Assigned Time for Exceptional Levels of Service to Students

Eligibility and Restrictions

Eligibility

All unit 3 faculty employees are eligible to submit a proposal to request assigned time up to 3WTUs for exceptional levels of service to students. 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. 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.

Restrictions

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 which may be utilized in the 2015/2016 academic year.

Application Process and Materials

Application Process

Faculty submit applications to their department chair or school director.

Department chairs or school directors verify in writing that the applicant is not currently receiving assigned time for the same general activity.

Department chairs or school directors shall forward the application to the appropriate college committee. Student Affairs and Business Affairs shall develop committees as needed.

Applications will be evaluated by each College’s Policy and Planning Committee, or equivalent. The College Committee may refer this evaluation to another relevant College-level Committee. The Committee shall submit a ranked list of applicants to the Dean or appropriate administrator in Student Affairs and Business and Financial Affairs.

The Dean shall decide on the final awards. Denials shall specify the reasons.
For activities in the 2014/2015 academic year, applications will be due by March 6, 2015 and awards announced by April 6. Awards shall consist of WTUs and may be banked for use in the 2015/16 academic year.

For activities planned for the 2015/2016 academic year, applications will be due March 6, 2015 and awards announced by April 6.

For activities planned for the 2016/2017 academic year, applications will be due March 4, 2016 and awards announced by April 6.

Application Materials

An application for assigned time to support exceptional levels of service to students shall consist of:
1) a narrative proposal, not to exceed two pages, describing how the service activities meet the criteria outlined below.
2) an updated curriculum vitae (CV)

Supported Activities and Review Criteria

The following activities may be supported:
- Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students;
- The development and implementation of high-impact educational practices; 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;
- Other extraordinary forms of service to students.

Priority will be given to applications that clearly meet the following criteria:
- Demonstrated or hypothesized impact on student success and/or educational experience;
- Demonstration that the impact on and/or quality of student experience could not be maintained without an increase in workload;
- Consideration shall be given to the items listed in 20.3 (b) and (c) of the CBA.

Conditions of Assigned Time

A faculty unit employee granted assigned time under this program shall provide a final report to their College Dean 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.

**Appeals**

**Appeals Committee**

If needed, the Senate Committee on Faculty Honors and Awards shall serve as the Appeals Committee.

**Timeline and Notification of Decisions**

Appeals shall be made, in writing, to the Chair of the Academic Senate and shall be filed no later than ten working days after the date on which applicants are notified of Dean's (or appropriate administrator's) decision. 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 and College Dean 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.