

## POLICY ON ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE

This policy outlines the principles and procedures for the administration of “assigned time for exceptional levels of service” required in the Collective Bargaining Agreement between the CFA and CSU (July 1, 2014 – June 30, 2017). In this document, “application” shall refer to all papers and forms submitted by a faculty member for the purpose of requesting assigned time for this service. “Proposal” shall refer to that part of the application in which the faculty member describes the manner in which the assigned time is to be used.<sup>1</sup> The appropriate administrator (academic dean) is designated by the President to oversee the implementation of this program and to ensure compliance with Article 20 of the Unit 3 Collective Bargaining Agreement (CBA).<sup>2</sup>

Every full-time faculty member has the right to, and a developmental need for, assigned time for this purpose.

### GENERAL PROVISIONS (from Article 20 of the CBA)

1. *For each fiscal year 2014/15, 2015/16, and 2016/17, the CSU will provide a pool of \$1.3 million, allocated based on campus full-time equivalent students (FTES), 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.*
2. *Assigned time from this pool may be awarded for 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; and other extraordinary forms of service to students.*
3. *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.*
4. *In 2014/15, assigned time under this program shall be awarded in the spring and be based on work performed during the 2014/15 academic year. Awards shall consist of WTUs and may be banked for use in the 2015/16 academic year. Campuses shall establish timelines for 2015/16 and 2016/17 so that assigned time is taken during the academic year in which the activities occurred. All faculty unit employees are eligible to apply.*
5. *Priority shall be given to applications which demonstrate that the quality of students' educational experience could not have been maintained without an increase in the faculty member's workload.*
6. *Denials shall specify the reasons. Appeals shall be heard by a faculty committee designated for the purpose. Decisions of the appeals committees shall be final and binding and not subject to Article 10 of the CBA. Awards granted after appeal in 2014/15 and 2015/16 shall be funded from the pool allocated for this program in the subsequent fiscal year and shall not exceed 10% of the annual pool. Any unused funds from this program in 2014/15 or 2015/16 shall roll over for use in the following Academic Year. Appeals in 2016/17 must be funded from the available funds for 2016/17, including any rollover from previous years.*

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<sup>1</sup> Assigned Time for Exceptional Service application forms are available on the Faculty Affairs web site.

<sup>2</sup> It is the purpose of this policy to address only the implementation of assigned time for exceptional service as required by the CBA in Article 20.

7. Campuses shall expend all funds allocated to them under this program. Each campus shall provide an accounting of expenditures for this program for the prior fiscal year by no later than November 1 of the subsequent year. For accounting purposes, costs of reassigned time shall be calculated based on the minimum salary for assistant professor.

8. Consideration shall be given to at least the following:

a. In the assignment of workload, consideration shall be given at least to the following factors: graduate instruction; online instruction; activity classes; laboratory courses; supervision; distance learning; sports; and directed study. Consideration for adjustments in workload shall be given to at least the following: class size/number of students; course and curricular redesign; preparation for substantive changes in instructional methods, including development of online and hybrid courses; research, scholarly, and creative activities; advising; student teacher supervision,; thesis supervision; supervision of fieldwork; service learning; student success initiatives; assessment and accreditation activities; and service on a department, college, or University committees.

b. In determining what is "excessive" or "unreasonable" under this section, the items listed under a (above), as well as the number of students seeking to take courses in the academic area, the distribution of student enrollment, the level of support provided the program, and the effects of the introduction of new instructional technologies, and the prior practices of the University shall be among the primary elements to be considered. The parties agree that consideration of the prior practices of the University shall include the calculation of Weighted Teaching Units in prior years.

## I. ELIGIBILITY

1. All faculty employees are eligible.

## II. PROCEDURES

### A. General

1. In the Spring semester of each academic year, the Office of Faculty Affairs shall establish and announce dates for the submission and review of assigned time for exception levels of service requests.
2. It shall be the sole responsibility of an individual faculty member to apply for this assigned time and failure to do so in a timely fashion will not excuse an applicant from meeting the application deadline established by the dean.
3. Eligible faculty wishing to do so shall submit an application for assigned time for exceptional levels of service on the University form available on the Faculty Affairs web site. Basic application information shall include: a) the purpose of the assigned time; b) the semester during which the assigned time will be used or if the "banking" provision is being requested.

### B. Departmental Level Review

1. Departments have the primary responsibility of stating, in writing, the reasons for their recommendations regarding these assigned time for exceptional levels of service proposals. The department shall elect a committee for this purpose consisting of at least three (3) full-time tenured faculty members who are not applying for assigned time for exceptional levels of service and are not participants in the Faculty Early Retirement Program. If the department does not have three full-time tenured members, the membership of the department may elect any other full-time tenured faculty member willing to serve on this committee.

2. Department chairs may be elected to the departmental committee or may choose to write a separate recommendation as an independent level of review. The department chair must indicate his/her preference prior to the deadline for applicants to submit proposals.
3. Departments may, at their discretion, separately rank-order applications. (Failure to rank-order at the department level may place some applicants at a slight disadvantage, as rank-ordering is mandatory at the school/college review level.)
4. Each faculty member applying for assigned time for exceptional service shall receive a written copy of the recommendation of the committee, and the recommendation of the department chair (if any). Written recommendations shall include the reasons for the recommendation.

C. School/College Level Review

1. The school/college shall elect a committee for this purpose consisting of at least three (3) full-time tenured faculty members who are not applying for assigned time for exceptional service and are not participants in the Faculty Early Retirement Program. At the discretion of the school/college's faculty members, the unit's standing personnel peer review (RTP) committee may serve as the committee.
2. The school/college committee will examine all applications and proposals. The committee will also review the recommendations of the departmental committee and the department chair (if any).
3. The school/college committee shall forward to the dean (or equivalent) separate rank-ordered lists of meritorious applications. Regardless of its relative rank, each leave application/proposal shall be clearly identified as meritorious or not meritorious.
4. The school/college committee shall notify each leave applicant, in writing, of: a) the committee's recommendation to the dean; b) the rank-order of the proposal; and c) the reasons for the ranking and recommendation.

D. The Dean's Decision

1. The dean (or equivalent appropriate administrator) shall review: a) all original applications/proposals; b) recommendations of the departmental committee; c) recommendations of department chairs (if any); d) recommendations of the school/college committee.
2. Before arriving at a final decision regarding each application, the dean shall consider the following factors:
  - a) the overall quality of the proposal;
  - b) the consistency of the proposal with *General Provisions No. 2* above.
3. Upon arriving at a decision on each application, the dean shall, in writing, notify the applicant of that decision. This notification shall include the reasons for the approval or denial of the proposal. If approved, the notification will also provide conditions (if any) imposed on the assigned time.

III. ALLOCATION OF ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE AND APPEALS

1. Resources will be distributed to each college/school on the basis of *FTES (Full-Time Equivalent Students)* positions.
2. Appeals for denials shall be heard by a committee elected by the Academic Senate designated for this purpose. Decisions of the appeals committee shall be final and binding, and not subject to Article 10 (Grievance) of the CBA.

**REFERENCE:** CBA Article 20

**History**

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Recommended by Academic Senate  
March 12, 2015

Approved by President  
May 5, 2015