

California State University, Fresno

Assigned Time for Exceptional Levels of Service to Students

Spring 2024 and Fall 2024

The Collective Bargaining Agreement (CBA) between the California Faculty Association and the Board of Trustees of the California State University designates the awarding of assigned time in the form of Weighted Teaching Units (WTU), on a competitive basis, to Unit 3 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.” Awards are designated for workload beyond the requirements of regular faculty assignments in enhancing the student learning environment that has not already been supported by assigned time, professional development funds, or additional pay. Additional information can be found at <http://www.fresnostate.edu/academics/facultyaffairs/service/index.html>.

- Completed Applications are due to your department by 9am, October 20, 2023 for spring and March 8, 2024 for fall 2024.
- Attach to this application form: a letter/memo/narrative describing the purpose of the assigned time (maximum one-page single-spaced).

TO BE COMPLETED BY FACULTY MEMBER

Faculty Name: _____ Title/Rank: _____

Email Address: _____

College/School: _____

Department: _____

CBA Article 20.37 ...Assigned time may be awarded for 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 to enrollment have demonstrably increased workload; and other extraordinary forms of service to students.

Is this application for activity that has already occurred or is it proposed?

- ☐ Already occurred: ☐ Fall 2023
Planned for: ☐ Spring 2024 ☐ Fall 2024

Have you received or will you receive assigned time or compensation for the proposed activity?

- ☐ Yes, I received assigned time.
☐ Yes, I received additional pay either through State or Foundation.
☐ No. I have not received assigned time or payment for the activity in the application.

Estimate the number of hours you spent or will spend on this additional activity. Hours: _____

- ☐ Attached is a statement of the purpose of the assigned time.

Signature of Faculty Member: _____ Date: _____

Deadlines: Application due to department: 10/20/2023 or 3/8/2024
Department/Chair recommendation: 11/3/2023 or 3/22/2024
College recommendation: 11/17/2023 or 4/12/2024
Dean decision: 11/27/2023 or 4/18/2024

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Faculty Name: _____ Title/Rank: _____

Department: _____

Department recommendations are due to the College/School by noon, October 27, 2023 or March 22, 2024

TO BE COMPLETED BY DEPARTMENT COMMITTEE

The committee has examined all applications and proposals for Assigned Time for Exceptional Levels of Service to Students. We are forwarding our recommendations to the college committee.

Committee Members elected on (enter date) _____:

- ☐ **Attached is the signed and dated written recommendation of the committee. A copy has been provided to the faculty member.**

Signature of committee chair: _____ Date: _____

TO BE COMPLETED BY DEPARTMENT CHAIR

- ☐ **I am not making a separate recommendation.**
- ☐ **I made a separate recommendation and have attached my signed and dated recommendation. A copy has been provided to the faculty member.**

Signature of department chair: _____ Date: _____

Deadlines:	Application due to department:	10/20/2023 or 3/8/2024
	Department/Chair recommendation:	11/3/2023 or 3/22/2024
	College recommendation:	11/17/2023 or 4/12/2024
	Dean decision:	11/27/2023 or 4/18/2024

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Faculty Name: _____ Title/Rank: _____

Department: _____

College/School committee ranked recommendations are due to the Dean by noon, Nov. 17, 2023 or April 12, 2024

TO BE COMPLETED BY SCHOOL/COLLEGE COMMITTEE

The School/College committee has examined all applications and proposals for Assigned Time for Exceptional Levels of Service to Students along with the departmental committee and department chair (if applicable) recommendations. We are forwarding a list of rank-ordered meritorious applications along with our recommendations to the Dean.

The committee found your application/proposal as:

☐ Meritorious. You were ranked #: _____

☐ Not meritorious

☐ **Attached is the signed and dated written recommendation of the committee.**

Signature of committee chair: _____ Date: _____

TO BE COMPLETED BY DEAN

I have reviewed a) all original applications/proposals; b) recommendations of the departmental committee; c) recommendation of the department chair (if applicable); d) recommendations of the school/college committee. I have also considered the overall quality of the proposal and the consistency of the proposal with General Provisions #2 in [APM 355](#).

☐ I am approving the proposal.

You are awarded ____ WTU for ☐ Spring 2024 ☐ Fall 2024

☐ I am not approving the proposal.

☐ **Attached is my written recommendation.**

Signature of Dean: _____ Date: _____

Deadlines:	Application due to department:	10/20/2023 or 3/8/2024
	Department/Chair recommendation:	11/3/2023 or 3/22/2024
	College recommendation:	11/17/2023 or 4/12/2024
	Dean decision:	11/27/2023 or 4/18/2024