RESOLUTION ON UFPP 12.3 ASSIGNED TIME FOR EXCEPTIONAL SERVICE TO STUDENTS


WHEREAS, The 2022 Collective Bargaining Agreement (CBA) includes revisions to Article 27: Assigned time for Exceptional Levels of Service to Students; and

WHEREAS, Practices in the review of applications for such assigned time at Cal Poly have undergone review and warrant some improvements; and

WHEREAS, Proposed revisions to the review processes arise from extensive consultation with faculty and administration to clarify how the faculty committee reviewing applications formulates its recommendations; and

WHEREAS, University Faculty Personnel Policies (UFPP) 12.3 houses policies on Assigned Time for Exceptional Service to Students (ATESS); therefore be it

RESOLVED: UFPP 12.3 be updated to reflect the revisions in the attached report, and be it further

RESOLVED: The new policies be distributed to colleges and the faculty as part of the solicitation of applications for ATESS.

Proposed by: Academic Senate Faculty Affairs Committee
Date: February 14, 2023
**EXECUTIVE SUMMARY:** The Academic Senate Faculty Affairs Committee (FAC) proposes revising policies about the Assigned Time for Exceptional Service to Students program to conform with changes to the Collective Bargaining Agreement and implement improvements in the practices of the committee reviewing applications for such assigned time.

**BACKGROUND:** The Academic Senate Faculty Affairs Committee (FAC) is a standing Senate committee with representation from each college, the library and professional consultative services, Academic Affairs, and a student representative. FAC employs a streamlined process for approval of updates to University Faculty Personnel Policies (UFPP) including consultation with faculty affected by proposed changes and clear identification of which policy documents have been superseded by a proposed change. This process uses Academic Senate resolutions to establish new policy, revise existing policy, or substantially reformulate existing policy.

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**Summary**

Assigned Time for Exceptional Service to Students (ATESS) is a program mandated by the Collective Bargaining Agreement (CBA) to provide assigned time for faculty who engage in service to students that is beyond normal expectations of service, and which has not otherwise been compensated. This program emerged from the 2015 version of CBA as a program with limited timelines for its continued implementation. In the 2022 version of the CBA this program became permanent, and also acquired a clearer set of goals for the program. These changes are reflected in the proposed revisions.

FAC developed the original policies and procedures for application and review processes adapted from boilerplate provided by the CSU. These policies and procedures have undergone minor revision to address issues in the formulation of the committee to review applications, and also in the application and review processes themselves.

The proposed revisions consist of further efforts to improve these processes. The main improvement here consists of clarification about the nature of recommendations for awards by containing recommended awards to amounts of assigned time useful for course release informed by the applicant’s actual teaching assignments. Various other revisions clarify the process for implementation of this program.

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**Impact on Existing Policy**

These ATESS policies and procedures would supersede those currently in UFPP 12.3.

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**Implementation**

These policies go into effect for the application process in 2023-24.
These proposed changes in policy arose from extensive consultation in Spring 2022 between FAC, the Academic Senate Chair, the chair of the Academic Senate Diversity Committee (which reviews applications for this assigned time) and Academic Personnel. Many revisions arose from feedback from the Academic Senate in its first reading.

What follows are the proposed revised policy, the currently effective policy, and another copy of the proposed revision revealing the edits from the current version of the policy, and the relevant article from the CBA that defines this program.
12.3. Assigned Time for Exceptional Levels of Service to Students

12.3.1. Policy in 12.3 established by Academic Senate Consent 2/9/2021.

12.3.2. Pursuant to CBA 20.37 and in support of California Polytechnic State University San Luis Obispo (Cal Poly’s) Mission and Strategic Plan, exceptional service awards are intended to recognize faculty who have a demonstrated commitment to working on issues faced by our diverse student population.

12.3.3. Exceptional Student Service Committee (ESSC)

12.3.3.1. Each academic college shall be a constituency and shall have a representative on the Exceptional Student Service Committee (ESSC). The Academic Senate chair may assign the functions of the ESSC to a standing Academic Senate committee. When a standing committee takes on the ESSC function, that committee shall adhere to the criteria for ATESS independent of any other charges or mission of that committee.

12.3.3.2. The committees serving the functions of the ESSC shall include one faculty member from each constituency defined above appointed by the Academic Senate Executive Committee, a student appointed by the Associated Students, Inc., and an ex officio non-voting administrative member appointed by the provost or designee.

