

# **Assigned Time for Exceptional Levels of Service to Students Procedures**

## **I. Eligibility**

- A. All Unit 3 employees are eligible to submit a proposal to request assigned time for exceptional levels of service to students.
- B. Faculty who have previously received assigned time under this program and have not filed a final report on their activities are not eligible to apply again until their final report has been received, unless the due date for the prior final report has not yet passed at the time of application for a subsequent award.
- C. Faculty members already receiving assigned time for the same general category of activity (e.g., assigned time for excess enrollments, assigned time for committee service) shall not be eligible for support from this program.

## **II. Timeline**

Normally, the call for applications will be announced in Week 2 of the semester, the application deadline will be Week 6 of the semester, the review of applications must be completed by Week 10, and the announcement of awards will be Week 12 of the semester.

## **III. Restrictions**

- A. This award is for assigned time only. There are no faculty professional development funds associated with this award.
- B. Normally, assigned time must be utilized during the academic year for which the assigned time was awarded. Requests for utilizing awarded assigned time in a manner that deviates from what is stated in the award letter shall be directed to the Faculty Senate Office.

## **IV. Supported Activities**

Exceptional service awards are intended to recognize faculty who have a demonstrated commitment to working on issues faced by our diverse student population. Assigned time from this pool should be awarded to faculty for mentoring, advising, and outreach, to support underserved, first-generation, and/or underrepresented students and other practices in support of such students, including those caused by cultural taxation. This support includes but is not limited to:

- A. The development and implementation of high-impact educational practices
- B. Curricular redesign intended to improve student access and success
- C. Service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty
- D. Assignment to courses where increases in enrollment have demonstrably increased workload

- E. Other extraordinary forms of service to students.

## **V. Applications**

- A. Incomplete applications will not be reviewed by the Committee.
- B. For joint applications, where multiple faculty are applying as part of a collaborative project, each faculty must submit a separate application and makes a clear reference to the other faculty's application(s).
- C. Completed Application must include the following required materials:

### **1. Signatures of Acknowledgement:**

- a. Applicant's signature: The applicant's signature acknowledges the faculty member has consulted with their department chair to ensure the award will not negatively impact the department's workload.
- b. Department Chair's and Dean's signatures: The signatures of the Department Chair and Dean acknowledge that: a) the applicant is not receiving any other grants for the same award, and b) if the applicant receives the award, it will not negatively impact the workload of the department.

### **2. Narrative Proposal:** A narrative proposal, which is not to exceed two (2) pages, specifying the proposed or current activity. The narrative proposal must include:

- a. The name of the project/activity.
- b. The number of weighted teaching units (WTUs) being requested (e.g., three, six, etc.).
- c. The semester(s) and WTUs per semester being requested (fall, spring, or both semesters).
- d. A detailed list of activities to be completed within the scope of the award, along with any tangible products or deliverables. An estimate of the time expected to complete each activity must be included. (If relevant to the award, the applicant is encouraged to include a proposed timeline for the completion of each of the activities in an appendix.)
- e. A description of how the activity provides an exceptional level of services to students (i.e., goes above and beyond what is expected as part of a faculty member's normal assignment). If other individuals will be contributing to the overall endeavor, the applicant needs to specify their role and distinguish how the work of their project fits in to the overall endeavor. Applicants whose activities are meant to have a demonstrated impact on first-generation, underrepresented, or historically underserved populations must explicitly describe how it benefits these groups in particular.

3. **Support Letter:** A support letter from a Sacramento State employee (a colleague, department chair, or administrator.) with the appropriate knowledge to be able to speak to the potential benefits of the proposed project.
4. **Current curriculum vitae (CV)**

## **VI. Review Criteria**

Priority shall be given to applications that demonstrate that the quality of students' educational experience could not have been maintained without an increase in the faculty member's workload.

