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7 **POLICY RECOMMENDATION**
8 **Amendment A to S15-1: Allocation of Assigned Time for Exceptional**
9 **Levels of Service to Students**
10 **As per the extension to the CFA/CSU Collective Bargaining**
11 **Agreement 2014-2017**
12

13
14 Resolved: That the following amendments be adopted immediately.

15 *Rationale:* *The 2014-2017 Collective Bargaining Agreement requires Academic*
16 *Senates to create policies to implement the allocation of a small amount of*
17 *assigned time "for Exceptional Levels of Service to Students." S15-1*
18 *accomplished this and then expired with the conclusion of the program.*
19 *However, the most recent collective bargaining extended the contract,*
20 *including this program, by one year. These amendments make the policy*
21 *flexible enough to handle this extension and any other extensions or*
22 *similar agreements that may come along, and also make several other*
23 *modest improvements to improve the process.*
24
25

26
27 Approved: September 12, 2016

28 Vote: 9-0-0

29 Present: Green, Lee, Reade, Hamedi-Hagh, Kauppila, Riley, White, Peter,
30 Caesar

31 Guest: Lessow-Hurley

32 Absent: None

33 Financial Impact: No direct impacts beyond those anticipated in the extension of the
34 CBA to fund the program for an additional year.
35

36 Workload Impact: No significant changes beyond the old system, other than the
37 notification of applicants of the rank of their proposals.
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47 **ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS**

48
49 **1. PURPOSE**

50 To provide a process for all unit 3 faculty to request ~~write proposals~~ for assigned
51 time for exceptional levels of service to students that supports the priorities of the
52 California State University (CSU) system and ~~support~~ San José State University's
53 mMission pursuant to Article 20, Section 20.37 of the 2014-2017 Collective
54 Bargaining Agreement (CBA) between CSU and the faculty.
55

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

57 **2.1. Membership**

58 One Department Chair from each college chosen by the Department Chairs in
59 that college, and one faculty member from the General Unit appointed by the
60 Executive Committee of the Academic Senate. A student appointed by the
61 Associated Students, Inc. The Provost or his/her designee will serve as a non-
62 voting *ex officio* member. Each member serves a one-year term.
63

64 **2.2. Functions**

65 2.2.1. To evaluate faculty applications for assigned time for exceptional levels of
66 service to students
67

68 2.2.2. To make recommendations based on those evaluations to the Provost.
69

70 2.2.3. To periodically review and, if needed, make recommendations for changes
71 in this policy to the Professional Standards Committee.
72

73 **3. ASSIGNED TIME BUDGET AND REPORTING**

74
75 **Pursuant to the above-referenced article of the CBA** the CSU has agreed to
76 provide resources to each campus for assigned time for exceptional service to
77 students based on the number of full-time equivalent students at that campus.
78

79 **3.1.** SJSU shall expend all funds allocated to them under this program. SJSU shall
80 provide an accounting of expenditures for this program for the prior fiscal year by
81 no later than November 1 of the subsequent year to the EATC, the Academic
82 Senate, and the CSU.
83

84 **3.2.** ~~Any unused funds shall roll over for use in the following academic year for the~~
85 ~~2014/2015 academic year and the 2015/2016 academic year. All funds must be~~
86 ~~expended in the 2016/2017 academic year. Any funds allocated to support this~~
87 program will normally be expended during the Academic Years designated by
88 the language in the Collective Bargaining Agreement which creates the program.
89 If the program has a multi-year allocation, unused funds may be rolled over from
90 one year to the next, but all funds must be expended by the end of the academic

91 year following the designated conclusion of the program.

92
93 **3.3.** For accounting purposes, costs of assigned time shall be calculated based on
94 the minimum salary for assistant professor.

95
96 **3.4.** Awards from appeals shall not exceed 10% of the annual budget and shall be
97 funded in the subsequent academic year. During the last year of the agreement,
98 appeals must be funded from the funds for that year, including any rollover from
99 previous years.

100 **4. ELIGIBILITY & RESTRICTIONS**

101 **4.1. Eligibility**

102 4.1.1. All unit 3 faculty employees are eligible to submit a proposal to request
103 assigned time for exceptional levels of service to students.

104
105 4.1.2. Faculty members already receiving assigned time for the same general
106 category of activity shall not be eligible for support from this program.