12.3.3.3. Faculty on a committee serving the functions of ESSC who apply for assigned time under ATESS shall recuse themselves from all work involved in ESSC and shall not attend any meetings concerning ESSC work, nor participate in any discussions about ESSC work. The Academic Senate Executive Committee may appoint another faculty member from the recused faculty member’s constituency to serve the role of the recused member in relation to the functions of ESSC.

12.3.3.4. The functions of ESSC shall be:
- Evaluate faculty applications for assigned time for exceptional levels of service to students.
- Make recommendations based on those evaluations to the provost.
- Periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC).

12.3.4. Eligibility and Restrictions

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

12.3.4.2. Faculty who have previously received assigned time under this program will be eligible to apply for another assigned time award.

12.3.4.3. In order to support new or currently unfunded activities, rather than to enhance existing support for ongoing activities, faculty members already receiving other sources of
assigned time or compensation for the same activities on the list of Supported Activities below shall not be eligible for support from this program for that very same activity.

12.3.4.4. Assigned time shall be used for course release during the academic year (and not in summer). As per 20.37, the course release shall be utilized during the academic year in which the activity is performed, though it may be used in any term of that academic year.

12.3.5. Timeline for Application Process

12.3.5.1. Application for assigned time shall be for activities in the subsequent academic year. A timeline for the application process shall be announced in the notification sent to faculty upon the opening of the application period.

12.3.5.2. The applicant’s department chair/head shall submit the application materials to the applicant’s dean, who then shall submit the applications to the ESSC. The ESSC reviews applications and submits its recommendations to the provost in time for applicants to be notified of the status of their applications.

12.3.6. Application Materials

12.3.6.1. The distribution of application materials concerning assigned time for exceptional levels of service to students should target department chairs/heads, program directors and students to encourage applications from faculty they view as having taken on extraordinary burdens in the related categories of service to students in relation to the aims of the program as stated in UFPP 12.3.3.

12.3.6.2. An application for assigned time to support exceptional levels of service to students shall include the following:

- Description of the nature of the exceptional service being provided to students and how it goes significantly beyond the normal expectations of the faculty member’s assignment.
- Account of direct benefits to students and the student beneficiaries of the exceptional service being provided.
- Description of other assigned time or compensation for exceptional service during the current academic year and expected for the subsequent academic year.
- Justification of how the WTUs requested correlate work effort with course release.
- Account of previous success in comparable service.
- The faculty applicant’s current curriculum vitae (CV), highlighting relevant prior service activities similar to those for which assigned time is being sought;
- A statement from the department chair or head about the merit of the proposal in relation to the faculty member’s assignment, verification that no other source of assigned time or compensation has been provided for the same general
activity, an account of the appropriateness of the requested assigned time for course release for the applicant; and
• The college dean’s recommendation.

12.3.6.3. Incomplete applications will not be reviewed.

12.3.7. Supported Activities

12.3.7.1. This assigned time is for service to students in relation to the department, college, university, or community that goes significantly beyond the normal expectations of a faculty member’s assignment. The following activities may be supported:
• Student mentoring, advising, and outreach that goes significantly beyond the normal expectations of a faculty member’s assignment;
• Activities that support underserved, first-generation, and/or underrepresented students, including those caused by cultural taxation;
• Curricular redesign intended to improve student access and success;
• Other extraordinary forms of service to students beyond the normal expectations of a faculty member’s assignment.

12.3.8. Review Criteria

12.3.8.1. The ESSC assesses applications based upon application materials including the narrative description of how the proposed service meets the following criteria:
• A clear delineation of how the service to the students goes beyond the normal expectations of the applicant’s assignment;
• Justification for how the amount of assigned time requested correlates the service activity with the requested WTU;
• Demonstrated ability to be successful in accomplishing project goals and previous work in this area.

12.3.9. Recommendations

12.3.9.1. The ESSC shall rate each proposal based on the established criteria and rank order the proposals by total rubric score.

12.3.9.2. The ESSC shall submit its evaluations and the application materials to the provost who shall make the final determination regarding the approval or denial of the proposals.

12.3.10. Information Provided to Applicants

12.3.10.1. The provost will forward their approval or denial of assigned time, and the basis for the denial of assigned time, to the applicant.

