



## Executive Memorandum 23-015

**June 8, 2023**

**From:** Gayle E. Hutchinson, President

A handwritten signature in blue ink, reading "Gayle E. Hutchinson", written over a horizontal line.

**Subject:** Exceptional Service Assigned Time Committee

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve the Exceptional Service Assigned Time Committee.

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| <b>Policy Title:</b>                            | EM 23-015: Exceptional Service Assigned Time Committee          |
| <b>Contact:</b>                                 | Office of the Provost   |
| <b>Supersedes:</b>                              | EM 15-001, Revised 2016   |
| <b>Revision:</b>                                |   |
| <b>Enabling Legislation or Executive Order:</b> | Collective Bargaining Agreement, California Faculty Association |

### Exceptional Service Assigned Time Committee

#### I. SCOPE

The scope of the policy refers to and applies only to all Unit 3 faculty at Chico State.

#### II. POLICY

##### Charge

The Exceptional Service Assigned Time Committee ensures that a process and guidelines will be followed 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 support California State University Chico's (Chico State) Mission and Strategic Plan pursuant to Article 20, Section 20.37 of the 2022-2024 Collective Bargaining Agreement (CBA) between CSU and the California Faculty Association.

##### Committee Structure

One faculty member appointed by the Academic Senate from each college and appropriate unit of representation (all voting):

- College of Agriculture
- College of Business
- College of Communication and Education
- College of Humanities and Fine Arts
- College of Natural Science
- College of Behavioral and Social Sciences
- College of Engineering, Computer Science, and Construction Management
- Library
- Athletics
- Counseling

Two members (voting) from student body:

- Associated Students (undergraduate student)
- Graduate Student Council (graduate student)

Each appointed member serves a one-year term. Faculty serving on this committee shall not be applicants for assigned time.

The chair of the committee will be elected from the committee faculty members at the first meeting of the fall semester.

The chair of the Academic Senate will convene the committee at the beginning of the fall semester, and provide a charge for the committee for the academic year.

### **Reporting Structure**

The Exceptional Service Assigned Time Committee will report annually, or more often as needed, to the Office of the Provost.

### **III. RESPONSIBILITIES**

- To evaluate faculty applications for assigned time for exceptional levels of service to students as defined in the CBA 20.37.
- To make recommendations based on those evaluations to the Provost and Vice-President for Academic Affairs.
- To periodically review and, if needed, make recommendations for changes in this policy to the Faculty and Student Policy Committee (FASP).

### **IV. PROCEDURES**

#### **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.

### **Accountability and Expenditures**

Chico State shall expend all funds allocated to them under this program. Chico State 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 ESAT Committee, the Academic Senate, Campus CFA President, and the CSU.

Any unused funds shall roll over for use in the following academic year. All funds must be expended in the following academic year if possible, and shall be repeated until all the funds are expended.

For accounting purposes, costs of assigned time shall be calculated based on the internal, campus payback rate.

Awards from appeals shall not exceed 10% of the annual budget for assigned time and shall be funded in the subsequent academic year. During the last year of the agreement, appeals must be funded from the funds for that year, including any rollover from previous years.

### **Eligibility and Restrictions**

#### *Eligibility*

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

Faculty who have previously received assigned time under this program and have not filed a final report on their activities are not eligible to apply again until their final report has been received in the Office of the Provost.

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.

#### *Restrictions*

Assigned time can only be utilized during the academic year (August – May) during which the activity is performed with the exception of assigned time granted during a subsequent academic year, or the one immediately following it.

### **Timeline**

In the fall of each academic year, the Office of the Provost will announce a campus call for ESAT applications and awards will be announced before the end of the Spring semester.

### **Application Materials**

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) some 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 (see section 5.b.ii). Incomplete, or late applications will not be reviewed.

## **V. SUPPORTED ACTIVITIES AND REVIEW CRITERIA**

### **Supported Activities**

- Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students
- Developing and implementing 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
- Other extraordinary forms of service to students

### **Review 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. (30%)
- Demonstrated impact on and/or quality of student experience that 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. (30%)
- Demonstrated impact on historically underserved first generation, and/or underrepresented populations (student or faculty). (30%)
- Quality of the letter of support. (10%)

## **VI. RECOMMENDATIONS**

The committee shall assign each proposal one of four ratings: 1) High Priority 2) Medium Priority 3) Low Priority 4) Not Recommended.

The ESAT Committee shall submit its recommendations and the application materials to the Provost and Vice President for Academic Affairs 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 and Vice President for Academic Affairs may consider equity across constituencies in their decision.

## **VII. INFORMATION PROVIDED TO APPLICANTS**

Once a decision is reached by the Provost/Vice President for Academic Affairs, they will forward their approval or denial as well as the evaluation of the ESAT Committee to the applicant.

## **VIII. APPEALS**

### **Appeals Committee**

The Appeals Committee shall comprise two members of the Academic Senate Executive Committee, and three members of the Academic Senate. The Appeals committee shall be appointed by the Chair of the Academic Senate and shall not include any members of the Exceptional Service Assigned Time Committee.

### **Timeline and Notification of Decisions**

Appeals of the decision made by the Provost and Vice President for Academic Affairs 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 Provost and Vice President for Academic Affairs notifies the applicants of their decision. 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 appellant 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.

## **IX. CONDITIONS OF ASSIGNED TIME**

A faculty unit employee granted assigned time under this program shall provide a brief final report to the Office of the Provost 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 their report is received within the stipulated time frame.

## **X. EFFECTIVE DATES**

The policies and procedures in this document are an implementation of the then-applicable CBA and shall remain in force as long as a valid CBA is in force and provides funding for exceptional service for assigned time.