

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**S15-1, University Policy, Allocation of Assigned Time for  
Exceptional Levels of Service to Students –  
As per the CFA/CSU Collective Bargaining Agreement 2014-  
2017**

**Legislative History:**

At its meeting of February 9, 2015, the Academic Senate approved University Policy S15-1 presented by Senator Peter for the Professional Standards Committee. President Qayoumi then approved University Policy S15-1 on February 19, 2015.

At its meeting of September 26, 2016, the Academic Senate approved Amendment A to S15-1. President Mary Papazian approved and signed Amendment A to S15-1 on November 2, 2016.

The most recent collective bargaining agreement extended S15-1 by one year. Amendment A makes the policy flexible enough to handle this extension and any other extensions or similar agreements that may come along, and also makes several other modest improvements to the process. University Policy S15-1 with Amendment A included follows.

**University Policy:  
Allocation of Assigned Time for Exceptional Levels of  
Service to Students  
As per the CFA/CSU Collective Bargaining Agreement 2014-  
2017**

Resolved: That the following policy be adopted immediately.

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

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

*Approved: February 2, 2015*

*Vote: 8-0-0*

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

*Absent: Romero, Riley*

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

*Workload Impact: This will require a new committee to judge the applications as well as an appeals committee. Implementation will therefore demand a considerable increase in workload for the faculty serving on these committees and the Academic Senate Chair. The awards themselves are designed to reduce teaching loads for the faculty fortunate enough to receive them to compensate for exceptional workloads they have taken on—so the goal of the program is to provide the recipients with relief from a teaching workload in compensation for an increase in service workload.*

## **ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS**

### **1. PURPOSE**

To provide a process for all unit 3 faculty to request assigned time for exceptional levels of service to students that supports the priorities of the California State University (CSU) system and San José 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 Students, 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 funds allocated to support this program will normally be expended during the Academic Years designated by the language in the Collective Bargaining Agreement which creates the program. If the program has a multi-year allocation, unused funds may be rolled over from one year to the next, but all funds must be expended by the end of the academic year following the designated conclusion of the program.

- 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**

##### **4.1. Eligibility**

- 4.1.1. All unit 3 faculty employees are eligible to submit a proposal to request assigned time for exceptional levels of service to students.
- 4.1.2. Faculty members already receiving assigned time for the same general category of activity shall not be eligible for support from this program.

##### **4.2. Restrictions**

Assigned time can only be utilized during the academic year (August – May) during which the activity is performed.

#### **5. TIMELINE**

- 5.1. In any academic year which has disburseable funds available, applications shall be due by November 15 and awards announced no later than the end of January.

#### **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; 2) an updated curriculum vitae (CV), 3) a signature page signed by the Chair and the Dean indicating that they have reviewed the proposal and have determined each of the following three items:

- 6.1. The proposal meets the minimum requirements and criteria as outlined in 7.1
- 6.2. The activities described in the proposal are not already supported by assigned time or they substantially exceed the level of support that is currently provided
- 6.3. If awarded, the assigned time can be implemented in a manner that will not create undue hardship for scheduling or staffing critical curricula.

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

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

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

- 7.1.1. Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students.
- 7.1.2. The development and implementation of high-impact educational practices; curricular redesign intended to improve student access and success.
- 7.1.3. Service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty, and that directly or indirectly is of benefit to students.
- 7.1.4. Assignment to courses where increases to enrollment have demonstrably increased workload.
- 7.1.5. Other extraordinary forms of service to students.

## **7.2. Review Criteria**

The proposal narrative should include a description of some or all of the following:

- 7.2.1. The impact of the proposed activity on and/or quality of student experience
- 7.2.2. The extent to which the proposed activity does or would create an overload that would be mitigated by assigned time.
- 7.2.3. The impact of the activity on student success and/or educational experience.
- 7.2.4. The impact of the activity on historically underserved populations.
- 7.2.5. The number of students who will be served by the proposed activity.

## **7.3. Limits to multiple applications**

- 7.3.1 Applicants shall be limited to a single application for a single award of assigned time during any one academic year.
- 7.3.2. Any applicant who has previously received an award under this program must disclose that award in future applications and must add a one page assessment of the results of the prior award reviewed and signed by his/her department Chair.

## **8. RECOMMENDATIONS**

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

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

## **9. INFORMATION PROVIDED TO APPLICANTS**

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

## **10. APPEALS**

### **10.1. Appeals Committee**

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

### **10.2. Grounds for Appeal**

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

### **10.3. Timeline and Notification of Decisions**

Appeals shall be made, in writing, to the Chair of the Academic Senate and shall be filed no more than ten working days after the date upon which the Provost notifies the applicants of his/her decision. The Chair of the Academic Senate will appoint the Appeals Committee within ten working days of receiving the first appeal. 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 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.

## **11. EFFECTIVE DATES**

The policies and procedures in this document are an implementation of Article 20, section 37 of the CBA. This policy shall remain in effect as long as Article 20, section 37 entitled "Assigned Time for Exceptional Levels of Service to Students" of the Collective Bargaining Agreement remains in effect.