12.3.11. Appeals

12.3.11.1. Within 10 days following receipt of the provost’s decision, applicants may appeal a denial of assigned time to the associate vice-provost for academic personnel. Appeals will be
forwarded to the Faculty Affairs Committee for consideration. The FAC will consider the appeal at their next scheduled business meeting and will respond to the appellant in writing with a copy to the provost. Decisions of the FAC shall be final and binding and are not subject to the grievance procedures specified in Article 10 of the CBA.

12.3.12. Effective Dates

12.3.12.1. The policies and procedures in this document are an implementation of Article 20, section 37 of the CBA, and dependent upon any successor CBA to include additional awards in future years.

12.3.12.2. Academic Personnel shall maintain an updated calendar for the operations of the ESSC and the awarding of this assigned time for each academic year it is in effect.

12.3.13. Assigned Time Budget and Reporting

12.3.13.1. There is no CSU allocation provided to support assigned time. Campuses are required to self-fund the assigned time allocations based on the number of full-time equivalent students at each campus. At Cal Poly, the assigned time will be funded by the provost.

12.3.13.2. As per CBA 20.37 Cal Poly shall expend all assigned time allocated under this program, and Cal Poly shall provide an accounting of assigned time expended for this program for the prior fiscal year by no later than November 1 of the subsequent year to the ESSC, the FAC, the Academic Senate, campus CFA president, and the CSU.

12.3.13.3. All assigned time allocations must be expended in the academic year per restrictions specified in UFPP 12.3. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for an assistant professor. 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 Collective Bargaining Agreement, appeals must be funded from the funds for that year, including any rollover from previous years.
12.3. Assigned Time for Exceptional Levels of Service to Students

12.3.1. Policy in 12.3 established by Academic Senate Consent 2/9/2021.

12.3.2. 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 support California Polytechnic State University San Luis Obispo (Cal Poly’s) Mission and Strategic Plan pursuant to Article 20, Section 37 of the 2014—2017 Collective Bargaining Agreement (CBA) between CSU and the California Faculty Association (CFA) and the extension of the CBA through 2019 – 2020.

12.3.3. Exceptional Student Service Committee (ESSC)

12.3.3.1. Each academic college shall be a constituency and shall have a representative on the Exceptional Student Service Committee (ESSC). The Academic Senate chair may assign the functions of the ESSC to a standing Academic Senate committee.

12.3.3.2. One faculty member from each constituency defined above shall be appointed by the Academic Senate Executive Committee, and a student will be appointed by the Associated Students, Inc. The provost and vice-president for academic affairs or their designee will serve as a nonvoting ex-officio member. Each appointed member shall serve a one-year term. Faculty serving on this committee shall not be applicants for assigned time.

12.3.3.3. The functions of ESSC shall be:

- Evaluate faculty applications for assigned time for exceptional levels of service to students.
- Make recommendations based on those evaluations to the provost and executive vice president for academic affairs.
- Periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC).

12.3.4. Assigned Time Budget and Reporting

12.3.4.1. There is no CSU allocation provided to support assigned time. Campuses are required to self-fund the assigned time allocations based on the number of full-time equivalent students at each campus. At Cal Poly, the assigned time will be funded by the provost.

12.3.4.2. Cal Poly shall expend all assigned time allocated under this program. Cal Poly shall provide an accounting of assigned time expended for this program for the prior fiscal year by no later than November 1 of the subsequent year to the ESSC, the FAC, the Academic Senate, campus CFA president, and the CSU.

12.3.4.3. All assigned time allocations must be expended in the academic year per restrictions specified below. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for an assistant professor. 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.

12.3.5. Eligibility and Restrictions

12.3.5.1. 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 will be eligible to apply
for another assigned time award. Faculty members already receiving other sources of assigned time or compensation 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.

12.3.5.2. Assigned time can only be utilized during the academic year (September – June) during which the activity is performed.

12.3.6. Timeline
12.3.6.1. Application for assigned time shall be for activities in the subsequent academic year. A timeline for applications shall be announced in the notification sent to faculty upon the opening of the application period. Typically the call for applications occurs in Fall quarter with applications due to the applicant’s department chair/head around the beginning of Winter quarter, though contingencies may delay the notification period.

12.3.6.2. The applicant’s department chair/head submits the application materials to the applicant’s dean, who then submits the applications to the ESSC typically by early in Winter quarter. The ESSC reviews applications and submits its recommendations to the provost and vice president for academic affairs in time for applicants to be notified of the status of their applications near the end of Winter quarter.

