



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

### **UNIVERSITY POLICY STATEMENT**

Revised 12/7/2018

**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 Polytechnic State University San Luis Obispo (Cal Poly's) Mission and Strategic Plan pursuant to Article 20, Section 37 of the 2014—2017 Collective Bargaining Agreement (CBA) between CSU and the California Faculty Association (CFA) and the extension of the CBA through 2019 – **2020**.

#### **1. EXCEPTIONAL STUDENT SERVICE COMMITTEE (ESSC)**

##### **1.1. Constituencies**

Each academic college shall be a constituency and shall have a representative on the ESSC.

##### **1.2. Membership**

One faculty member from each constituency defined above shall be appointed by the Academic Senate Executive Committee, and a student will be appointed by the Associated Students, Inc. The Provost and Vice-President for Academic Affairs or his/her designee will serve as a nonvoting 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 Executive Vice President for Academic Affairs.

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**

There is no CSU allocation provided to support assigned time. Campuses are required to self-fund the assigned time allocations based on the number of full-time equivalent students at each campus. At Cal Poly, the assigned time will be funded by the Provost.

## **2.1. Accountability and Expenditures**

2.1.1 Cal Poly shall expend all assigned time allocated under this program. Cal Poly shall provide an accounting of assigned time expended for this program for the prior fiscal year by no later than November 1 of the subsequent year to the ESSC, the FAC, the Academic Senate, Campus CFA President, and the CSU.

2.1.2 All assigned time allocations must be expended in the academic year per restrictions specified below. 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 who have previously received assigned time under this program will be eligible to apply for another assigned time award. Faculty members already receiving other sources of assigned time or compensation 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 (September – June) during which the activity is performed.

## **4. TIMELINE**

### **4.1 Applications**

Application for assigned time shall be for activities in the subsequent academic year. A timeline for applications shall be announced in the notification sent to faculty upon the opening of the application period. Typically the call for applications occurs in Fall quarter with applications due to the applicant's department chair/head around the beginning of Winter quarter, though contingencies may delay the notification period.

### **4.2 Recommendation Process**

The applicant's department chair/head submits the application materials to the applicant's Dean, who then submits the applications to the ESSC typically by early in Winter quarter. The ESSC reviews applications and submits its recommendations to the Provost and Vice President for Academic Affairs in time for applicants to be notified of the status of their applications near the end of Winter quarter.

## **5. APPLICATION MATERIALS**

The distribution of application materials concerning assigned time for exceptional levels of service to students should target department chairs/heads, program directors and students to encourage applications from faculty they view as having taken on extraordinary burdens in the related categories of service to students.

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

- 1) a completed proposal that includes sufficiently detailed narrative, not to exceed two pages, on the template provided for this purpose, which includes sufficient justification for the use of assigned time requested, the impact factor (see application), a description of how the service is extraordinary, and how the WTUs requested correlate to work effort;
- 2) the faculty applicant's current curriculum vitae (CV), with relevant service activities for which assigned time is being sought highlighted;
- 3) a statement from the department chair indicating support for the proposal and verification that no other source of assigned time or compensation has been provided for the same general activity; and
- 4) the college dean's recommendation.

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 that goes significantly beyond the normal expectations of all faculty;
- 6.1.2. Activities that support underserved, first-generation, and/or underrepresented students;
- 6.1.3. Curricular redesign intended to improve student access and success;
- 6.1.4. Service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty;
- 6.1.4. Other extraordinary forms of service to students.

### **6.2. Review Criteria**

- 6.2.1. Narrative description of proposed activity/project detailing nature of service provided;
- 6.2.2. Demonstration of how the service to the students is extraordinary – provide context of the full service and teaching load such that this service to students is extraordinary in light of the totality of the service and teaching load;
- 6.2.3. Justification for how the amount of assigned time requested correlates to the work involved in the service activity;

6.2.4. Demonstrated ability to be successful in accomplishing project goals and previous work in this area.

## **7. RECOMMENDATIONS**

7.1. The ESSC shall rate each proposal based on the established criteria and rank order the proposals by total rubric score.

7.2. The ESSC shall submit its evaluations and the application materials to the Provost and Vice-President for Academic Affairs who shall make the final determination regarding the approval or denial of the proposals.

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

Once a decision is reached by the Provost and Vice-President for Academic Affairs, he/she will forward his/her approval or denial, and if denied, the basis for the decision, as well as the numeric score and ranking of their application.

## **9. APPEALS**

Within 10 days following receipt of the Provost and Vice-President for Academic Affairs' decision, applicants may appeal the decision in writing to the Associate Vice-Provost for Academic Personnel. Appeals will be forwarded to the Faculty Affairs Committee for consideration. The FAC will consider the appeal at their next scheduled business meeting and will respond to the appellant in writing with a copy to the Provost. Decisions of the FAC shall be final and binding and are not subject to the grievance procedures specified in Article 10 of the CBA.

## **10. EFFECTIVE DATES**

The policies and procedures in this document are an implementation of Article 20, section 37 of the 2014 – 2017 CBA. Due to the extension of the CBA through 2017-18 and then again through 2019 – 2020, the 2019 – 2020 academic year marks the end of this program and this policy shall no longer be in effect on or after June 30, 2020, unless Article 20.37 is specifically extended in the successor CBA to include additional awards in future years.

## **11. SUMMARY TIMELINE ACTIVITY**

### **11.1 TIMELINE FOR 2019/20 AY**

Call for applications sent to faculty	December 10, 2018 (repeat at beginning of Winter quarter)
Proposals due to Dept. Chair/Head	January 22, 2019
Proposals from Chair/Head to Dean	January 28, 2019
Proposals from Deans are due to ESSC	February 4, 2019
ESSC Recommendations to Provost	February 25, 2019
Awards Announced to Applicants	March 15, 2019

## 11.2 PRIOR TIMELINES

	<b>2014/15 &amp; 2015/16 AY</b>	<b>016/17 AY</b>	<b>2017/18 AY</b>	<b>2018/19 AY</b>
Call for Requests	Apr. 10, 2015	Sep. 15, 2015	Jan. 11, 2017	Dec 8, 2017
Proposals are Due	May 1, 2015	Oct. 22, 2015	Feb. 13, 2017	Jan 22, 2018
ESSC Rec to Provost	May 22, 2015	Nov. 16, 2015	Mar. 6, 2017	Feb 26, 2018
Awards Announced	Jun. 8, 2015	Dec. 4, 2015	Mar. 24, 2017	Mar 16, 2018