CAL POLY POMONA

POLICY NUMBER _____

POLICY ON ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS

1. PURPOSE

To provide a process for Unit 3 faculty employees, as defined in the 2014-2017 Collective Bargaining Agreement (CBA) between CSU and the faculty, to write proposals and compete for assigned time for exceptional levels of service to students that supports the priorities of the California State University (CSU) system and support the Mission and Strategic Plan of Cal Poly Pomona (CPP) pursuant to Article 20.37 of the (CBA).

2. EXCEPTIONAL ASSIGNED TIME COMMITTEE (EATC)

2.1. Membership

The EATC shall be composed of one tenure-track faculty representative from each college through an election conducted by the Academic Senate, and one student appointed by the Associated Students, Inc. Each member serves a one academic year term. Applicants for assigned time under this policy are not eligible to serve on this committee.

2.2. Functions

2.2.1. To evaluate faculty applications for assigned time for exceptional levels of service to students

2.2.2. To make recommendations based on those evaluations to the Provost and Vice-President for Academic Affairs (VPAA).

2.2.3. To periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC)

3. ASSIGNED TIME BUDGET AND REPORTING

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

3.1. Accountability and Expenditures

3.1.1. Any unused funds shall roll over for use in the following academic year for the 2014/2015 academic year and the 2015/2016 academic year. All funds must be expended in the 2016/2017 academic year.

3.1.2. CPP shall expend all funds allocated to them under this program. CPP shall provide an accounting of expenditures for this program for the prior fiscal year by no later than November 1 of the subsequent year to the EATC, the Academic Senate, and the CSU.

3.1.3. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for assistant professor from

the current CSU salary schedule.

3.1.4. Awards from appeals shall not exceed 10% of the annual budget and shall be funded in the subsequent academic year. Appeals in the 2016/2017 academic year must be funded from the funds for that year, including any rollover from previous years.

4. ELIGIBILITY & RESTRICTIONS

4.1. Eligibility

4.1.1. All Unit 3 faculty employees are eligible to submit a proposal to request assigned time for exceptional levels of service to students.

4.1.2. 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.

4.2. Restrictions

4.2.1. Assigned time can only be utilized during the academic year when the activity is performed with the exception of assigned time granted in the 2014/2015 academic year which may be utilized in the 2015/2016 academic year.

4.2.2. A maximum of 4 WTUs per applicant per academic year shall be awarded. The EATC may award less WTUs than those requested by the applicant based on their assessment of the application.

4.2.3. The funds available to this program are allocated by the Chancellor's Office based on campus enrollment for each year.

5. TIMELINE

5.1. For activities in the 2014/2015 academic year and activities planned for the 2015/2016 academic year, applications will be due May 11, 2015 and awards announced by June 12, 2015. The EATC shall be elected by April 20, 2015.

5.2. For the 2016/2017 academic year applications will be due on Monday, January 11, 2016, and awards announced by Monday, February 15, 2016. The EATC shall be elected by November 16, 2015.

6. APPLICATION MATERIALS

Applicants for assigned time to support exceptional levels of service to students shall submit a complete application form and a letter from the Department Chair in support of the application. The application form shall include space for an acknowledgment by the Dean indicating that the College is not providing assigned time for the same general activity described in the application (see section 4.1.2). Incomplete applications will not be reviewed.

7. SUPPORTED ACTIVITIES AND REVIEW CRITERIA

7.1. The following activities may be supported

7.1.1. Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students

7.1.2. The development and implementation of high-impact educational practices; curricular redesign intended to improve student access and success

7.1.3. Service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty

7.1.4. Assignment to courses where increases to enrollment have demonstrably increased workload

7.1.5. Other extraordinary forms of service to students

7.2. Review Criteria

7.2.1. Application provides evidence that activity or activities are effective in achieving service-to-student-related goals (35%)

7.2.2 Application provides evidence that activity or activities target underserved, 1stG and under-represented students (35%)

7.2.3 Application provides evidence of congruence between assigned time request and actual workload from the activity (20%)

7.2.4 Application provides evidence of persistence in this activity during tenure at Cal Poly Pomona (10%)

8. RECOMMENDATIONS

The EATC shall submit its evaluations and the application materials to the VPAA who in consultation with the appropriate administrator responsible for assigning workload (e.g., Dean or Vice President of Student Affairs), shall make the final determination regarding the approval or denial of assigned time.

9. INFORMATION PROVIDED TO APPLICANTS

Once a decision is reached by the VPAA, he/she will forward his/her approval or denial as well as the evaluation of the EATC to the applicant. If an application is denied, the response shall specify the reasons for the denial. An applicant may appeal a denial.

10. APPEALS

10.1. Appeals Committee

The Appeals Committee shall be comprised of the Chair of the EATC, two members of Academic Senate Executive Committee, one member of the FAC, and the VPAA or designee. The Chair of the Academic Senate appoints the faculty. Applicants for assigned time under this policy are not eligible to serve on this committee.

10.2. Timeline and Notification of Decisions

Appeals shall be made, in writing, to the Chair of the Academic Senate and shall

be filed no more than ten working days after the date upon which the VPAA notifies the applicants of his/her decision. The appeal shall be limited to one-page in length. The Chair of the Academic Senate will appoint the Appeals Committee within ten working days of receiving the first appeal. The Appeals Committee shall complete their review in no more than thirty working days after receipt of the appeal. The Appeals Committee shall send the applicant notification of its decision. Decisions made by the Appeals Committees shall be final and binding and are not subject to the grievance procedures in Article 10 of the CBA.

11. EFFECTIVE DATES

The policies and procedures in this document are an implementation of Article 20.37 of the 2014-2017 CBA. The 2016/2017 academic year marks the end of this program.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
Exceptional Levels of Service to Students (CBA 20.37)
ASSIGNED TIME APPLICATION FORM

INSTRUCTIONS

1. Complete the information below. This page shall serve as the cover sheet to your application.
2. Add a narrative, not to exceed two pages, addressing the criteria shown on page 2.
3. Obtain your Dean's signature, confirming that you are not already receiving assigned time for the category of activity for which you are applying.
4. Obtain a letter of support from your department chair, which should address the extent to which the activity is above and beyond normal expectations.

Applicant information

Name:
Academic Rank:
Department(s): **College(s):**

CATEGORIES (check all that apply)

1 ____ student mentoring, advising, and outreach
____ underserved
____ first-generation
____ underrepresented students

2 ____ the development and implementation of high-impact educational practices
3 ____ curricular redesign intended to improve student access and success
4 ____ service to department, college, university, or community that goes significantly beyond the normal expectations of all faculty
5 ____ assignment to courses where increases to enrollment have demonstrably increased workload
6 ____ other extraordinary forms of service to students

Signature of Dean, confirming that applicant is not already receiving assigned time for the category of activity for which he or she is applying.

Dean's signature_____**Date:**_____

Rubric for evaluating applications for assigned time for Exceptional Levels of Service to Students (CBA 20.37)

ELIGIBILITY	yes/<u>no</u>		**Not eligible: Faculty members already receiving assigned time for the same general category of activity**
	<u>yes</u>/no		**Application provides evidence that effort towards the activity is above and beyond normal expectations**

Scoring rubric for committee members: 3-strong evidence; 2-some evidence; 1-little evidence; 0-no evidence

	(35%) Application provides evidence that activity or activities are effective in achieving service-to-student-related goals
	(35%) Application provides evidence that activity or activities target underserved, First Generation and under-represented students
	(20%) Application provides evidence of congruence between assigned time request and actual workload from the activity
	(10%) Application provides evidence of persistence in this activity during tenure at Cal Poly Pomona