



Assigned Time for Exceptional Levels of Service to Students Award Call for Applications for the 2019-2020 AY

The Faculty Senate and the Exceptional Assigned Time Committee are pleased to announce the availability of the Assigned Time for Exceptional Levels of Service to Students Award for the 2019-2020 AY. This Award is for assigned time only and is to be utilized during the academic year (August – May) during which the activity is performed.

TIMELINE

- **Monday, December 21, 2018** Call for applications
- **Friday, February 8, 2019 at 5:00 p.m.** Application deadline
- **Friday, April 5, 2019** Notification of Awards

ELIGIBILITY

- A. All faculty may apply, including adjuncts, Faculty Early Retirement Program, librarians, counselors, and coaches.
- B. Previous awardees may reapply.
 - a. 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. *See Conditions for the Assigned Time below.*
- C. Faculty members already receiving assigned time in 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.

CONDITIONS FOR THE ASSIGNED TIME

A Unit 3 employee granted assigned time under this program shall provide a final report to the Faculty Senate Office no later than the last day of the semester immediately following the use of the assigned time. The report due date will be provided in the award letter. The report shall provide evidence that the proposed activities were completed and that the impact was as claimed in the original application. Faculty are ineligible to receive further assigned time from this program until their report is received.

SUPPORTED ACTIVITIES

The following activities may be supported:

- A. Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students.
- B. The development and implementation of high-impact educational practices; 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.

Summary of Previous Awardee Proposals. Information on previous awardee proposals may be viewed at: <https://www.csus.edu/Senate/Lecture-and-Awards/EAT-Awards/SPAP12-13-18.pdf>

REQUIRED MATERIALS (*Incomplete applications will not be reviewed.*)

Joint applications: For joint applications where multiple faculty are applying, each faculty submits an application and makes a clear reference to the other faculty's application(s).

- A. A completed Application:** [Click here for the application](#) (*a fillable PDF form*).
- B. Narrative Proposal:** A narrative proposal, not to exceed two (2) pages, specifying:
 - a. Name of the project/activity.
 - b. The number of Weighted Teaching Units (WTUs) being requested (*e.g. three, six, etc.*).
 - c. The semester(s) WTUs are being requested for:
 - Fall 2019, Spring 2020, or Fall 2019 and Spring 2020.
 - d. How the activity provides exceptional level of services to students.
- C. Support Letter:** A support letter from a Sac State employee (*a colleague or administrator familiar with the applicant's project or activity*).
- D. Department Chair Letter:** A letter from the Department Chair and signed by the College Dean indicating that:
 - a. the faculty member is applying for a award, and
 - b. the faculty member is not supported by assigned time for the same general activity from another source.
- E. Current Curriculum Vitae (CV)**

DEADLINE AND SUBMITTING THE APPLICATION PACKET

- **Deadline:** Friday, February 8, 2019 at 5:00 p.m.
- **Organization of Application Packet:** The packet is to be organized in the order listed in Required Materials section above.
- **File format:** A single PDF file.
- **File naming format:** Last name first initial EAT 19-20.pdf (*i.e. Amata B EAT 19-20.pdf*)
- **Submitting application packet:** Email to senate-eatc@csus.edu. An email confirmation of receipt will be provided.

QUESTIONS: Please contact Ben Amata, Chair, Exceptional Assigned Time Committee, at bamata@csus.edu.