



SAN DIEGO STATE UNIVERSITY

APPLICATION FOR ASSIGNED TIME FOR EXCEPTIONAL SERVICE

Faculty (including coaches and counselors) are eligible to apply for up to three (3) WTUs for exceptional service to students. Applications may cover activities conducted during the 2017/2018 academic year or planned for the 2018/2019 academic year that meet the following criteria:

- Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students;
- Development and implementation of high-impact educational practices or curricular redesign intended to improve student access and success;
- Service to the department, college, university, or community that *exceptionally exceeds the normal expectations of all faculty*;
- Assignment to courses where increases in enrollment have demonstrably increased workload;
- Other extraordinary forms of service to students.

Previous recipients who have not filed a final report or faculty members already receiving assigned time for their activities are not eligible to apply.

TIMELINE

- MAR 2 Completed applications forwarded by department/school to the applicant’s college policy and planning committee (or its divisional equivalent).
- MAR 16 Committee submits a ranked list of applicants to the dean or appropriate administrator.
- MAR 23 Dean communicates ranked recommendations in writing to the AVPFA; AVPFA and AVPAA-RM confirm number of recommended awards to be funded.
- APR 2 Deans shall communicate final award decisions in writing to applicants, specifying reasons rejected applicants were denied, with a copy to the AVPFA for filing in the PAF and to the AVPAA-RM for budget management.
- APR 13 Deadline for submitting written appeals to the Chair of the Academic Senate.
- MAY 11 Faculty Honors and Awards committee completes appeal review and notifies Dean and appellant, with copies to the AVPFA and Senate Chair.

SECTION A: APPLICANT INFORMATION

Name of Applicant: _____
Last Name First Name M.I.

Red ID: _____ Rank or Title: _____

College: _____ Department: _____

I am requesting assigned time for **Fall 2018** **Spring 2019**

Please submit ALL of the following:

A complete curriculum vitae

A statement describing exceptional service activities, their demonstrated or anticipated impact on students, and their relationship to your current workload.

I understand that if granted assigned time under this program I shall provide a final report to the College Dean no later than one semester following the award of assigned time, providing evidence of the completion and impact of the proposed activities. I understand that I will be ineligible to receive further assigned time from this program until the report is received, and that award and appeal decisions are final and not subject to grievance.

Applicant's Signature

Date

SECTION B: DEPARTMENT/SCHOOL CERTIFICATION

I certify that the applicant is not receiving assigned time for the activities described in this application.

Department Chair/School Director (print)

Signature

Date