

Exceptional Service to Students Awards

Academic Year 2020-21

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 Monday, April 20, 2020.**
- 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 April 27, 2020.
- Assigned WTUs for awards in 2020-2021 can be used for either the Fall 2020 or Spring 2021 semester.

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.

B) Semester(s) in which activity occurred or will occur: Fall 2020 Spring 2021
Both Fall 2020 & Spring 2021

C) Estimate of the number of hours spent on this additional activity during Spring 2021 or expect to occur in Fall 2020 or Spring 2021: _____ hours

D) Reassigned time (if any) for 2020-21:

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

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 2020-21

Due to Faculty Affairs on Monday April 20, 2020 by 5 p.m.

Please submit to the Office of Faculty Affairs via email, faculty.affairs@csun.edu.

Faculty members please note that your typed name will be accepted as your signature. Thank you.

Faculty Member's Signature: _____ Date: _____

Forward to Department Chair

TO BE COMPLETED BY DEPARTMENT CHAIR

Department Chair's Comments (required):

Department Chair - Name (print): _____

Signature: _____

Forward to Dean

Date: _____

TO BE COMPLETED BY DEAN

Dean's Comments (recommended):

Dean - Name (print) _____

Signature: _____

Forward to Faculty Affairs

Date: _____

TO BE COMPLETED BY ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS

Signature: _____

Date: _____