

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

**POLICY AND PROCEDURE
FAC 712-15**

Effective Date: 1/24/2019

Definition *This policy has been created to comply with the provision in the Collective Bargaining Agreement, Section 20.37, which provides CSUSM with funding for assigned time for exceptional service to students performed by any unit 3 employee. Via MOU (CSU/CFA Contract Extension, dated 9/22/17), the effective years covered by this policy are extended in line with CBA Agreement valid through June 30, 2020.*

Authority *The CBA charges campus Senates to develop criteria and procedures for the use of the funds. Ultimate authority lies with the President of the University.*

Scope *All Unit 3 employees.*

Approved by Karen S. Haynes, President on 1/24/2019

Approved by Graham Oberem, Provost & Vice President for Academic Affairs on 1/18/2019

Revision Two: 1/24/2019

Revision One: 2/2/2017

Implemented: 10/8/2015

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I. PURPOSE

The purpose of this policy is to provide assigned time to faculty employees who are engaged in exceptional levels of service that support the CSU's priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort 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 the mission of California State University San Marcos (CSUSM) pursuant to Article 20, Section 20.37 of the 2014-2017 Collective Bargaining Agreement (CBA) between CSU and the faculty, extended by mutual agreement through June 30, 2018; and, further extended by mutual agreement through June 30, 2020.

II. FAC SUBCOMMITTEE: EXCEPTIONAL ASSIGNED TIME COMMITTEE (EATC)**A. Membership**

Membership of EATC shall be composed of:

1. One faculty member from each college, appointed by the Academic Senate.
2. One faculty member to represent the Library/Athletics/Counseling/Extended Learning constituency, appointed by the Academic Senate.
3. A student appointed by the Associated Student, Inc.
4. The Provost or their designee will serve as a non-voting *ex officio* member. Faculty serving in this committee shall not be applicants for assigned time.

B. Functions

1. To evaluate faculty applications for assigned time for exceptional levels of service to students during the Collective Bargaining Period, 2014- through, by extension, June 1, 2018; and by extension, June 30, 2020.
2. To make recommendations based on those evaluations to the Provost and Vice-President for Academic Affairs (VPAA).
3. To periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC).

III. ASSIGNED TIME BUDGET AND REPORTING

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 at that campus.

A. Accountability and Expenditures

1. CSUSM shall expend all funds allocated to them under this program. CSUSM 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, and the CSU.

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2. In academic years 2014/15, 2015/16 and 2016/17 any unused funds shall roll over for use in the following academic year. All funds must be expended in the 2017/18 academic year. By extension, available funds will be expended for approved applications that address service in the 18/19 and 19/20 academic years.
3. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for assistant professor.
4. 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.

IV. ELIGIBILITY & RESTRICTIONS

A. Eligibility

1. All Unit 3 faculty employees are eligible to submit a proposal to request assigned time for exceptional levels of service to students.
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.
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 from this program.

B. Restrictions

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 academic year, and the exception of assigned time granted in the 2018/2019 academic year which may be utilized in the 2019/2020 academic year.

V. TIMELINE

- A. For activities in the 2014/2015 academic year and the 2015 Fall semester and for activities planned for Spring 2016 applications will be due November 2. Review of proposals will be completed before the thanksgiving break and awards announced December 15.
- B. For activities planned in the 2016/2017 and 2017/2018 academic years, applications will be due February 5. Review of proposals will be completed by March 5th and awards announced March 18.

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- C. For activities in the 2018/2019 and 2019/2020 academic years, applications will be due February 4, 2019. Review of proposals will be completed by March 4, 2019 and awards announced March 11, 2019.

VI. APPLICATION MATERIALS

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

- A. A narrative proposal, not to exceed two pages
- The narrative shall “demonstrate that the quality of students’ educational experience could not have been maintained without an increase in the faculty member’s workload.” (CBA 20.37)
 - The narrative shall clarify that the service referenced in the application is not being compensated in any other form.
 - The narrative shall provide signature lines for the department chair (or equivalent) and dean or associate dean or equivalent.
- B. A letter from a CSUSM employee, not the proposer, who can speak to the credibility of the service, in support of the application.
- C. The narrative shall be reviewed and signed by the department chair (or equivalent) and the dean or associate dean or equivalents signifying that they are aware of the proposal and are not currently providing assigned time for the same general activity to the faculty member.
- D. Incomplete applications will not be reviewed.

VII. SUPPORTED ACTIVITIES AND REVIEW CRITERIA

- A. The following activities may be supported
1. Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students.
 2. The development and implementation of high-impact educational practices; curricular redesign intended to improve student access and success.
 3. Service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty.
 4. Assignment to courses where increases to enrollment have demonstrably increased workload.
 5. Other extraordinary forms of service to students.

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B. Review Criteria

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.
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 work assignment/regular duties.
3. Demonstrated impact on historically underserved populations.
4. Quality of the letter of support.

VIII. RECOMMENDATIONS

- A. The EATC shall assign each proposal in rank order.
- B. The EATC evaluation will recommend the amount of the award, but the final decision will be made by the VPAA.
- C. 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 assigned time.

IX. INFORMATION PROVIDED TO APPLICANTS

Once a decision is reached by the VPAA, he/she will forward his/her approval or denial as well as the evaluation of the EATC to the applicant.

X. AWARDS

- A. A tenure track faculty member who receives exceptional assigned time from the committee would report the WTUs awarded in his/her Faculty Activity Report (FAR). The equivalent funds would be transferred to the college or equivalent.
- B. All awardees receive assigned time, to the extent this impacts lecturer entitlements such entitlements will be preserved in their entirety. In unique circumstances where assigned time is not possible due to the nature of the awardees appointment, alternative compensation will be awarded.
- C. Assigned time awarded in the form of a course release may be taken in Fall 2019 (for 18/19 awardees and Fall 19 Awardees) or Spring 2020, for Spring 2020 awardees.

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XI. APPEALS

A. 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 Chair of the Academic Senate.

B. 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 his/her 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. Decisions made by the Appeals Committees shall be final and binding and are not subject to the grievance procedures in Article 10 of the CBA.

XII. CONDITIONS OF ASSIGNED TIME

A faculty unit employee granted assigned time under this program shall provide a final report to the EATC via the Faculty Affairs office no later than one semester following the award of assigned time. 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. Faculty are ineligible to receive further assigned time from this program until their report is received.

XIII. EFFECTIVE DATES

The policies and procedures in this document are an implementation of Article 20, section 37 of the 2014-2017 CBA, which was extended through June 30, 2018; and, again, extended by MOU between CSU and CFA as part of the Unit 3 contract extension, through June 30, 2020.