12.3.7. Application Materials and Criteria
12.3.7.1. The distribution of application materials concerning assigned time for exceptional levels of service to students should target department chairs/heads, program directors and students to encourage applications from faculty they view as having taken on extraordinary burdens in the related categories of service to students.

12.3.7.2. An application for assigned time to support exceptional levels of service to students shall consist of:
   • A completed proposal that includes sufficiently detailed narrative, not to exceed two pages, on the template provided for this purpose, which includes sufficient justification for the use of assigned time requested, the impact factor (see application), a description of how the service is extraordinary, and how the WTUs requested correlate to work effort;
   • The faculty applicant’s current curriculum vitae (CV), with relevant service activities for which assigned time is being sought highlighted;
   • A statement from the department chair indicating support for the proposal and verification that no other source of assigned time or compensation has been provided for the same general activity; and
   • The college dean’s recommendation.

12.3.7.3. Incomplete applications will not be reviewed.

12.3.8. Supported Activities and Review Criteria
12.3.8.1. The following activities may be supported:
   • Student mentoring, advising, and outreach that goes significantly beyond the normal expectations of all faculty;
   • Activities that support underserved, first-generation, and/or underrepresented students;
   • Curricular redesign intended to improve student access and success;
12.3.8.2. Review criteria:
• Narrative description of proposed activity/project detailing nature of service provided;
• Demonstration of how the service to the students is extraordinary – provide context of the full service and teaching load such that this service to students is extraordinary in light of the totality of the service and teaching load;
• Justification for how the amount of assigned time requested correlates to the work involved in the service activity;
• Demonstrated ability to be successful in accomplishing project goals and previous work in this area.

12.3.9. Recommendations
12.3.9.1. The ESSC shall rate each proposal based on the established criteria and rank order the proposals by total rubric score.
12.3.9.2. The ESSC shall submit its evaluations and the application materials to the provost and vice-president for academic affairs who shall make the final determination regarding the approval or denial of the proposals.

12.3.10. Information Provided to Applicants
12.3.10.1. Once a decision is reached by the provost and vice-president for academic affairs, they will forward their approval or denial, and if denied, the basis for the decision, as well as the numeric score and ranking of their application.

12.3.11. Appeals
12.3.11.1. Within 10 days following receipt of the provost and vice-president for academic affairs’ decision, applicants may appeal the decision in writing to the associate vice-provost for academic personnel. Appeals will be forwarded to the Faculty Affairs Committee for consideration. The FAC will consider the appeal at their next scheduled business meeting and will respond to the appellant in writing with a copy to the provost. Decisions of the FAC shall be final and binding and are not subject to the grievance procedures specified in Article 10 of the CBA.

12.3.12. Effective Dates
12.3.12.1. The policies and procedures in this document are an implementation of Article 20, section 37 of the 2014 – 2017 CBA. Due to the extension of the CBA through 2017-18 and then again through 2019 – 2020, the 2019 – 2020 academic year marks the end of this program and this policy shall no longer be in effect on or after June 30, 2020, unless Article 20.37 is specifically extended in the successor CBA to include additional awards in future years.
12.3.12.2. Academic Personnel shall maintain an updated calendar for the operations of the ESSC and the awarding of this assigned time for each academic year it is in effect.
12.3. Assigned Time for Exceptional Levels of Service to Students

12.3.1. Policy in 12.3 established by Academic Senate Consent 2/9/2021.

12.3.2. **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 support California Polytechnic State University San Luis Obispo (Cal Poly's) Mission and Strategic Plan pursuant to Article 20, Section 37 of the 2014—2017 Collective Bargaining Agreement (CBA) between CSU and the California Faculty Association (CFA) and the extension of the CBA through 2019—2020. Pursuant to CBA 20.37 and in support of California Polytechnic State University San Luis Obispo (Cal Poly’s) Mission and Strategic Plan, exceptional service awards are intended to recognize faculty who have a demonstrated commitment to working on issues faced by our diverse student population.

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12.3.3.2. The committees serving the functions of the ESSC shall include one faculty member from each constituency defined above appointed by the Academic Senate Executive Committee, a student appointed by the Associated Students, Inc., and an ex officio non-voting administrative member appointed by the provost or designee. One faculty member from each constituency defined above shall be appointed by the Academic Senate Executive Committee, and a student will be appointed by the Associated Students, Inc. The provost and vice-president for academic affairs or their designee will serve as a nonvoting ex-officio member. Each appointed member shall serve a one-year term. Faculty serving on this committee shall not be applicants for assigned time.

