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## CALL FOR APPLICATIONS: ASSIGNED TIME FOR EXCEPTIONAL SERVICE TO STUDENTS

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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). The purpose of this allocation of assigned time is to alleviate cultural taxation of faculty members who are Black, Indigenous, or otherwise Persons of Color, are LGBTQ+, or are of other marginalized identities. This program is open to all faculty unit employees.

**We are now accepting applications for Assigned Time for Exceptional Service to Students during academic year 2024/25.**

### 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 exceeds the normal expectations of all faculty
- Assignment to courses where increases to enrollment have demonstrably increased workload
- Other extraordinary forms of service to students

### Report Requirement

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

### Application Process

The following Application materials must be submitted via Interfolio **by 11:59 p.m. on Monday, January 22nd, 2024**. Incomplete applications will not be reviewed.

- 1) A narrative, not to exceed two pages
- 2) A current curriculum vitae (CV)

To request an Interfolio template be set up for you, send an email to [aps@humboldt.edu](mailto:aps@humboldt.edu).

### Evaluation criteria

- Demonstrated impact on first-generation, underrepresented, or historically underserved populations

- Demonstration that the impact on and/or quality of student experience could not be maintained without an increase in workload and that exceeds the faculty member's work assignments/regular duties
- The quality of the activity demonstrates impact on student success and/or educational experience

### Timeline & Review Process

- **Monday, January 22, 2024** – Applications due by 11:59 p.m. in Interfolio
- **Monday, February 5, 2024** – Professional Leave Committee (PLC) recommendations due to Provost
  - The PLC shall assign each proposal one of three ratings: Highly recommended, Recommended, or Not Recommended
- **Monday, February 12, 2024** – 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.