DATE: August 26, 2019

TO: All Faculty

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

cc: Evanne O'Donnell, Associate Vice Provost for Academic Personnel

RE: Assigned Time for Exceptional Levels of Service to Students

Pursuant to the collective bargaining agreement (CBA), we are again reminding you of an opportunity for all Unit 3 faculty to apply for assigned time for student mentoring, advising, outreach, and similar activities that go beyond their normal faculty assignment.

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 California State University, Chico's mission and strategic plan pursuant to Article 20, Section 20.37 of the 2014-2017 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 CSU, Chico 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: December 7, 2019 for academic year 2020/21 activities*
Submit applications to the Office of the Provost in Kendall Hall 106 (campus Zip 110)

This service includes such activities as:

- 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 2020-21 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 2020-21 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 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.

* Due to exigent circumstances associated with the Camp Fire, a request to faculty to submit 2019-20 applications for funding was missed. Funding for ESAT in the current CBA ends on June 30, 2020. If ESAT funding is not included in the new contract, this application cycle fulfills the 2019-20 funding requirement. If ESAT funding is included in the new contract, which includes 2020-21, we will adjust the funding level for 2020-21 to accommodate the additional assigned time that may be awarded.