12.3.3.3. Faculty on a committee serving the functions of ESSC who apply for assigned time under ATESS shall recuse themselves from all work involved in ESSC and shall not attend any meetings concerning ESSC work, nor participate in any discussions about ESSC work. The Academic Senate Executive Committee may appoint another faculty member from the recused faculty member’s constituency to serve the role of the recused member in relation to the functions of ESSC.

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- Evaluate faculty applications for assigned time for exceptional levels of service to students.
- Make recommendations based on those evaluations to the provost and executive vice-president for academic affairs.
Periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC).

12.3.4. Assigned Time Budget and Reporting

12.3.4.1. There is no CSU allocation provided to support assigned time. Campuses are required to self-fund the assigned time allocations based on the number of full-time equivalent students at each campus. At Cal Poly, the assigned time will be funded by the provost.

12.3.4.2. Cal Poly shall expend all assigned time allocated under this program. Cal Poly shall provide an accounting of assigned time expended for this program for the prior fiscal year by no later than November 1 of the subsequent year to the ESSC, the FAC, the Academic Senate, campus CFA president, and the CSU.

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12.3.5. Eligibility and Restrictions

12.3.5.1.12.3.4.3. In order to support new or currently unfunded activities, rather than to enhance existing support for ongoing activities, faculty members already receiving other sources of assigned time or compensation for the same general category of activity (e.g., assigned time for excess enrollments, assigned time for committee service) for the same activities on the list of Supported Activities below shall not be eligible for support from this program for that very same activity.

12.3.4.4. Assigned time shall be used for course release during the academic year (and not in summer). As per 20.37, the course release shall be utilized during the academic year, can only be utilized during the academic year (September – June), during which the activity is performed, though it may be used in any term of that academic year.

12.3.5.2. Timeline for Application Process

12.3.6.1. Application for assigned time shall be for activities in the subsequent academic year. A timeline for the application process shall be announced in the notification sent to
faculty upon the opening of the application period. Typically the call for applications occurs in Fall quarter with applications due to the applicant’s department chair/head around the beginning of Winter quarter, though contingencies may delay the notification period. 12.3.6.2.12.3.5.2. The applicant’s department chair/head shall submits the application materials to the applicant’s dean, who then shall submits the applications to the ESSC typically by early in Winter quarter. The ESSC reviews applications and submits its recommendations to the provost and vice president for academic affairs in time for applicants to be notified of the status of their applications near the end of Winter quarter.  

12.3.7.12.3.6.  Application Materials and Criteria

12.3.7.1.12.3.6.1. The distribution of application materials concerning assigned time for exceptional levels of service to students should target department chairs/heads, program directors and students to encourage applications from faculty they view as having taken on extraordinary burdens in the related categories of service to students in relation to the aims of the program as stated in UFPP 12.3.3. 12.3.7.2.12.3.6.2. An application for assigned time to support exceptional levels of service to students shall consist of /include the following:

- Description of the nature of the exceptional service being provided to students and how it goes significantly beyond the normal expectations of the faculty member’s assignment.
- Account of direct benefits to students and the student beneficiaries of the exceptional service being provided.
- Description of other assigned time or compensation for exceptional service during the current academic year and expected for the subsequent academic year.
- Justification of how the WTUs requested correlate work effort with course release.
- Account of previous success in comparable service.
- A completed proposal that includes sufficiently detailed narrative, not to exceed two pages, on the template provided for this purpose, which includes sufficient justification for the use of assigned time requested, the impact factor (see application), a description of how the service is extraordinary, and how the WTUs requested correlate to work effort.
- The faculty applicant’s current curriculum vitae (CV), with highlighting relevant prior service activities similar to those for which assigned time is being sought highlighted.
- A statement from the department chair or head indicating support for about the merit of the proposal in relation to the faculty member’s assignment, and verification that no other source of assigned time or compensation has been provided for the same general activity, an account of the
appropriaateness of the requested assigned time for course release for the applicant; and

• The college dean’s recommendation.

12.3.7.3.12.3.6.3. Incomplete applications will not be reviewed.

12.3.8.12.3.7. Supported Activities and Review Criteria

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• Student mentoring, advising, and outreach that goes significantly beyond the normal expectations of a faculty member’s assignment;

• Activities that support underserved, first-generation, and/or underrepresented students, including those caused by cultural taxation;

• 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;

• Other extraordinary forms of service to students beyond the normal expectations of a faculty member's assignment.

