

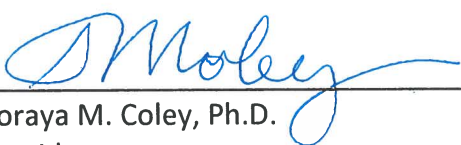
## Memorandum

DATE: September 25, 2017

TO: Sylvia A. Alva, Ph.D.  
Provost and Vice President for Academic Affairs

copy: Cabinet  
Jonna Lewis

FROM:

  
\_\_\_\_\_  
Soraya M. Coley, Ph.D.  
President

SUBJECT: Delegation of Authority – EXECUTIVE ORDER NO. 791  
Governor's Teaching Fellowship Program

Pursuant to Executive Order No. 791, I am delegating to the Provost and Vice President for Academic Affairs, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

Attachments

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR

BAKERSFIELD

CHANNEL ISLANDS

October 4, 2001

CHICO

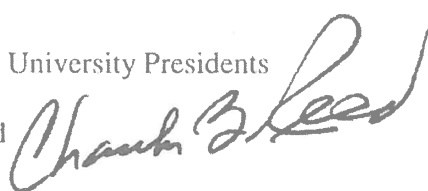
MEMORANDUM

DOMINGUEZ HILLS

To: California State University Presidents

FRESNO

From: Charles B. Reed  
Chancellor



FULLERTON

HAYWARD

Subject: Governor's Teaching Fellowship Program

HUMBOLDT

Attached is a copy of Executive Order No. 791, which sets forth the policies and procedures for administration of the Governor's Teaching Fellowship Program.

LONG BEACH

LOS ANGELES

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

MARITIME ACADEMY

MONTEREY BAY

NORTHRIDGE

CBR:ecp

POMONA

Attachment

SACRAMENTO

cc: Dr. Richard C. Atkinson, President, University of California  
Chancellors, University of California campuses  
Dr. Jonathan A. Brown, President, AICCU  
Chief Executive Officers, AICCU institutions (CCTC-accredited)  
Dr. Sam W. Swofford, Executive Director, California  
Commission on Teacher Credentialing  
Dr. David S. Spence, CSU Executive Vice Chancellor and Chief  
Academic Officer  
Mr. Richard P. West, CSU Executive Vice Chancellor and Chief  
Financial Officer  
CSU Chancellor's Office Departments

SAN BERNARDINO

SAN DIEGO

SAN FRANCISCO

SAN JOSE

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4000**

**Executive Order No.: 791**

**Title:** Governor's Teaching Fellowship Program

**Effective:** Immediately

**Supersedes:** No Previous Executive Order

Section 70000 of the California Education Code establishes the Governor's Teaching Fellowship Program, to be administered by the Chancellor's Office of the California State University. This program provides nonrenewable post-baccalaureate teaching fellowships in the amount of twenty thousand dollars (\$20,000) each to be used to defer tuition and mandatory fees for full-time enrollment in a program leading to a basic teaching credential at any accredited postsecondary institution in California and for living expenses while enrolled in that program.

The Chancellor's Office of the California State University is charged, in Section 70001 of the Education Code, with the following duties for the Governor's Teaching Fellowship Program:

Developing an application process that establishes a merit-based fellowship program for graduate students who agree to teach at a low-performing school for four years.

Establishing a broad and effective outreach effort to promote the availability and the merits of the Fellowship program.

Conducting the selection process for Fellowship applicants.

Collaborating with the Commission on Teacher Credentialing to develop and implement a system for monitoring program participants through the completion of their four-year teaching obligation.

Determining the criteria for selecting Teaching Fellowship candidates that, at a minimum, include previous academic and employment records, demonstrated commitment to serve in a low-performing school, faculty and employer evaluations, interviews, and letters of recommendation.

Section 70002 of the Education Code provides for the establishment of an intersegmental review committee, with members appointed by the Governor, to recommend candidates for the fellowships to the Chancellor's Office of the California State University.

Section 70004 of the Education Code charges the Trustees of the California State University with providing an annual report, for each higher education institution, on the numbers of Fellows who received funds, the number of Fellows who completed teacher preparation programs, and the places of employment of Fellows who completed teacher preparation programs.

The receipt of a Governor's Teaching Fellowship is contingent upon the Fellow's agreement to teach in a low-performing school as defined in Section 70001(b) of the Education Code for four years upon completion of his or her teacher preparation program. Fellows are obligated to repay the state five thousand dollars (\$5,000) annually for each year that they fail to complete either the teacher preparation program or the required teaching service, up to the entire twenty thousand dollar amount of the fellowship. Exceptions to the requirement for repayment are to be defined by the Chancellor's Office. The Chancellor's Office of the California State University is required by Section 70005 of the Education Code to adopt any rules and regulations deemed necessary for the administration of the program and the recovery of funds it determines are owed to the state. The regulations must include a provision for seeking a civil penalty for each year that the Fellow fails to fulfill the obligation to teach in a low-performing school.

