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2 POLICY ON ASSIGNED TIME  
3 FOR EXCEPTIONAL SERVICE TO STUDENTS  
4 FAM 035.4  
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6 1. PURPOSE

7 These guidelines are to establish a process to identify candidates who should receive an  
8 award of assigned time for exceptional levels of service to students of California State  
9 University, San Bernardino (CSUSB), pursuant to Article 20, Section 37 of the 2014-  
10 2017 Collective Bargaining Agreement (CBA).

11 Assigned time from this pool may be awarded for student mentoring, advising, and  
12 outreach, especially if these activities support underserved, first-generation, and/or  
13 underrepresented students; the development and implementation of high-impact  
14 educational practices; curricular redesign intended to improve student access and  
15 success; service to the department, college, university, or community that goes  
16 significantly beyond the normal expectations of all faculty; assignment to courses where  
17 increases to enrollment have demonstrably increased workload; and other extraordinary  
18 forms of service to students. Consideration may be given to other items listed in CBA  
19 under 20.3 b and c. However, priority shall be given to applications that demonstrate  
20 that the quality of the students' educational experience could not have been maintained  
21 without an increase in the faculty member's workload.

22 Such adjustments shall be in addition to any adjustments already in place on a campus.  
23 Faculty members already receiving assigned time for the same general category of  
24 activity (e.g. assigned time for excess enrollments, assigned time for committee service)  
25 shall not be eligible for support from this pool for the same activities.

26 2. COMMITTEE FOR EXCEPTIONAL ASSIGNED TIME (CEAT)

27 2.1. Membership (7 members): The Executive Committee of the Faculty Senate  
28 shall appoint, by the end of April 2018, one representative from each college and  
29 one representative among the SSP, ARs, librarians, and coaches. The Associated  
30 Students, Inc. shall appoint one student representative. Each member shall serve  
31 from the time of appointment through June 30, 2019.

32 2.2. Functions of the CEAT

33 2.2.1. To evaluate faculty applications for course assigned time for exceptional  
34 levels of service to students and submit the list to the provost or designee.

1 2.2.2. To periodically review and, if needed, make recommendations for changes  
2 in this policy to the EC of Faculty Senate.

### 3 3. ASSIGNED TIME BUDGET AND REPORTING

4 Pursuant to the above-referenced article of the CBA, the CSU has agreed to  
5 provide resources to each campus for assigned time for exceptional service to  
6 students based on the number of full-time equivalent students for that campus.

#### 7 3.1. Accountability and Expenditures

8 3.1.1. CSUSB shall expend all funds allocated to the campus under this program  
9 by the end of academic year 2018-2019. The Academic Affairs Office shall  
10 provide an accounting of expenditures in the prior years, by the end of April 2018,  
11 to the Faculty Senate EC and the CSU Chancellor's Office. The Faculty Senate  
12 EC will share this information with senators when available.

13 3.1.2. Unused funds shall rollover to the 2018-2019 academic year. All funds must  
14 be expended by August 31, 2019 unless the program is extended in the next  
15 CBA.

16 3.1.3. Costs of the assigned time shall be calculated based on the minimum  
17 salary for replacement of an instructor for the course assigned.

18 3.1.4. Awards from appeals shall not exceed one course of the annual pool and  
19 shall be funded in the subsequent academic year. If a successful appeal occurs in  
20 the last year of the CBA, it shall be funded from the funds for that year.

### 21 4. ELIGIBILITY AND RESTRICTIONS

#### 22 4.1. Eligibility

23 4.1.1. All unit 3 faculty members are eligible to submit a proposal to request  
24 assigned time for exceptional levels of service to students. A call for application  
25 should be announced to all unit 3 members.

26 4.1.2. Faculty who have previously received assigned time under this program  
27 and have not filed a final report on their activities, are not eligible to apply again  
28 until their final report has been received.

29 4.1.3. Faculty members already receiving assigned time for the same general  
30 category of activity (e.g. assigned time for excess enrollments, assigned time for  
31 committee service) shall not be eligible for support from this program for  
32 performing the same activity.