12.3.8.2. Review Criteria:

12.3.8.2.1. The ESSC assesses applications based upon application materials including the narrative description of how the proposed service meets the following criteria:

• Narrative description of proposed activity/project detailing nature of service provided;

• Demonstration-A clear delineation of how the service to the students goes beyond the normal expectations of the applicant’s assignment is extraordinary—provide context of the full service and teaching load such that this service to students is extraordinary in light of the totality of the service and teaching load;

• Justification for how the amount of assigned time requested correlates to the work involved in the service activity with the requested WTU;

• Demonstrated ability to be successful in accomplishing project goals and previous work in this area.

12.3.9. Recommendations

12.3.9.1. The ESSC shall rate each proposal based on the established criteria and rank order the proposals by total rubric score.

12.3.9.2. The ESSC shall submit its evaluations and the application materials to the provost and vice-president for academic
12.3.10. Information Provided to Applicants

12.3.10.1. After a decision is reached by the provost and vice-president for academic affairs, they will forward their approval or denial of assigned time, and the basis for the denial of assigned time, to the applicant. If denied, the basis for the decision, as well as the numeric score and ranking of their application.

12.3.11. Appeals

12.3.11.1. Within 10 days following receipt of the provost’s and vice-president for academic affairs’ decision, applicants may appeal a denial of assigned time in writing to the associate vice-provost for academic personnel. Appeals will be forwarded to the Faculty Affairs Committee for consideration. The FAC will consider the appeal at their next scheduled business meeting and will respond to the appellant in writing with a copy to the provost. Decisions of the FAC shall be final and binding and are not subject to the grievance procedures specified in Article 10 of the CBA.

12.3.12. Effective Dates

12.3.12.1. The policies and procedures in this document are an implementation of Article 20, section 37 of the CBA, and dependent upon any successor CBA to include additional awards in future years. The policies and procedures in this document are an implementation of Article 20, section 37 of the 2014—2017 CBA. Due to the extension of the CBA through 2017-2018 and then again through 2019—2020, the 2019—2020 academic year marks the end of this program and this policy shall no longer be in effect on or after June 30, 2020, unless Article 20.37 is specifically extended in the successor CBA to include additional awards in future years.

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12.3.13.2. As per CBA 20.37 Cal Poly shall expend all assigned time allocated under this program, and Cal Poly shall provide an accounting of assigned time expended for this program for the prior fiscal year by no later than November 1 of the subsequent year to the ESSC, the FAC, the Academic Senate, campus CFA president, and the CSU.

12.3.13.3. All assigned time allocations must be expended in the academic year per restrictions specified in UFPP 12.3. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for an assistant professor. 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 Collective Bargaining Agreement, appeals must be funded from the funds for that year, including any rollover from previous years.
Assigned Time for Exceptional Levels of Service to Students
CBA Article 20.37

For each fiscal year of this agreement, CSU campuses will collectively provide 900 Weighted Teaching Units (WTUs) every academic year, allocated based on campus full-time equivalent students (FTES), to provide assigned time to faculty employees who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort.

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. 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.

Such adjustments shall be in addition to any adjustments already in place on a campus. 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 pool for the same activities.

Awards shall consist of WTUs and may be banked for use in the next academic year. Campuses shall establish timelines so that assigned time is taken during the academic year in which the activities occurred. All faculty unit employees are eligible to apply.

Academic Senates on each campus shall develop criteria and procedures for the use of the funds. Applications shall be evaluated by the appropriate faculty committee(s), which shall make recommendations to the appropriate administrator. Consideration shall be given to the items listed in 20.3 (b) and (c). Priority shall be given to applications which demonstrate that the quality of students’ educational experience could not have been maintained without an increase in the faculty member’s workload.

Denials shall specify the reasons. Appeals shall be heard by a faculty committee designated for the purpose. Decisions of the appeals committees shall be final and binding and not subject to Article 10 of this Agreement. Awards granted after appeal shall be funded from the subsequent fiscal year’s obligation for this program and shall not exceed 10% of the annual obligation. Any unused WTUs from this program shall roll over for use in the following Academic Year. Campuses shall assign all WTUs designated for this program. Each campus shall provide an accounting of assigned time for this program for the prior fiscal year by no later than November 1 of the subsequent year.