The following rules and regulations are hereby adopted by the Chancellor's Office of the California State University for the administration of the Governor's Teaching Fellowship Program.

### **Definitions**

For purposes of the Governor's Teaching Fellowship Program, the following definitions shall apply.

**Award year:** the year beginning on July 1 and extending through June 30 of the subsequent calendar year, during which Fellowship funds are received by a Fellow.

**Basic teaching credential:** a multiple subject, single subject, or special education teaching credential issued by the California Commission on Teacher Credentialing (CCTC).

**Fellow:** the recipient of any Fellowship funds advanced by the Governor's Teaching Fellowship Program.

**Full-time employment in a school:** employment as a teacher for not less than the minimum school day for at least 75% of the school year.

**Full-time enrollment:** full-time postbaccalaureate or graduate student status as defined by the institution at which the student is enrolled, consistent with Integrated Postsecondary Education Data System (IPEDS) reporting standards. An institutional definition of full-time enrollment that is not consistent with IPEDS reporting standards requires the concurrence of the program administrator. It is expected that the credit units qualifying a Fellow for full-time student status shall be in courses that fulfill requirements for a basic teaching credential.

**Continuous enrollment:** for institutions operating on a two-semester academic-year calendar, enrollment in every regularly scheduled fall and spring semester during and subsequent to the award year until completion of the basic teaching credential program; for institutions operating on a quarter-system year-round (QSYRO) calendar, enrollment in at least three of four regularly scheduled quarters in the award year and in every subsequent college year until completion of the basic teaching credential program. For institutions operating on other calendar systems, the program administrator shall determine what constitutes continuous enrollment so that the definition is as comparable as possible to the definition for institutions with conventional semester or QSYRO calendars.

Program administrator: the CSU employee designated by the Chancellor as having primary responsibility for operation of the Governor's Teaching Fellowship Program.

Qualified teaching service: full-time employment, in a position requiring certification, providing direct instructional services to K-12 students in a school that has been identified by the California Department of Education as a low-performing school in accordance with Section 70001(b) of the Education Code. The position must be one for which the basic teaching credential held is appropriate certification. If the school meets the criteria for identification as a low-performing school at the time that a Fellowship recipient is hired as a teacher, then continued employment as a teacher at that school shall be qualified teaching service, even if the school improves its rank on the Academic Performance Index and consequently no longer meets the criteria for identification as a low-performing school.

Teacher preparation program: a course of study other than an internship program that is offered by an institution of higher education, designed to lead to a recommendation for award of a basic teaching credential, and accredited by the California Commission on Teacher Credentialing (CCTC).

### **Eligibility Criteria**

To be eligible for receipt of a Governor's Teaching Fellowship, a candidate shall:

Have earned a bachelor's degree from a regionally accredited institution of higher education by the beginning of the teacher preparation program's regularly scheduled fall semester or fall quarter in the award year, or by September 1 of the award year if the teacher preparation program is on a different calendar system;

Be admitted to and enrolled on a full-time, continuous basis in a teacher preparation program;

Not be employed full time as a teacher from the beginning of full-time enrollment in a teacher preparation program in the award year until completion of the teacher preparation program;

Not already hold a preliminary or clear teaching credential;

Demonstrate eligibility to work in the United States over the entire period of enrollment in the teacher preparation program and the four-year commitment to teaching in a low-performing school;

Comply with all application and selection procedures on a timely basis; and

Agree to all terms and conditions for receipt of the Fellowship award by signing and submitting all required documents, including the verification of full-time enrollment, in a timely manner.

### **Selection Criterion**

Selection of eligible applicants to be Fellows shall be based on demonstrated potential for success as a teacher in a low-performing school. The determination of potential for success shall be based, at a minimum, on the applicant's previous academic and employment record, demonstrated

commitment to serve in a low-performing school, faculty and employer evaluations, interviews, and letters of recommendation. Fellowships shall be awarded in September annually.

### **Conditions of Payment and Repayment Requirements**

Fellows are required to maintain full-time continuous enrollment in a teacher preparation program from the beginning of the regularly scheduled fall semester, fall quarter, or comparable academic term of the award year until completion of the teacher preparation program.

Fellows have four years after completion of the teacher preparation program to satisfy the requirement of four years of qualified teaching service.

For each year that a Fellow fails either to maintain full-time continuous enrollment in the teacher preparation program or to perform the required qualified teaching service, the Fellow is required to repay five thousand dollars, unless an exception is granted in writing by the Chancellor's Office.

