



## Academic Affairs Manual

**Code Number:** AA 2018-01

Status: Active

Effective Date: August 29, 2018

Subject: Assigned Time for Exceptional Levels of Service to Students

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### Assigned Time for Exceptional Levels of Service to Students

(Supersedes AA 2015-05)

#### **1.0 Purpose**

- 1.1** To provide a process for all Unit 3 (Faculty) employees 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 as well as the California State University, Dominguez Hills (CSUDH) mission and strategic plan pursuant to Article 20, Sections 20.37 of the 2014-2020 Collective Bargaining Agreement (CBA) between the CSU and the California Faculty Association (CFA).

#### **2.0 Exceptional Assigned Time Committee (EATC)**

##### **2.1 Constituencies**

- 2.1.1** Each Academic College shall be a constituency.
- 2.1.2** The Library, Athletics, Counseling, and Extended Education (L/A/C/EE) shall be another constituency.

##### **2.2 Membership**

- 2.2.1** One faculty member from each constituency defined above shall be appointed by the Academic Senate;
- 2.2.2** One student shall be appointed by the Associated Students, Inc.;
- 2.2.3** The Provost and the Vice President Academic Affairs (Provost) or his/her designee shall serve as a non-voting *ex officio* member.
- 2.2.4** Each appointed member shall serve a one-year term.
- 2.2.5** Faculty serving on this committee shall not be applicants for assigned time.

##### **2.3 Functions**

- 2.3.1** To evaluate faculty applications for assigned time for exceptional levels of service to students;
- 2.3.2** To make recommendations based on those evaluations to the Provost;
- 2.3.3** To periodically review and, if needed, make recommendations to the Faculty Policy Committee (FPC) for changes to this policy.

#### **3.0 Assigned Time Budget and Reporting**

- 3.1** 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 on campus.

##### **3.1.1 Accountability and Expenditures**

- 3.1.1.1** CSUDH shall expend all funds allocated under this program.

**3.1.1.2** CSUDH shall provide an accounting of expenditures for this program for the prior fiscal year by no later than November 1<sup>st</sup> of the subsequent year to the EATC, the Academic Senate, Campus CFA leadership, and the CSU.

**3.1.1.3** Any unused funds shall roll over for use in the following academic year for the 2014/2015, 2015/2016, 2016/2017, 2017/2018, 2018/2019 academic years. All funds must be expended in the 2019/2020 academic year.

**3.1.1.3.1** For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for an Assistant Professor.

**3.1.1.3.2** 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.

#### **4.0 Eligibility and Restrictions**

##### **4.1 Eligibility**

**4.1.1** All Unit 3 (Faculty) employees are eligible to submit a proposal to request assigned time for Exceptional Levels of Service to Students.

**4.1.2** Faculty who have previously received assigned time under this program and have not filed a final report on their activities are not eligible to apply again until their final report has been received by Faculty Affairs & Development to file in the Personnel Action File (PAF).

**4.1.3** 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 of this program.

##### **4.2 Restrictions**

**4.2.1** 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 may be utilized in the 2015/2016 and assigned time granted in the 2017/2018 academic year, may be utilized in the 2018/2019 academic year.

##### **4.3 Timeline**

###### **4.3.1 2014/2015 & 2015/2016 AY**

**4.3.1.1** For activities in the 2014/2015 academic year and activities planned for the 2015/2016 academic year. Applications will be due **May 8, 2015**, and awards will be announced on or before May 29, 2015.

###### **4.3.2 2016/2017 AY**

**4.3.2.1** Applications will be due on November 6, 2015. Awards will be announced on or before December 5, 2015.

**4.3.3 2017/2018 & 2018/2019 AY**

- 4.3.3.1** Applications for the 2017/2018 Academic Year will be due October 12, 2018 and will be announced by November 13, 2018.
- 4.3.3.2** Applications for the 2018/2019 Academic Year will be due November 5, 2018. Awards will be announced on or before December 3, 2018.
- 4.3.3.3** Applications for the 2019/2020 Academic Year will be due October 20, 2018. Awards will be announced December 3, 2018.

**5.0 Application Materials**

- 5.1** An application for assigned time to support exceptional levels of service to students shall consist of:
  - 5.1.1** A narrative proposal, not to exceed 500 words;
  - 5.1.2** A current curriculum vitae (CV), limited to two pages;
  - 5.1.3** A brief letter from a CSUDH employee (not the proposer) who can speak to the credibility of the project and in support of the application; and
  - 5.1.4** A completed application with signatures of the applicant's department chair and dean (or equivalent administrators), indicating they are aware of the proposal and are not currently providing assigned time for the same general activity.

