

CSUSB

GUIDELINES FOR DISTRIBUTION OF
ASSIGNED TIME FOR AN EXCEPTIONAL LEVEL OF SERVICE TO STUDENTS

1. PURPOSE

These guidelines are to establish a process to identify candidates who should receive an award of assigned time for exceptional levels of service to students of California State University, San Bernardino (CSUSB), pursuant to Article 20, Section 37 of the 2014-2017 Collective Bargaining Agreement (CBA).

Assigned time from this pool may be awarded for student mentoring, advising, and outreach, especially if 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; and other extraordinary forms of service to students. Consideration may be given to other items listed in CBA under 20.3 b and c. However, priority shall be given to applications that demonstrate that the quality of the students' educational experience could not have been maintained without an increase in the faculty member's workload.

Such adjustments shall be in addition to any adjustments already in place on a campus. 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 pool for the same activities.

2. COMMITTEE FOR EXCEPTIONAL ASSIGNED TIME (CEAT)

2.1. Membership (7 members): The Executive Committee of the Faculty Senate shall appoint one representative from each college and one representative among the SSP, ARs, Librarians, and Coaches. The Associated Students, Inc. shall appoint one student representative. Each original member shall serve from the time of appointment through June 2017. The original members of CEAT should be appointed by the second week of October, 2015.

2.2. Functions of the CEAT

2.2.1. To evaluate faculty applications for course assigned time for exceptional levels of service to students and submit the list to the Provost or his designee.

2.2.2. To periodically review and, if needed, make recommendations for changes in this policy to the EC of Faculty Senate.

3. 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 for that campus.

3.1. Accountability and Expenditures

3.1.1. CSUSB shall expend all funds allocated to the campus under this program by the end of academic year, 2017. The campus/Academic Affairs Office shall provide an accounting of expenditures of the prior fiscal year by no later than mid-November of the subsequent year to Faculty Senate EC, to the Faculty Senate, and the CO of the CSU. This allows the EC of Faculty Senate to determine the number of courses available for the award for subsequent quarters.

3.1.2. Any unused funds shall rollover for use in the following academic year for the 2015/16 academic year and the 2016/17 academic year. All funds must be expended by the 2016/17 academic year.

3.1.3. Costs of the assigned time shall be calculated based on the minimum salary for an assistant professor.

3.1.4. Awards from appeals shall not exceed one course of the annual pool and shall be funded in the subsequent academic year. During the last year of the CBA, appeals must be funded from the funds for that year, which includes any rollover from the previous year.

4. ELIGIBILITY AND RESTRICTIONS

4.1. Eligibility:

4.1.1. All unit 3 faculty members 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.

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 from this program for performing the same activity.

4.2 Restrictions

Course assigned time, except that granted for activity in 2014-15, can only be utilized during the academic year (September to June) during which the activity is performed.

5. APPLICATION MATERIALS

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

- 1) A narrative with the proposed activity, not to exceed two double space pages with a 12 point font. The statement must include compelling evidence of the need and ability to complete the activity including prior experience in proposed activity.
- 2) A letter of support from a CSUSB faculty member, chair, administrator, or someone who can justify the need of the proposed activity,
- 3) Signatures of department chair and college dean on the proposal indicating their awareness of submission and that no course assigned time is being provided for the same general activity.

The CEAT will not review any incomplete application.

The complete application packet should be submitted as one PDF document, emailed to Faculty Senate Office by the deadline, which will be forwarded to members of CEAT.

6. RECOMMENDATIONS

As per CBA, the priority shall be given to applications that demonstrate that the quality of the students' educational experience could not have been maintained without an increase in the faculty member's workload. The committee shall make the recommendation to award up to maximum amount available for that year (2014-15 will be combined with 2015-16 but awarded for activity in 2014-15. Awards shall consist of WTUs and may be banked for use in the 2015/16 academic year). The list of awardees shall be submitted to appropriate administrator (the Provost or designee).

7. INFORMATION PROVIDED TO APPLICANTS

The Provost or designee shall provide the list of awardees to the EC of Faculty Senate, applicants, department chair, and dean of the college.

8. APPEALS

8.1. Appeals Committee

The Appeals Committee shall be composed of three members of the FAC appointed by the EC of Faculty Senate.

8.2. Timeline and Notification of Decisions

Appeals shall be made, in writing, to the Chair of Faculty Senate and shall be filed no later than ten (10) university working days after the date upon which the applicant received the decision. The Chair of the Faculty Senate will appoint the Appeals Committee within ten university working days of receiving the first appeal. The Appeals Committee shall complete their review in no more than two (2) weeks after receipt of the appeal.

The Appeals Committee shall send notification of its decision to the appellant, Chair of Faculty Senate, and the Provost/VPAA. Decisions made by the Appeals Committee shall be final and binding; and are not subject to the grievance procedures in Article 10 of the CBA.

9. CONDITIONS OF ASSIGNED TIME

A faculty unit employee granted assigned time under this program shall provide a final report to the CEAT via the Faculty Senate Office no later than the end of the following quarter after the award of the 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 members are ineligible to receive further assigned time under this program from university internal funds until the report is received. The report will be submitted to the Faculty Senate Office, which will forward the reports to the Provost/VPAA or designee.

10. EFFECTIVE DATES

This policy shall no longer be in effect on or after September 1, 2017, unless the CBA is renewed with the extension of this program.

11. TIMELINE

2014-15 and 2015-2016 AY

Announcement of Awards by Faculty Senate Office	Monday, September 21, 2015
Appointment of CEAT members by EC FS	Tuesday, October 13, 2015
Deadline for submission of award proposals to FS Office	Monday, October 19, 2015
CEAT recommendation to appropriate administrator	Friday, November 13, 2015
Provost to disseminate the list (see section 7)	Monday November 16, 2015
Appeal letter due to FS Office	Monday November 30, 2015

2016-2017

The EC will present a timeline for 2016-2017 to the Faculty Senate no later than the Faculty Senate's final meeting for Winter 2016, March 8, 2016.

If all the funds are not distributed by the end of Fall, 2016, another call for awards will be made in Winter 2017 for activity to be completed in Spring, 2017.