MEMORANDUM

DATE: February 7, 2022

TO: All Faculty
     cc: Brian Oppy, Associate Vice President for Academic Personnel

FROM: Debra S. Larson, Provost and Vice President for Academic Affairs
       Marianne Paiva, Academic Senate Chair

SUBJECT: Assigned Time for Exceptional Levels of Service to Students

Pursuant to the recently approved collective bargaining agreement (CBA), all Unit 3 faculty are able to apply for assigned time for student mentoring, advising, outreach, and similar activities that go beyond the normal expectations of faculty. The CFA Language (20.37): reads:

“Exceptional service awards are intended to recognize faculty who have a demonstrated commitment to working on issues faced by our diverse student population. Assigned time from this pool should be awarded to faculty for mentoring, advising, and outreach to support underserved, first-generation, and/or underrepresented students and other practices in support of such students. This support includes but is not limited to:

*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.”

PURPOSE: To provide a process for all Unit 3 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 supports Chico State's mission and strategic plan pursuant to Article 20, Section 20.37 of the 2022-2024 Collective Bargaining Agreement (CBA).
PROCEDURES: An application for assigned time to support exceptional levels of service to students shall consist of:

1. a narrative proposal, not to exceed two pages;
2. an updated curriculum vitae (CV), limited to two pages;
3. a letter from a Chico State employee who can speak to the credibility of the project, not the proposer, in support of the application; and
4. an acknowledgement signed by the department chair and dean stating that they are aware of the proposal and are not currently providing assigned time for the same general activity.

DEADLINE: February 28, 2022 for academic year 2022-23 activities
Email applications to the Office of the Provost at academicaffairs@csuchico.edu

Examples of service activities are:

- student mentoring, advising, and outreach, especially as 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 in enrollment have demonstrably increased workload; and
- Other extraordinary forms of service to students.

Approximately ten awards for release time will be made at Chico for activities completed in the 2022-23 academic year to recognize the exceptional service and workload that many faculty have undertaken to ensure student success. Recipients will be awarded their assigned time in the 2022-23 academic year in consultation with the appropriate supervisor.

A specially formed Exceptional Service Assigned Time (ESAT) Committee will evaluate all the applications using the following activities and criteria:

- Demonstrated or hypothesized impact on student success and/or educational experience; impact includes the quality of the activity as well as the number students served. (35%)
- Demonstration that the impact on and/or quality of student experience could not be maintained without an increase in workload and that the faculty applicants are not otherwise receiving an adjustment in workload to reflect their effort. (35%)
- Demonstrated impact on historically underserved first generation, and/or underrepresented populations. (20%)
- Project credibility as demonstrated by letter of support. (10%)
The ESAT Committee will then submit its recommendations and all application materials to the Provost (email to academicaffairs@cuchico.edu) 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. In addition to the recommendation of the ESAT Committee and input obtained via the consultation process, the Provost may consider equity across constituencies in the final decision.

Faculty granted assigned time under this program shall provide a final report to the ESAT Committee via the Academic Senate office no later than one semester following the use of assigned time. The report shall provide evidence that the proposed activities were completed and generally that the impact on the students was as claimed in the original application. Faculty are ineligible to apply for further assigned time from this program until the report is received.

Refer to the following Executive Memorandum link for further details on the Exceptional Service Assigned Time Policy: http://www.csuchico.edu/prs/EMs/2015/15-001.shtml.