

**UNIVERSITY SENATE
HUMBOLDT STATE UNIVERSITY**

Allocation of Assigned Time for Exceptional Levels of Service to Students

1. OVERVIEW

To provide a process for all Unit 3 faculty to apply 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 Humboldt State University's (HSU) Purpose and Strategic Plan pursuant to Article 20, Section 20.37 of the Collective Bargaining Agreement (CBA) between CSU and the California Faculty Association (CFA). The purpose of this allocation of assigned time is to alleviate cultural taxation of faculty members who are Black, Indigenous, or otherwise Persons of Color, are LGBTQ+, or are of other marginalized identities. Any faculty member may apply for this award.

2. PROFESSIONAL LEAVE COMMITTEE

The Professional Leave Committee shall be charged with reviewing applications and making recommendations to the Provost on the allocation of assigned time subject to the provisions outlined below.

3. ASSIGNED TIME BUDGET AND REPORTING

Pursuant to Article 20, Section 20.37 of the CBA, the CSU has agreed to provide resources to each campus for assigned time for exceptional service to students.

3.1 Accountability and Expenditures

3.1.1. Humboldt State University shall expend all funds allocated under this program. HSU shall provide an accounting of expenditures for this program for the prior fiscal year no later than November 1 of the subsequent year to the Professional Leave Committee, the University Senate, the Campus CFA President, and the CSU.

3.1.2. Any unused funds shall roll over for use in the following academic year.

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

3.1.3. Awards shall normally be provided in 3 WTU increments.

4. ELIGIBILITY AND RESTRICTIONS

4.1. Eligibility

All Unit 3 faculty employees are eligible to submit an application to request assigned time for exceptional 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.

4.2. Restrictions

Assigned time can only be utilized during the academic year (August – May) during which the activity is performed.

5. TIMELINE

Applications will be due on October 1. Awards will be announced on or before December 15.

6. APPLICATION MATERIALS

An application for assigned time to support exceptional levels of service to students shall consist of: 1) a brief narrative, not to exceed two pages; 2) a current curriculum vitae (CV). The narrative should include a description of service activities and how students are impacted.

7. SUPPORTED ACTIVITIES AND REVIEW CRITERIA

7.1 The following activities may be supported

7.1.1. Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students.

7.1.2. The development and implementation of high-impact educational practices; curricular redesign intended to improve student access and success.

7.1.3. Service to the department, college, university, or community that exceeds the normal expectations of all faculty.

7.1.4. Assignment to courses where increases in enrollment have demonstrably increased workload.

7.1.5. Other extraordinary forms of service to students.

7.2 Review Criteria

7.2.1. Demonstrated impact on first-generation, underrepresented, or historically underserved populations

7.2.2. Demonstration that the impact on and/or quality of student experience could not be maintained without an increase in workload and that exceeds the faculty member's work assignment/regular duties

7.2.3. The quality of the activity demonstrates impact on student success and/or educational experience

8. RECOMMENDATIONS

8.1 The Professional Leave Committee shall assign each proposal one of three ratings: (A) Highly Recommended; (B) Recommended; or (C) Not Recommended.

8.2 The Professional Leave Committee shall submit its evaluations and the application materials to the Provost who, in consultation with the appropriate administrator responsible for assigning

workload (e.g., Dean or Vice-President for Enrollment Management and Student Affairs), shall make the final determination regarding the approval or denial of the proposal.

9. INFORMATION PROVIDED TO APPLICANTS

Once a decision is reached by the Provost, the Provost shall forward the decision to the candidate. If an application is denied, an explanation why the proposal was denied and the evaluation of the Professional Leave Committee shall be provided to the applicant.

10. APPEALS

Applicants may appeal the decision by the Provost to approve or deny their proposal. Decisions made by the Appeals Committee shall be final and binding and are not subject to the grievance procedures specified in Article 10 of the CBA.

10.1 Appeals Committee

The Appeals Committee shall comprise one member of the Professional Leave Committee, two faculty Senators, and the Provost or designee who shall be a non-voting ex officio member. The Appeals Committee shall be appointed by the Senate Executive Committee.

10.2 Timeline and Notification of Appellate Decisions

Appeals of the decision made by the Provost shall be made, in writing, to the Chair of the University Senate and shall be filed no more than ten working days after the date upon which the Provost notifies the applicants of the decision. The Chair of the University Senate shall ensure the appointment of 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.

11. CONDITIONS OF ASSIGNED TIME

A faculty unit employee granted assigned time under this program shall provide a final report to the Provost via the Office of Faculty Affairs office no later than the last day of the semester immediately following the use of assigned time. The report shall be copied to the Professional Leave Committee and the College Dean or Vice-President for Enrollment Management and Student Affairs as appropriate. The report shall provide evidence that the proposed activities were completed and that the impact on the students was as claimed in the original application. Faculty are ineligible to receive further assigned time from this program until their report is received.