

**EXCEPTIONAL SERVICE TO STUDENTS AWARD  
FAM 035.4****Table of Contents**

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**Purpose and Scope**

Pursuant to Article 20, Section 37 of the Collective Bargaining Agreement (CBA), the CSU provides resources to each campus for assigned time for exceptional service to students based on its number of full-time equivalent students. This policy sets forth guidelines for the process of selecting recipients of this award.

This policy shall remain in effect if the relevant article about the Exceptional Service to Students Award is retained in a future CBA.

**Policy Statement**

The Exceptional Service to Students Award (ESSA) is intended to support student mentoring, advising, and outreach, especially if these activities support underserved, 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; assignment to courses where increases to enrollment have demonstrably increased workload; and other extraordinary forms of service to students. Priority shall be given to applications that demonstrate that the quality of the students' educational experience could not have been maintained without an increase in the faculty member's workload.

1. Faculty 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 pool for the same activities.
2. Each award shall consist of three units of assigned time and shall be awarded in the spring for use in the following academic year.
3. Any unused funds shall rollover for use in the following academic year.
4. CSUSB shall expend all funds allocated to the campus under this program by the end of the academic year. The Academic Affairs Office shall provide, by mid-August, the accounting of expenditures in the previous academic year, including any funds carried over from prior years, to the Faculty Senate Executive Committee and the Chancellor Office.
5. Costs of the assigned time shall be calculated based on the minimum salary for an assistant professor.
6. Awards from appeals shall not exceed one course of the annual pool and shall be funded in the subsequent academic year.
7. While awards are typically to be given for activities actually conducted during the year for which the award is granted, work of a similar nature in prior years may be noted in the narrative and acknowledged as establishing a pattern of exceptional service.

## Procedure and Process

1. Award Committee
  - a. *Membership:* 7 members. The Executive Committee of the Faculty Senate shall appoint one representative from each academic college and one representative among the SSPARs, librarians, and coaches to two-year staggered terms. The Associated Students, Inc. shall appoint one student representative to a one-year term. The committee should be composed by the middle of the fall semester.
  - b. *Functions:* to evaluate applications and to periodically review and, if needed, make recommendations for changes in this policy to the Executive Committee (EC) of Faculty Senate.

### Timeline

Early fall semester	Call for ESSA committee members <b>for next AY awards</b>
Second week of October	Call for applications, Provost's office notifies senate of how many awards are available
Last week of January	Application deadline, committee convened by Faculty Senate chair
February	Evaluation of applications by ESSA Committee
Last week in February	Decision deadline – awards determined
First week of March	Awardees notified by Faculty Affairs

### 2. Eligibility for application

- a. All unit 3 employees, including lecturers, are eligible to apply.
- b. Previous recipients who have not filed the required post-award report are not eligible to apply.
- 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 to apply.

### 3. Application packet

The application packet for the Exceptional Service to Students Award must include the following.

- a. A narrative with the proposed activity, not to exceed two double space pages with a 12-point font. The statement must include compelling evidence of the need and ability to complete the activity.
- b. A letter of support from a CSUSB faculty, chair, administrator, or someone who can justify the need of the proposed activity,
- c. Signatures of department chair and college dean on the proposal indicating their awareness of submission and that no course assigned time is being provided for the same general activity.
- d. Incomplete applications shall not be considered.



The complete application packet should be submitted as one PDF document, emailed to the Faculty Senate Office by the deadline, which will be forwarded to the Award Committee.

4. Committee evaluation

The committee shall view the application and select awardees based on the maximum amount of funds available for that year. The list of awardees shall be submitted to the Provost and the Vice President of Academic Affairs.

5. Communication of results

The Provost and the Vice President of Academic Affairs or a designee shall provide the list of awardees to the EC of Faculty Senate, applicants, department chair, and dean of the college. The Provost's office shall maintain the list of awardees for the previous five years.

6. Appeals

- a. Appeals Committee: The Appeals Committee shall be composed of three members of the Faculty Affairs Committee (FAC) appointed by the EC of Faculty Senate.
- b. Timeline and Notification of Decisions: Appeals shall be made, in writing, to the Chair of Faculty Senate and shall be filed no later than ten (10) university working days after the date upon which the applicant received the decision. The Chair of the Faculty Senate will appoint the Appeals Committee within ten university working days of receiving the first appeal. The Appeals Committee shall complete their review in no more than two (2) weeks after receipt of the appeal.

The Appeals Committee shall send notification of its decision to the appellant, Chair of Faculty Senate, and the Provost and the Vice President of Academic Affairs. Decisions made by the Appeals Committee shall be final and binding and are not subject to the grievance procedures in Article 10 of the CBA.

7. Post-award report

The recipients of this award are required to submit post-award reports to the award committee via the Faculty Senate Office by the end of the semester following the academic year in which the award is granted. The report shall provide evidence that the proposed activities were completed and that the intended impact on the students was achieved.

These reports will be forwarded to the Provost and the Vice President of Academic Affairs or a designee.

## Approvals

Approved by the Faculty Senate on February 7, 2023

Signed by the President on \_\_\_\_\_

## History

First created: 2015 [Date] by FAC

Revised: 2022 [Date] by FAC

Renumbered: NA [Date] from \_\_\_\_\_ to \_\_\_\_\_

Q2S-updated: 2020 by FAC

**APPENDIX**  
**ESSA APPLICATION**

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

NOTE: Applicants are strongly encouraged to use these headers in their narrative statements.

1. **Description and Timeframe of Activity**
2. **Compelling Need Met by the Activity**
3. **Estimated # of Students Benefiting by Activity and Minority Status**
4. **How Students Will Benefit From This Service**
5. **Estimated total number of hours to complete this additional activity:**
6. **Semester during which the assigned time will be applied:\_\_\_\_\_**

I affirm that I am not receiving additional assigned time or personal payment for these activities.

Department chairs and college deans will be notified of submissions for awareness of submission and that no course assigned time is being provided for the same general activity.

**Please submit applications to the Office of Academic Affairs according to the directions specified in the call for applications by the specified deadline.**

**FOR OFFICE USE ONLY**

Approved by the CSUSB Faculty Senate on February 7, 2023

Signed and dated by



Claudia Davis (Senate Chair)

2/23/2023

Date



Tomás Morales (President)

2/23/2023

Date

[This is the last page of a FAM document and shall be kept in the senate office. The dates on this page must match dates on the corresponding lines of the previous page.]