California State University Chico
Academic Affairs
Office of the Provost
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M E M O R A N D U M

DATE: February 11, 2026

TO: All Faculty
cc: Mahalley Allen, Vice Provost for Faculty Affairs and Success

FROM: Leslie Cornick, Provost and Vice President for Academic Affairs
Michael Coons, Academic Senate Chair

SUBJECT: Assigned Time for Exceptional Levels of Service to Students

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To recognize the exceptional service and workload that faculty engage in to ensure student success, the Office of the Provost welcomes applications for the Exceptional Service for Assigned Time Awards. Pursuant to the current California Faculty Association (CFA) collective bargaining agreement (CBA), all Unit 3 faculty who are not otherwise receiving an adjustment in workload to reflect their effort are invited to apply for assigned time for student mentoring, advising, outreach, and similar activities that go beyond the normal expectations of faculty. The CBA 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, including those caused by cultural taxation.

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, single-spaced pages;
2. an updated curriculum vitae (CV), not to exceed 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 will not provide assigned time for the same general activity during the proposed time of ESAT support.

APPLICATION DUE DATE:
March 5, 2026 for academic year 2026-27 activities
Upload all required application materials to the secure shared folder. Please include your last name and first name in each document file name.

Examples of service activities include:

- 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, not to exceed 3 WTU per award for the academic year, will be made at Chico State for activities completed in the 2026-27 academic year. Recipients will be awarded their assigned time in the 2026-27 academic year in consultation with the appropriate supervisor.

The 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. (30%)
- 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. (30%)
- Demonstrated impact on historically underserved, first generation, and/or underrepresented populations. (30%)
- Project feasibility and 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 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 the report is received.

Refer to Executive Memorandum 23-015 Exceptional Service Assigned Time Committee for further details on the policy.