**5.2** Incomplete applications will not be reviewed.

**6.0 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 supports 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 have demonstrably increased workload.
- 6.1.5** Other extraordinary forms of service to students.

**6.2 Review Criteria**

- 6.2.1** Demonstrated or hypothesized impact on student success and/or educational experience; impact includes the quality of the activity as well as the number of students served (30%).
- 6.2.2** Demonstration that the impact on and/or quality of student experience could not be maintained without an increase in workload and that it is above and beyond the faculty member's assignment/regular duties (30%).
- 6.2.3** Demonstrated impact on first-generation, underrepresented, or historically underserved populations (30%).
- 6.2.4** Quality of the letter of support (10%).

**7.0 Recommendations****7.1 The EATC shall assign each proposal one of three ratings:**

**7.1.1** Strongly Recommend

**7.1.2** Recommend

**7.1.3** Do Not Recommend

**7.2** The EATC shall submit its evaluations and the applications materials to the Provost 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.

**7.3** The Provost shall allocate at least one award to each faculty constituency represented in the pool of strongly recommended and recommended proposals.

**8.0 Information Provided to Applicants**

**8.1** Once a decision is reached by the Provost, he/she will forward his/her approval or denial.

**8.1.1** If denied, why the proposal was denied, as well as the EATC's evaluation of the applicant.

**9.0 Appeals**

**9.1** Applicants may appeal the decision by the Provost 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.

**9.2 Appeals Committee**

**9.2.1** The Appeals Committee shall be appointed by the Academic Senate Executive Committee

**9.2.2** The Appeals Committee shall be comprised of:

**9.2.2.1** One member of the EATC;

**9.2.2.2** One member of the Academic Senate Executive Committee;

**9.2.2.3** One member of the Faculty Policy Committee (FPC);

**9.2.2.4** And the Provost or his/her designee who shall be a non-voting *ex officio* member.

**9.3 Timeline and Notification of Decisions**

**9.3.1** Appeals of the decision made by the Provost shall be made in writing, to the Chair of the Academic Senate and shall be filed no more than ten (10) working days after the date upon which the Provost notifies the applicants of his/her decisions.

**9.3.2** The Chair of the Academic Senate will appoint the Appeals Committee within ten (10) working days of receiving the first appeal.

**9.3.3** The Appeals Committee shall complete their review in not more than thirty (30) working days after receipt of the appeals.

**9.3.4** The Appeals Committee shall send the appellant notification of its decision.

**10.0 Conditions of Assigned Time**

**10.1** A faculty unit employee (Unit 3) granted Assigned Time under this program shall provide a final report to the EATC via the Office of Faculty Affairs & Development no later than one semester following the use of assigned time.

**10.2** The report shall provide evidence that the proposed activities were completed and that the impact on the students was as claimed in the original application.

**10.3** Faculty are ineligible to receive further assigned time for this program until their report is received.

**11.0 Effective Dates**

**11.1** The policies and procedures in this document serve as an implementation of Article 20, Section 37 of the 2014 – 2020 CBA.

**12.0 Summary Timeline****12.1 Final Report Due:**

**12.1.1** Semester immediately following the use of Assigned Time (e.g., if assigned time was used in Spring 2016, the final report is due by the end of Fall 2016).

ACTIVITY	AY 2014/15 & 2015/16	AY 2016/17	AY 2017/18 & 2018/19	AY 2019/20
<b>Call for Proposals</b>	April 22, 2015	October 21, 2015	April 21, 2018	October 20, 2018
<b>Proposals are Due</b>	May 8, 2015	November 6, 2015	May 7, 2018	November 5, 2018
<b>Awards Announced</b>	May 29, 2015	December 4, 2018	November 13, 2018	December 3, 2018
<b>Assigned Time Used</b>	Fall 2015 or Spring 2016	Fall 2015 or Spring 2016	Fall 2018 or Spring 2019	Fall 2019 or Spring 2020

**Please note:**

- Last day that this provision of the contract is effective is June 30, 2020.
- Last effective date of this policy is September 1, 2020.

**Source:** Faculty Policy Committee. Adapted from policy created by CSU Fresno.

Approved: Dr. Ellen Junn, Provost and Vice President, Academic Affairs

Date: October 6, 2015

Reaffirmed: Dr. Michael E. Spagna, Provost and Vice President, Academic Affairs

Date: August 29, 2018