

## Exceptional Service to Students Awards Academic Year 2017-18

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 assignment in enhancing the student learning environment.

- Completed applications are **due to the Office of Faculty Affairs by 5:00 pm on Friday, May 5, 2017**
- A Subcommittee of the Personnel Planning and Review (PP&R) Committee will be solely responsible for evaluation of applications and making recommendations of awards to the Office of Faculty Affairs.
- Applicants will be notified of awards no later than May 26, 2017.
- Assigned WTUs for awards in 2017-18 can be used for either the Fall 2017 or Spring 2018 semesters.

**TO BE COMPLETED BY FACULTY MEMBER**

Name: \_\_\_\_\_ Title/Rank: \_\_\_\_\_  
 Department: \_\_\_\_\_ College: \_\_\_\_\_  
 Email address: \_\_\_\_\_

A) Applications shall contain:

1. This 2-page application form with all signatures.
2. A **one (1) page narrative** explaining the activity and its timeframe for which additional workload assignment is to be made for activities to improve students’ learning experiences beyond your standard professional responsibilities. (Narrative format: single-spaced, minimum 11-point font size; Times New Roman, Cambria, or Calibri font style, one-inch margins).
3. One (1) Letter of Support (not to exceed one page) from someone (e.g., faculty, administrator, staff, student, or community member) who is familiar with your work and can knowledgeably comment on its impact on student learning and achievement.

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B) Semester(s) in which activity occurred or will occur: Fall 2017    Spring 2018  
Both Fall 2017 & Spring 2018

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C) Estimate of the number of hours spent on this additional activity during Spring 2017 or expect to occur in Fall 2017 or Spring 2018: \_\_\_\_\_ hours

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D) Reassigned time (if any) for 2017-18:

Semester	# Units	Description of work for which reassigned time was granted
_____	_____	_____
_____	_____	_____

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E) CSU System priorities for 2015 met (check **any** that apply): \_\_\_ Improve College Access through Aid to Students; \_\_\_ Prepare Students for College; \_\_\_ Foster Degree Completion for California Diverse Population; \_\_\_ Educate Students for Tomorrow’s Workforce; \_\_\_ Solve Societal Problems through Applied Research; \_\_\_ Enhance Campus Infrastructure, Health and Safety; \_\_\_ Promote State and Private Support for Public Universities

**Exceptional Service to Students Awards**  
**Academic Year 2017-18**  
**Due to Faculty Affairs on May 5, 2017 by 5 p.m.**

Faculty Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Forward to Department Chair*

<b>TO BE COMPLETED BY DEPARTMENT CHAIR</b>
Department Chair's Comments (required):          

Department Chair - Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Forward to Dean*

<b>TO BE COMPLETED BY DEAN</b>
Dean's Comments (recommended):          

Dean - Name (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Forward to Faculty Affairs*

<b>TO BE COMPLETED BY ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS</b>
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_