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8 **POLICY RECOMMENDATION**  
9 **Allocation of Assigned Time for Exceptional Levels of Service to**  
10 **Students**  
11 **As per The CFA/CSU Collective Bargaining Agreement 2014-2017**  
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14 **Resolved:** That the following policy be adopted immediately.

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16 **Rationale:** *The 2014-2017 Collective Bargaining Agreement requires Academic*  
17 *Senates to create policies to implement the allocation of a small amount of*  
18 *assigned time “for Exceptional Levels of Service to Students.” The contract*  
19 *designed the program to be implemented beginning this semester—allowing*  
20 *very little time to craft a policy. \$1.3 million is allocated statewide per year*  
21 *for three years to purchase assigned time for the entire system, to be*  
22 *divided between the campuses based on their enrollments. Since SJSU*  
23 *has roughly 7% of the system’s enrollment, we anticipate funds totaling*  
24 *approximately \$90,000 a year—which the Chancellor’s office estimates will*  
25 *purchase 17 three unit courses of assigned time for each of the three annual*  
26 *cycles.*

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28 *To speed the process so that a policy can be put in place in time to allow the*  
29 *terms of the contract to be implemented this semester, the Professional*  
30 *Standards Committee borrowed a draft policy from CSU Fullerton and*  
31 *simply modified it for our own purposes.*  
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36 **Approved:** February 2, 2015

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38 **Vote:** 8-0-0

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40 **Present:** Peter, Green, Mathur, White, Fatoohi, Dresser, Fujimoto, Lee

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42 **Absent:** Romero, Riley

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44 **Financial Impact:** Funds have been allocated in the CBA to fund this policy.

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46 **Workload Impact:** *This will require a new committee to judge the applications as well as*  
47 *an appeals committee. Implementation will therefore demand a considerable increase in*  
48 *workload for the faculty serving on these committees. The awards themselves are*  
49 *designed to reduce teaching loads for the faculty fortunately enough to receive them to*  
50 *compensate for exceptional workloads they have taken on—so the goal of the program is*  
51 *to provide the recipients with relief from a teaching workload in compensation for an*  
52 *increase in service workload.*  
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## **ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS**

### **1. PURPOSE**

To provide a process for all unit 3 faculty to write proposals for assigned time for exceptional levels of service to students that supports the priorities of the California State University (CSU) system and support San Jose State University's Mission pursuant to Article 20, Section 20.37 of the 2014-2017 Collective Bargaining Agreement (CBA) between CSU and the faculty.

### **2. EXCEPTIONAL ASSIGNED TIME COMMITTEE (EATC)**

#### **2.1. Membership**

One Department Chair from each college chosen by the Department Chairs in that college, and one faculty member from the General Unit appointed by the Executive Committee of the Academic Senate. A student appointed by the Associated Student, Inc. The Provost or his/her designee will serve as a non-voting *ex officio* member. Each member serves a one-year term.

#### **2.2. Functions**

2.2.1. To evaluate faculty applications for assigned time for exceptional levels of service to students

2.2.2. To make recommendations based on those evaluations to the Provost.

2.2.3. To periodically review and, if needed, make recommendations for changes in this policy to the Professional Standards Committee.

### **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 at that campus.

**3.1.** SJSU shall expend all funds allocated to them under this program. SJSU 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.

**3.2.** Any unused funds shall roll over for use in the following academic year for the 2014/2015 academic year and the 2015/2016 academic year. All funds must be expended in the 2016/2017 academic year.

**3.3.** For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for assistant professor.

**3.4.** Awards from appeals shall not exceed 10% of the annual budget 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.

### **4. ELIGIBILITY & RESTRICTIONS**

105 **4.1. Eligibility**

106 4.1.1. All unit 3 faculty employees are eligible to submit a proposal to request  
107 assigned time for exceptional levels of service to students.

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109 4.1.2. Faculty members already receiving assigned time for the same general  
110 category of activity shall not be eligible for support from this program.

111 **4.2. Restrictions**

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114 Assigned time can only be utilized during the academic year (August – May)  
115 during which the activity is performed with the exception of assigned time granted  
116 in the 2014/ 2015 academic which may be utilized in the 2015/2016 academic  
117 year.

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119 **5. TIMELINE**

120 5.1. For activities in the 2014/ 2015 academic year and activities planned for the  
121 2015/2016 academic year, applications, committee review, and decisions will be  
122 conducted according to a calendar determined by the Provost in consultation with  
123 the Executive Committee of the Academic Senate, and awards announced by May  
124 of 2015.