107 **4.2. Restrictions**

108
109 Assigned time can only be utilized during the academic year (August – May)
110 during which the activity is performed ~~with the exception of assigned time~~
111 ~~granted in the 2014/ 2015 academic which may be utilized in the 2015/2016~~
112 ~~academic year.~~

113 **5. TIMELINE**

114 ~~**5.1.** For activities in the 2014/ 2015 academic year and activities planned for the~~
115 ~~2015/2016 academic year, applications, committee review, and decisions will be~~
116 ~~conducted according to a calendar determined by the Provost in consultation~~
117 ~~with the Executive Committee of the Academic Senate, and awards announced~~
118 ~~by May of 2015. In any academic year which has disbursable funds available,~~
119 ~~applications shall be due by November 15 and awards announced no later than~~
120 ~~the end of January.~~

121
122 ~~**5.2.** For the 2016/2017 academic year applications will be due on 1 October of 2015~~
123 ~~and awards announced in December of 2015.~~

124 **6. APPLICATION MATERIALS**

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

130
131 **6.1.** The proposal meets the minimum requirements and criteria as outlined in 7.1
132
133
134
135

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
139 create 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.

142 143 **7. SUPPORTED ACTIVITIES AND REVIEW CRITERIA**

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

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

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

154
155 7.1.3. Service to the department, college, university, or community that goes
156 significantly beyond the normal expectations of all faculty, and that directly
157 or indirectly is of benefit to students.

158
159 7.1.4. Assignment to courses where increases to enrollment have demonstrably
160 increased workload.

161
162 7.1.5. Other extraordinary forms of service to students.

163 164 **7.2. Review Criteria**

165
166 ~~Some or all of the following criteria should be demonstrated or hypothesized in~~
167 ~~the narrative proposals: The proposal narrative should include a description of~~
168 some or all of the following:

169
170 7.2.1. The impact of the proposed activity on and/or quality of student
171 experience

172
173 7.2.2. The extent to which the proposed activity does or would create an
174 overload that would be mitigated by assigned time could not be maintained
175 without an increase in workload or the continuation of excessive workload.

176
177 7.2.3. The impact of the activity on student success and/or educational
178 experience.

180 7.2.4. The impact of the activity on historically underserved populations.

181
182 7.2.5. ~~Establishment of the number of students that will be served~~ The number of
183 students who will be served by the proposed activity.

184
185 **7.3. Limits to multiple applications**

186 7.3.1. Applicants shall be limited to a single application for a single award of
187 assigned time during any one academic year.

188
189 7.3.2. Any applicant who has previously received an award under this program
190 must disclose that award in future applications and must add a one page
191 assessment of the results of the prior award reviewed and signed by his/her
192 department Chair.

193
194 **8. RECOMMENDATIONS**

195 8.1. The EATC shall establish its own procedures to systematically evaluate the
196 proposals and prioritize them for funding prior to beginning the review process.

197
198 8.2. The EATC shall submit its evaluations and the application materials to the
199 Provost who in consultation with the appropriate administrator responsible for
200 assigning workload (e.g., Dean), shall make the determination regarding the
201 approval or denial of assigned time.

202
203 **9. INFORMATION PROVIDED TO APPLICANTS**

204 Once a decision is reached by the Provost, he/she will forward his/her approval or
205 denial as well as the evaluation of the EATC to the applicant. He/she also will
206 communicate the EATC's ranking of the proposal to each applicant.

207
208 **10. APPEALS**

209 **10.1. Appeals Committee**

210 The Appeals Committee shall be comprised of one member of the EATC, two
211 faculty members of Academic Senate Executive Committee, and two faculty
212 members of the Professional Standards Committee. The Appeals committee
213 shall be appointed by Chair of the Academic Senate. It shall consult with the
214 Provost prior to making its decisions.

215
216 **10.2. Grounds for Appeal**

217 Grounds for appeal include 1) procedural violations of the terms of this policy or
218 the collective bargaining agreement that manifestly placed an application at a
219 disadvantage, and 2) evidence of conflicts of interest or bias against an
220 application.

221
222 **10.3. Timeline and Notification of Decisions**

223 Appeals shall be made, in writing, to the Chair of the Academic Senate and shall
224 be filed no more than ten working days after the date upon which the Provost

225 notifies the applicants of his/her decision. The Chair of the Academic Senate will
226 appoint the Appeals Committee within ten working days of receiving the first
227 appeal. The Appeals Committee shall complete their review in no more than
228 thirty working days after receipt of the appeal. The Appeals Committee shall
229 send the appellant notification of its decision. Decisions made by the Appeals
230 Committees shall be final and binding and are not subject to the grievance
231 procedures in Article 10 of the CBA.
232

233 **11. EFFECTIVE DATES**

234 The policies and procedures in this document are an implementation of Article 20,
235 section 37 of the 2014-2017 CBA. ~~The 2016/2017 academic year marks the end of~~
236 ~~this program and, barring action by the Academic Senate Executive Committee, this~~
237 ~~policy shall no longer be in effect on or after September 1, 2017. This policy shall~~
238 ~~remain in effect as long as Article 20, section 37 entitled "Assigned Time for~~
239 ~~Exceptional Levels of Service to Students" of the Collective Bargaining Agreement~~
240 ~~remains in effect.~~