1           4.2 Restrictions

2           Course assigned time can only be utilized during the academic year (September  
3           to June) during which the activity is performed. However, as is seen below in  
4           Section 11, exception is made for awardees for the 2017-2018 academic year due  
5           to extension of the CBA.

6           5. APPLICATION MATERIALS

7           An application for course assigned time to support exceptional levels of service to  
8           students shall consist of:

- 9           1)       A narrative with the proposed activity, not to exceed two double space  
10          pages with a 12 point font. The statement must include compelling evidence of the  
11          need and ability to complete the activity including prior experience in proposed  
12          activity.  
13          2)       A letter of support from a CSUSB faculty member, chair, administrator, or  
14          someone who can justify the need of the proposed activity,  
15          3)       Signatures of department chair and college dean on the proposal indicating  
16          their awareness of submission and that no course assigned time is being provided  
17          for the same general activity.

18  
19          The CEAT will not review any incomplete application.

20          The complete application packet should be submitted as one PDF document,  
21          emailed to Faculty Senate Office by the deadline, which will be forwarded to  
22          members of CEAT.

23          6. RECOMMENDATIONS

24          As per CBA, the priority shall be given to applications that demonstrate that the  
25          quality of the students' educational experience could not have been maintained  
26          without an increase in the faculty member's workload. The committee shall make  
27          the recommendation to award up to the maximum amount available for that year  
28          and any funds rolled over from previous years. The list of awardees shall be  
29          submitted to appropriate administrator (the provost or designee).

30          7. INFORMATION PROVIDED TO APPLICANTS

31          The provost or designee shall provide the list of awardees to the EC of Faculty  
32          Senate, applicants, department chair, and dean of the college.

33          8. APPEALS

34          8.1. Appeals Committee

1 The Appeals Committee shall be composed of three members of the FAC  
2 appointed by the EC of Faculty Senate.

### 3 8.2. Timeline and Notification of Decisions

4 Appeals shall be made, in writing, to the Chair of Faculty Senate and shall be filed  
5 no later than ten (10) university working days after the date upon which the  
6 applicant received the decision. The Chair of the Faculty Senate will appoint the  
7 Appeals Committee within ten university working days of receiving the first appeal.  
8 The Appeals Committee shall complete their review in no more than two (2)  
9 weeks after receipt of the appeal.

10 The Appeals Committee shall send notification of its decision to the appellant,  
11 Chair of Faculty Senate, and the Provost/VPAA. Decisions made by the Appeals  
12 Committee shall be final and binding; and are not subject to the grievance  
13 procedures in Article 10 of the CBA.

## 14 9. CONDITIONS OF ASSIGNED TIME

15 A faculty unit employee granted assigned time under this program shall provide a  
16 final report to the CEAT via the Faculty Senate Office no later than the end of the  
17 following quarter after the award of the assigned time. The report shall provide  
18 evidence that the proposed activities were completed and that the impact on the  
19 students was as claimed in the original application. Faculty members are  
20 ineligible to receive further assigned time under this program from university  
21 internal funds until the report is received. The report will be submitted to the  
22 Faculty Senate Office, which will forward the reports to the Provost/VPAA or  
23 designee.

## 24 10. EFFECTIVE DATES

25 This policy shall expire on September 1, 2019, unless the program is renewed in  
26 the next CBA.

## 27 11. TIMELINE

### 28 **2017-18**

29 The Senate EC will call for applications in the Spring quarter of 2018 for services  
30 performed in 2017-2018 and the selection process must be completed before the  
31 end of Spring 2018. Awarded assigned times shall be used in the 2018-2019  
32 academic year as a one-time exception due to the unavoidable delay resulting  
33 from the renewal of the program in the CBA.

1           **2018-2019**

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3           The call for applications for the 2018-2019 academic year shall be made at the  
4           start of Fall 2018 and the selection process must be completed by the end of the  
5           quarter.

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7           If there are funds remaining after the Fall 2018 selection, further rounds of  
8           selection shall be conducted until all funds are used by the end of  
9           Spring 2019.

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