

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

**S15-1, University Policy, Allocation of Assigned Time for
Exceptional Levels of Service to Students –
As per the CFA/CSU Collective Bargaining Agreement 2014-
2017**

Legislative History:

At its meeting of February 9, 2015, the Academic Senate approved University Policy S15-1 presented by Senator Peter for the Professional Standards Committee. President Qayoumi then approved University Policy S15-1 on February 19, 2015.

At its meeting of September 26, 2016, the Academic Senate approved Amendment A to S15-1. President Mary Papazian approved and signed Amendment A to S15-1 on November 2, 2016.

The most recent collective bargaining agreement extended S15-1 by one year. Amendment A makes the policy flexible enough to handle this extension and any other extensions or similar agreements that may come along, and also makes several other modest improvements to the process. University Policy S15-1 with Amendment A included follows.

**University Policy:
Allocation of Assigned Time for Exceptional Levels of
Service to Students
As per the CFA/CSU Collective Bargaining Agreement 2014-
2017**

Resolved: That the following policy be adopted immediately.

Rationale: The 2014-2017 Collective Bargaining Agreement requires Academic Senates to create policies to implement the allocation of a small amount of assigned time "for Exceptional Levels of Service to Students." The contract designed the program to be implemented beginning this semester—allowing very little time to craft a policy. \$1.3 million is allocated statewide per year for three years to purchase assigned time for the entire system, to be divided between the campuses based on their enrollments. Since SJSU has roughly 7% of the system's enrollment, we anticipate funds totaling approximately \$90,000 a year—which the Chancellor's office estimates will purchase 17 three unit courses of assigned time for each of the three annual cycles.

To speed the process so that a policy can be put in place in time to allow the terms of the contract to be implemented this semester, the Professional Standards Committee borrowed a draft policy from CSU Fullerton and simply modified it for our own purposes.

Approved: February 2, 2015

Vote: 8-0-0

Present: Peter, Green, Mathur, White,

ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS

1. PURPOSE

To provide a process for all unit 3 faculty to request assigned time for exceptional levels of service to students that supports the priorities of the California State University (CSU) system and San José State University's mission pursuant to Article 20, Section 20.37 of the 2014-2017 Collective Bargaining Agreement (CBA) between CSU and the faculty.

2. EXCEPTIONAL ASSIGNED TIME COMMITTEE (EATC)

2.1. Membership

One Department Chair from each college chosen by the Department Chairs in that college, and one faculty member from the General Unit appointed by the Executive Committee of the Academic Senate. A student appointed by the Associated Students, Inc. The Provost or his/her designee will serve as a non-voting *ex officio* member. Each member serves a one-year term.

2.2. Functions

- 2.2.1. To evaluate faculty applications for assigned time for exceptional levels of service to students
- 2.2.2. To make recommendations based on those evaluations to the Provost.
- 2.2.3. To periodically review and, if needed, make recommendations for changes in this policy to the Professional Standards Committee.

3. ASSIGNED TIME BUDGET AND REPORTING

Pursuant to the above-referenced article of the CBA the CSU has agreed to provide resources to each campus for assigned time for exceptional service to students based on the number of full-time equivalent students at that campus.

- 3.1. SJSU shall expend all funds allocated to them under this program. SJSU shall provide an accounting of expenditures for this program for the prior fiscal year by no later than November 1 of the subsequent year to the EATC, the Academic Senate, and the CSU.
- 3.2. Any funds allocated to support this program will normally be expended during the Academic Years designated by the language in the Collective Bargaining Agreement which creates the program. If the program has a multi-year allocation, unused funds may be rolled over from one year to the next, but all funds must be expended by the end of the academic year following the designated conclusion of the program.

3.3.

7.1.1. Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students.

7.1.2. The development and impl
