

The 2022-2024 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.” Exceptional service awards are intended to recognize faculty who have a demonstrated commitment to working on issues faced by our diverse student population. (CBA provision 20.37). Awards are designated for workload beyond the requirements of regular faculty assignment in enhancing the student learning environment for undergraduate and/or graduate students.

- Completed applications with all signatures are **due to the Office of Faculty Affairs by 5:00 pm on Friday, February 16, 2024.**
- 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 Friday, March 15, 2024.
- Assigned WTUs for awards in 2024-2025 can be used for either the Fall 2024 or Spring 2025 semesters.
- Applications shall contain:
 - This two-page application form with all signatures submitted before the deadline.
 - 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’ experiences or learning outcomes beyond your standard professional responsibilities, especially as these activities help eliminate equity gaps and support underserved, first-generation, and/or underrepresented students. (Narrative format: single-spaced, minimum 11-point font size; Times New Roman, Cambria, or Calibri font style, one-inch margins). Please see Provision 20.3 of the CBA for examples of factors that warrant consideration for workload adjustment and Provision 20.37 for examples of activities and practices that support diverse student populations.
 - 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 on advancing inclusive excellence and can knowledgeably comment on its impact on student learning and achievement.

TO BE COMPLETED BY FACULTY MEMBER

Name: _____ Title/Rank: _____
 Department: _____ College: _____
 Email address: _____

A) Semester(s) in which activity will occur: Fall 2024 Spring 2025 Both Fall 2024 and Spring 2025

B) If awarded, estimate the number of hours expected to be spent on the activity during:
 Fall 2024: _____ hours Spring 2025: _____ hours

C) Reassigned time (if any) already granted or planned for 2024-25:

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

D) Type(s) of service you are performing for this award (check **any** that apply):

- Mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students
- 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 service expectations of all faculty
- Assignment to courses where increases to enrollment have demonstrably increased workload
- Other extraordinary forms of service to students (including but not limited to retention programs; Graduate school or professional career preparation, etc.)

Faculty Member's Signature: _____ Date: _____

*Applicant: Please forward to Department Chair by **February 2, 2024**.*

TO BE COMPLETED BY DEPARTMENT CHAIR

Department Chair's Comments (required):

Department Chair - Name (print): _____

Signature: _____ Date: _____

*Chair: Please forward to Dean by **February 9, 2024**.*

TO BE COMPLETED BY DEAN

Dean's Comments (optional, but recommended):

Dean - Name (print): _____

Signature: _____ Date: _____

*Dean: Please forward to Faculty Affairs: Faculty.Affairs@csun.edu by 5:00 pm on **Friday, February 16, 2024**.*