

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

FACULTY AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

**FA-003-189**

**Update of Policy on Assigned Time for Exceptional Levels of Service to Students**

Faculty Affairs Committee

Date: 4/18/2018

Executive Committee  
Received and Forwarded

Date:

Academic Senate

Date:

### **Referral**

Update of Policy on Assigned Time for Exceptional Levels of Service to Students

### **Background**

On 03.11.15 The Academic Senate adopted a policy Assigned Time for Exceptional Levels of Service to Students. At that time it was assumed that the availability of release time would end with the expiration of the Collective Bargaining Agreement in 2017. Timelines were included in the policy for Academic Years 2015-16 and 16-17 with no provision for future academic years in case the program continued. The CBA was extended until 2020 and there's also a possibility that future CBAs may continue to include this initiative. Therefore the policy should be revised to account for certain and potential continued funding. Adjustments may also be appropriate due to the conversion to Semesters. The Academic Senate Office has put together a timeline for AY 18-19, it would be ideal if the FAC can provide feedback in case adjustments might be needed.

### **Resources**

None

### **Discussion**

The Faculty Affairs committee (FAC) discussed this issue and believed the policy should be altered so that the program could exist every year it is funded.

### **Recommendation**

The FAC recommends we adopt the new policy in which the dates for forming the committee, the due dates for the applications, and the acceptance notifications are now given weeks in semester (e.g., Friday of week 10) instead of specific calendar dates (e.g., November 18<sup>th</sup>) that would have to be changed every year. Thus, the policy should be changed to as seen below:

## **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.

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**3.1. Accountability and Expenditures**

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~~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.~~

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**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.

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~~3.1.3.3.1.1.~~ For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for assistant professor from the current CSU salary schedule.

~~3.1.2.~~ Awards from appeals will be handled in accordance with article 20.37 of the CBA 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.

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~~3.1.4.~~

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**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 34 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.~~

~~5.1. The EATC shall be elected by Friday, November 16, 2015 of week 10 of fall semester. Applications will be due by Friday of week three of spring semester. Awards will be announced by Friday of week eight of spring semester. 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.~~

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#### 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.

**44. EFFECTIVE DATES**

The policies and procedures in this document are an implementation of Article 20.37 of the 2014-2020 CBA. The policy will continue as long as future CBAs continue support for this program. ~~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**

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**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.

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**Applicant information**

**Name:**

**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)**

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

**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