
CALL FOR APPLICATIONS: ASSIGNED TIME FOR EXCEPTIONAL SERVICE TO STUDENTS

The Assigned Time for Exceptional Service to Students program was established through the faculty Collective Bargaining Agreement (CBA) to “provide assigned time to 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” (CBA 20.37). This program is open to all faculty unit employees.

We are now accepting applications for Assigned Time for Exceptional Service to Students to be used during academic year 2019/20.

Activities that May be Supported

- 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 for faculty
- Assignment to courses where increases to enrollment have demonstrably increased workload
- Other extraordinary forms of service to students
- Note that activities currently receiving assigned time will not be considered

Report Requirement

Faculty receiving assigned time under this program shall provide a final report to the Provost no later than the last day of the semester immediately following the use of the assigned time. Faculty are ineligible to receive additional Assigned Time through this program until a report has been received.

Application Process

The following Application materials must be submitted via Interfolio **by midnight on Monday, October 1, 2018**. Incomplete applications will not be reviewed. To request an Interfolio template be set up for you, send an email to aps@humboldt.edu.

- 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, not the proposer, who can speak to the credibility of the project in support of the application
- 4) Certification from the College Dean or VP for Enrollment Management and Student Affairs (cc'd to the Department Chair) that the applicant is not currently receiving assigned time for the same general activity
- 5) If previously received assigned time under this program, a copy of the activity report submitted

Applicants new to Interfolio may wish to attend an upcoming training session on using the system.

Please see the training calendar for training dates and to sign up for **Interfolio Training for Academic Processes**: <https://training.humboldt.edu/>

Evaluation criteria

- 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%)
- 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%)
- Demonstrated impact on first-generation, underrepresented, or historically underserved populations (20%)
- Quality of the letter of support (10%)

Timeline & Review Process

Follows same schedule as sabbatical leave request review

- Monday, October 1, 2018 – Applications due
- Monday, November 5, 2018 – Professional Leave Committee (PLC) recommendations due to Provost
 - The PLC shall assign each proposal one of three ratings: Strongly recommended, Recommended, or Not Recommended
- Monday, December 3, 2018 – Provost decisions due to applicants
 - The Provost, in consultation with the appropriate administrator, shall make the final determination regarding the approval or denial of the proposal. If an application is denied, an explanation why the proposal was denied and the evaluation of the PLC shall be provided to the applicant.

Appeals Process

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.

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.

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.