

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

**Amendment A to 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 September 26, 2016, the Academic Senate approved the following as Amendment A to University Policy S15-1 presented by Senator Peter for the Professional Standards Committee.

**Approved and Signed by
President Mary A. Papazian
on November 2, 2016**

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

Resolved: That the following amendments 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.” S15-1 accomplished this and then expired with the conclusion of the program. However, the most recent collective bargaining extended the contract, including this program, by one year. These amendments make the policy flexible enough to handle this extension and any other extensions or similar agreements that may come along, and also make several other modest improvements to improve the process.

Approved: September 12, 2016
Vote: 9-0-0
Present: Green, Lee, Reade, Hamedi-Hagh, Kauppila, Riley, White, Peter, Caesar
Guest: Lessow-Hurley

Absent: None
Financial Impact: No direct impacts beyond those anticipated in the extension of the CBA to fund the program for an additional year.
Workload Impact: No significant changes beyond the old system, other than the notification of applicants of the rank of their proposals.

ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS

1. PURPOSE

To provide a process for all unit 3 faculty to request ~~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 José State University's mMission 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 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.~~ 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 ~~with the exception of assigned time granted in the 2014/ 2015 academic which may be utilized in the 2015/2016 academic year.~~

5. TIMELINE

- ~~5.1. For activities in the 2014/ 2015 academic year and activities planned for the 2015/2016 academic year, applications, committee review, and decisions will be conducted according to a calendar determined by the Provost in consultation with the Executive Committee of the Academic Senate, and awards announced by May of 2015. In any academic year which has disbursable funds available, applications shall be due by November 15 and awards announced no later than the end of January.~~
- ~~5.2. For the 2016/2017 academic year applications will be due on 1 October of 2015 and awards announced in December of 2015.~~

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

~~Some or all of the following criteria should be demonstrated or hypothesized in the narrative proposals: 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 could not be maintained without an increase in workload or the continuation of excessive workload.~~

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. ~~Establishment of the number of students that will be served~~ 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 2014-2017 CBA. ~~The 2016/2017 academic year marks the end of this program and, barring action by the Academic Senate Executive Committee, this policy shall no longer be in effect on or after September 1, 2017.~~ 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.