



California State University, Northridge

## **Exceptional Levels of Service to Students Awards**

(Pursuant to Provision 20.37 of the CSU-CFA Collective Bargaining Agreement, 2014-17)

### A. Overview

The 2014-17 Collective Bargaining Agreement (CBA) between the California Faculty Association and the Board of Trustees of the California State University provides for assigned time (in the form of Weighted Teaching Units, WTUs) to Unit 3 faculty employees (including Lecturers) “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.” (CBA provision 20.37). The 2015 CSU priorities can be viewed at:

<http://www.calstate.edu/federalrelations/priorities/documents/Summary-of-CSU-System-Priorities-2015.pdf>

Awards are designated for workload beyond the requirements of regular faculty assignment in enhancing the student learning environment for undergraduate and/or graduate students.

The Faculty Senate of California State University, Northridge will adhere to the following guidelines, procedures, and criteria for awarding of the assigned time.

### B. Guidelines

- For the 2016-17 academic year, granted awards will be banked for use in the Fall 2017 or Spring 2018 semester.
- Exceptional levels of service to students will be regarded in the context of the standard professional responsibilities of instructional faculty (CBA provision 20.1) and in keeping with past practices of CSUN in assignment of professional activities of instructional faculty (CBA provisions 20.2 and 20.3).

### C. Procedures

- Applications will be due in the Office of Faculty Affairs by 5:00 p.m. on Friday, May 5, 2017. An application consists of a completed and signed cover sheet, a one-page narrative (as detailed on the cover page form), and a one-page letter of support.
- A subcommittee of the Personnel Planning and Review (PP&R) Committee of the Faculty Senate will be solely responsible for evaluation of applications and making recommendations of awards to the Office of Faculty Affairs.
- Primary consideration will be given to applicants who have not yet received this award.
- Awarded course WTUs will go back to the department of the applicant receiving the award. It is anticipated that the standard award will be for

- three (3) WTU. The semester the release time to be taken will be decided by mutual agreement of the Department Chair and the award recipient.
- Applicants will be notified of their status no later than May 26, 2017.

#### D. Criteria

Applications will be evaluated based on documentable evidence presented, per the applicant's narrative, and letter of support, of the impact that the faculty member's additional workload activities have had on the quality of students' educational experience.

Provision 20.37 of the CBA states that "Assigned time from this pool 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." The list of activities in 20.37 is not intended to be exhaustive. Other activities that meet the goals of the program may also be considered.

Per 20.37, "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."

While awards are to be given for activities actually conducted during the Fall 2017/Spring 2018 semesters, work of a similar nature in prior years may be noted in the narrative and acknowledged as establishing a pattern of exceptional service.

Please note that provision 20.37 states that "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."

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