### Full-time Continuous Enrollment Until Completion of Teacher Preparation Program: Exceptions

Exceptions to the requirement that a Fellow maintain full-time continuous enrollment in a teacher preparation program until completion of the program may be authorized in writing by the program administrator under any of the following conditions:

The Fellow is accelerating completion of the teacher preparation program and will not require full-time enrollment during the final term in order to complete the program;

The Fellow is called for mandatory full-time active duty with the U.S. military service that was not anticipated at the time of application for or receipt of Fellowship funds;

The Fellow, Fellow's spouse, or Fellow's dependent has a temporary total disability that (a) precludes the Fellow's full-time continuous enrollment, (b) was not known or anticipated at the time of application for or receipt of Fellowship funds, and (c) is documented by a medical professional to the satisfaction of the program administrator; or

The Fellow presents documented proof of other circumstances sufficient to persuade the program administrator that extenuating circumstances merit an exception.

A deferment of the requirement of full-time continuous enrollment until program completion shall ordinarily be granted for only one academic term. An additional deferment may be granted only under exceptional circumstances and with the express written authorization of the Chancellor of the CSU.

### Qualified Teaching Service Upon Completion of Teacher Preparation Program: Documentation and Exceptions

No later than September 1 next following completion of a teacher preparation program, a Fellow shall provide to the program administrator documentation of having obtained a position in which the Fellow can perform qualified teaching service.

Exceptions to the requirement that the Fellow continue to perform qualified teaching service for four years after completion of the teacher preparation program may be authorized in writing by the program administrator under any of the following conditions:

The Fellow is called for mandatory full-time active duty with the U.S. military service;

The Fellow takes parental leave from school employment, consistent with the 1993 Family and Medical Leave Act;

The Fellow, Fellow's spouse, or Fellow's dependent has a temporary total disability that (a) precludes the Fellow's full-time employment, (b) was not known or anticipated at the time of application for or receipt of Fellowship funds, and (c) is documented by a medical professional to the satisfaction of the program administrator; or

The Fellow presents documented proof of other circumstances sufficient to persuade the program administrator that extenuating circumstances merit an exception.

A deferment of the requirement to perform four years of qualified teaching service within four years of completion of the teacher preparation program shall be granted for only one school term, and no deferment shall be extended beyond the period of one school term. An additional deferment may be granted only under exceptional circumstances and with the express written authorization of the Chancellor of the CSU.

#### Repayment

During any period that a Fellow cannot demonstrate *either* full-time continuous enrollment in a teacher preparation program *or* completion of the teacher preparation program and employment in a qualified teaching service position, the Fellow shall be subject to repayment obligations as follows, unless a deferment has been granted:

The Fellow must repay the state \$5,000 annually for each year that the Fellow fails to meet the teacher preparation program enrollment or teaching service obligation, up to full repayment of \$20,000.

The Fellow will be subject to repayment no later than September 2 next following the September 2 date that the Fellow fails to meet the teacher preparation program enrollment or teaching service obligation or no later than the first day of the third calendar month following the date the Fellow ceases full-time enrollment in a teacher preparation program.

The Fellow must repay the sum of \$5,000 in accordance with a schedule established by the program administrator. The schedule shall ensure that the full annual amount is paid within one year of the date that the obligation to repay commences.

The Fellow must pay interest to the state at the rate of 10 percent per annum on any amount not paid when due.

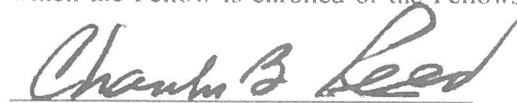
#### Further Conditions of Payment

As a condition of receiving a Fellowship award, each Fellow will sign a Promissory Note and Fellowship-Loan Agreement. This agreement will include a provision that will also acknowledge and agree that failure to repay in a timely fashion any amounts due the state may result in (a)

referral of the debt to a collection agency; (b) reporting of the delinquency to a credit bureau; (c) referral for offset of state tax refunds; (d) withholding of university services, including provision of academic transcripts; (e) denial of additional applications for educational loans; (f) release of information concerning the delinquent amount to other persons and entities who may assist collecting or otherwise enforcing the obligation, and (g) liability of the Fellow to repay the state for all reasonable collection costs.

As a condition of receiving a Fellowship award, each Fellow will grant permission to the state to inform the postsecondary institution in which the Fellow is enrolled of the Fellowship amount awarded.

Date: October 4, 2001

A handwritten signature in cursive script that reads "Charles B. Reed". The signature is written in black ink and is positioned above a horizontal line.

Charles B. Reed, Chancellor