination and new course preparation will not be considered.

### 3. 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.

## **V. Process**

### **1. Announcement**

The opening of the nomination period for the award shall be communicated by EATC directly to all faculty within 4 weeks of the commencement of the Fall semester before the academic year in which the awards are to be given. 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.

### **2. 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. In addition, faculty may nominate themselves or other faculty members for the award. The nomination shall consist of a letter (maximum of 2 pages), on letterhead, addressing the following:

- a. A description of the nominee's record of service to the date of the nomination.
- b. The criteria listed above.
- c. A description of how the release will be used if awarded in a future semester, and an explanation of how these activities promote the goals of the Exceptional Assigned Time award program.

The letter will be signed by the chair of the school, department and/or program. In the case of a faculty member nominating themselves or another faculty, the chair of the school, department and/or program must be Cc'd on the nomination letter.

### 3. 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.

### 4. Selection

The EATC shall submit its evaluations and the nominations to the Provost, as the President's designee. The Provost, in consultation with the appropriate administrator responsible for assigning workload, shall make the final determination regarding approval or denial of each nomination. The "appropriate administrator" will typically be a college dean, department chair or program director.

### 5. Information provided to applicants

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

### 6. Appeals

Applicants may appeal the decision by the Provost 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.

### 7. Timeline

Call for nominations:	No later than four weeks after the start of the Fall Semester
Awards announced:	No later than one month after the start of the Spring Semester for assigned time to be used in the subsequent academic year.