

**Assigned Time Purpose:**

Assigned time awards shall support service to students that goes beyond the normal expectations of all faculty such as:

- Student mentoring, advising, and outreach, especially as these activities support under-served, 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, and that directly or indirectly is of benefit to students.
- Assignment to courses where increases to enrollment have demonstrably increased workload.
- Other extraordinary forms of service to students.

**APPLICANT:**

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 College: \_\_\_\_\_ Department: \_\_\_\_\_  
 Rank: \_\_\_\_\_  
 I am requesting Assigned Time for: ☐ Fall 2020 ☐ Spring 2021

**CHECKLIST FOR APPLICATION:**

- ☐ A narrative proposal (not to exceed 2 pages) that describes activities to be supported that represent a level of service that goes beyond the normal expectations of all faculty.  
 The proposal narrative should include a description of some or all of the following:
- The impact of the proposed activity on and/or quality of student experience
  - The extent to which the proposed activity does or would create an overload that would be mitigated by assigned time.
  - The impact of the activity on student success and/or educational experience.
  - The impact of the activity on historically under-served populations.
  - The number of students who will be served by the proposed activity.
- ☐ Updated Curriculum Vitae (CV)  
☐ I am a previous awardee. Attached is a 1 page assessment of the results of the prior award signed by my chair.
- Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_  
*Submit documents to Department Chair by February 10, 2020*

**TO BE COMPLETED BY DEPARTMENT CHAIR:**

*By signing, I affirm that this proposal is complete, and each of the following marked conditions is met:*

- ☐ 1. The proposal meets the minimum requirements and criteria as explained above in "Assigned Time Purpose."  
☐ 2. The activities described in the proposal are not already supported by assigned time (assigned time is not granted for such activities in the unit) or they substantially exceed the level of support that is currently provided.  
☐ 3. If awarded, the assigned time can be implemented in a manner that will not create undue hardship for scheduling or staffing critical curricula.

Comments (optional):

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Forward to Dean*

**DEAN**

Comments (optional):

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Forward to [up-facultyaffairs@sjsu.edu](mailto:up-facultyaffairs@sjsu.edu)*