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126 5.2. For the 2016/2017 academic year applications will be due on 1 October of 2015  
127 and awards announced in December of 2015.

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129 **6. APPLICATION MATERIALS**

130 An application for assigned time to support exceptional levels of service to students  
131 shall consist of: 1) a narrative proposal, not to exceed two pages; 2) an updated  
132 curriculum vitae (CV), 3) a signature page signed by the Chair and the Dean  
133 indicating that they have reviewed the proposal and have determined each of the  
134 following three items:

135 **6.1.** The proposal meets the minimum requirements and criteria as outlined in 7.1

136 **6.2.** The activities described in the proposal are not already supported by assigned  
137 time or they substantially exceed the level of support that is currently provided

138 **6.3.** If awarded, the assigned time can be implemented in a manner that will not create  
139 undue hardship for scheduling or staffing critical curricula.

140 The signature page will be devised by the Office of Faculty Affairs. Incomplete  
141 applications will not be reviewed.

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143 **7. SUPPORTED ACTIVITIES AND REVIEW CRITERIA**

144 **7.1. The following activities may be supported provided they represent a level of**  
145 **service that goes significantly beyond the normal expectations of all faculty**

146  
147 7.1.1. Student mentoring, advising, and outreach, especially as these activities  
148 support underserved, first-generation, and/or underrepresented students

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150 7.1.2. The development and implementation of high-impact educational practices;  
151 curricular redesign intended to improve student access and success

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153 7.1.3. Service to the department, college, university, or community that goes  
154 significantly beyond the normal expectations of all faculty, and that directly or

155 indirectly is of benefit to students.

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157 7.1.4. Assignment to courses where increases to enrollment have demonstrably  
158 increased workload

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160 7.1.5. Other extraordinary forms of service to students

## 161 **7.2. Review Criteria**

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163 Some or all of the following criteria should be demonstrated or hypothesized in the  
164 narrative proposals:

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166 7.2.1. Impact on and/or quality of student experience could not be maintained  
167 without an increase in workload or the continuation of excessive workload.

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169 7.2.2. Impact on student success and/or educational experience.

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171 7.2.3. Impact on historically underserved populations.

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173 7.2.4. Establishment of the number of students that will be served.

## 174 175 **8. RECOMMENDATIONS**

176 **8.1.** The EATC shall establish its own procedures to systematically evaluate the  
177 proposals and prioritize them for funding prior to beginning the review process.

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179 **8.2.** The EATC shall submit its evaluations and the application materials to the Provost  
180 who in consultation with the appropriate administrator responsible for assigning  
181 workload (e.g., Dean), shall make the determination regarding the approval or  
182 denial of assigned time.  
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## 184 185 **9. INFORMATION PROVIDED TO APPLICANTS**

186 Once a decision is reached by the VPAA, he/she will forward his/her approval or  
187 denial as well as the evaluation of the EATC to the applicant.  
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## 189 **10. APPEALS**

### 190 **10.1. Appeals Committee**

191 The Appeals Committee shall be comprised of one member of the EATC, two  
192 faculty members of Academic Senate Executive Committee, and two faculty  
193 members of the Professional Standards Committee. The Appeals committee shall  
194 be appointed by Chair of the Academic Senate. It shall consult with the Provost  
195 prior to making its decisions.  
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### 197 **10.2. Timeline and Notification of Decisions**

198 Appeals shall be made, in writing, to the Chair of the Academic Senate and shall  
199 be filed no more than ten working days after the date upon which the Provost  
200 notifies the applicants of his/her decision. The Chair of the Academic Senate will  
201 appoint the Appeals Committee within ten working days of receiving the first  
202 appeal. The Appeals Committee shall complete their review in no more than thirty  
203 working days after receipt of the appeal. The Appeals Committee shall send the  
204 appellant notification of its decision. Decisions made by the Appeals Committees  
205 shall be final and binding and are not subject to the grievance procedures in

206 Article 10 of the CBA.

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209 **11.EFFECTIVE DATES**

210 The policies and procedures in this document are an implementation of Article 20,  
211 section 37 of the 2014-2017 CBA. The 2016/2017 academic year marks the end of  
212 this program and, barring action by the Academic Senate Executive Committee, this  
213 policy shall no longer be in effect on or after September 1, 2017.