

**UNIVERSITY SENATE
HUMBOLDT STATE UNIVERSITY**

**Allocation of Assigned Time for Exceptional Levels of Service to Students
January 27, 2015**

1. OVERVIEW

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 Humboldt State University's (HSU) Mission and Strategic Plan pursuant to Article 20, Section 20.37 of the 2014-2017 Collective Bargaining Agreement (CBA) between CSU and the California Faculty Association (CFA).

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 based on the number of full-time equivalent students at that campus.

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 the 2014/2015 academic year and the 2015/2016 academic year. All funds must be expended in the 2016/2017 academic year.

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.

4. ELIGIBILITY AND RESTRICTIONS

4.1. Eligibility

All Unit 3 faculty employees are eligible to submit a proposal 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.

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 program.

4.2. Restrictions

Assigned time can only be utilized during the academic year (August – May) during which the activity is performed with the exception of assigned time granted in the 2014/2015 academic year which may be utilized in the 2015/2016 academic year.

5. TIMELINE

For activities in the 2014/ 2015 academic year and activities planned for the 2015/2016 academic year, applications will be due February 23, 2015, and awards announced on or before April 30, 2015.

For the 2016/2017 academic year applications will be due on October 1, 2015. Awards will be announced on or before December 15, 2015.

6. APPLICATION MATERIALS

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) a current curriculum vitae (CV), limited to two pages; 3) a letter from an HSU employee who can speak to the credibility of the project, not the proposer, in support of the application and 4) a letter from the department chair that is signed by the dean indicating they are aware of the proposal and are not currently providing assigned time for the same general activity (see section 4.1). Incomplete applications will not be reviewed.

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 university, discipline, or community that goes significantly beyond 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 or hypothesized impact on student success and/or educational experience; impact includes the quality of the activity as well as the number students served. (40%)

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 it is above and beyond the faculty member's work assignment/regular duties (30%)

7.2.3. Demonstrated impact on first-generation, underrepresented, or historically underserved student populations (20%)

7.2.4. Quality of the letter of support (10%)

8. RECOMMENDATIONS

8.1 The Professional Leave Committee shall assign each proposal one of three ratings: (A) Strongly 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 of 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 Academic 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 Professional Leave Committee 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 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.

12. EFFECTIVE DATES

The policies and procedures in this document are an implementation of Article 20, section 37 of the 2014-2017 CBA. The 2016/2017 academic year marks the end of this program and, barring action by the Academic Senate, this policy shall no longer be in effect on or after September 1, 2017.

13. SUMMARY TIMELINE

	AY 2014/15 and 2015/16	AY 2016/17
Call for Proposals	January 2015	September 2015
Proposals Are Due	February 23, 2015	October 1, 2015
Awards Announced	April 2015	December 2015
Final Reports Due	The last day of the semester immediately following use of assigned time. (E.g., if the assigned time was used in spring 2016, the final report is due by the last day of the fall 2016 semester).	
Last day that this provision of the contract is effective	June 30, 2017	
Last Effective Date of Policy	September 1, 2017	