- A. Impact on student success and/or educational experience; impact includes the quality of the activity as well as the number students served.
- B. Demonstration that the proposed impact on the quality of student experience requires workload that is above and beyond the faculty member's work assignment/regular duties.
- C. Demonstrated impact on first-generation, underrepresented, or historically underserved populations.
- D. Consideration shall be given to the items listed in Article 20.3 (b) and (c) of the CBA.

## **VII. Recommendations**

- A. The Exceptional Assigned Time Committee (EATC) shall review all proposals to determine if they are complete and meet the criteria for the award. It will rank all proposals that are complete and meet the criteria for the award.
- B. The EATC shall establish its own procedures to systematically evaluate the proposals and rank them for funding.
- C. The EATC shall recommend WTUs for all proposals that are complete and meet the criteria for the award, in ranked order, up to the amount allocated to the campus for exceptional service awards.
- D. The EATC may recommend awarding fewer WTUs for a proposal than the applicant requested if the EATC deems the proposed work is not commensurate with the requested WTU amount. If the applicant decides to accept the reduced award, it will be on the condition that the project, as originally defined, will still be completed.
- E. The EATC shall submit recommendations for awards to the Provost, who shall make the final determination regarding the approval or denial of awards.

## **VIII. Notification of Awards**

Applicants will be notified of the award results within 30 business days upon the close of the application period. Each applicant will receive a letter notifying the applicant that their award has been approved or denied. Denials shall specify the reasons. The Office of the Faculty Senate will prepare and distribute the letters.

## **IX. Appeals**

- A. Applicants may request an appeal of denial.
- B. An appeal must be made no more than (10) business days after the applicant has been notified of the decision.
- C. An appeal must be in writing and addressed to the Chair of the Faculty Senate.
- D. The Chair of the Faculty Senate will convene the Appeals Committee within seven (7) business days of receipt of the appeal.
- E. The Appeals Committee is comprised of the Chair of the Faculty Senate, the Chair of the EATC, and the Provost.
- F. The Appeals Committee shall complete their review and render their decision no more than ten (10) business days from the date on which they are first convened.
- G. The Senate Chair shall send the appellant notification of the decision of the Appeal Committee.
- H. The Appeals Committee decisions shall be final and binding and are not subject to the grievance procedures specified in Article 10 of the Collected Bargaining Agreement (CBA).

## **X. Final Report**

- A. The awardee must provide a final report to the Faculty Senate Office no later than one month after the award project is completed or by the report due date listed in the award letter.
- B. The report shall be no more than two (2) pages in length and describe the activities completed, how the proposed goals/outcomes of the project were met, and whether the tangible products or deliverables of the proposal were realised.
- C. In the event that the awardee was unable to complete the work of the project, the report must explain and provide evidence of unforeseen circumstances that prevented its completion. The evaluation of future proposals from the awardee may be affected by any uncompleted work, depending on the nature of and reasons for the uncompleted work.
- D. Final reports shall be reviewed by the EATC Chair to ensure that the reports are complete (i.e., meet the criteria set forth above in this policy). The EATC Chair will communicate to the awardee, copying the Faculty Senate Office, whether the report has been approved as complete or if it requires revision. A determination by the EATC Chair that a report is incomplete may be appealed following the procedures outlined in Section IX above.
- E. Final reports shall be kept in a repository by the Faculty Senate Office and provided to the committee if/when previous EAT recipients apply for subsequent funds.

F. Faculty are ineligible to receive further assigned time from this program until their report is received and deemed complete by the EATC Chair.

**XI. Roles and Responsibilities:**

The Faculty Senate Office shall be responsible for coordinating the award process (committee membership, call for and receipt of applications, preparing and distributing award letters, and tracking of reports).

The Provost shall roll over unused WTUs allocated to the University in any given year for the exceptional service award program to the next academic year, within the duration of the Collective Bargaining Agreement contract.

*Approved 11/20/24 – EAT Awards Committee*