

SONOMA STATE UNIVERSITY

EDUCATIONAL EXPERIENCE ENHANCEMENT AWARD

Criteria for Distributing Assigned Time for Exceptional Levels of Service

I. OVERVIEW

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) 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.” Awards are designated for work load beyond the requirements of regular faculty assignment in enhancing the student learning environment.

The Sonoma State University Academic Senate will follow the following criteria and procedures for the distribution of the workload.

II. GUIDELINES

- The award will be granted for the academic year in which the service will be conducted. This maximizes the use of the assigned time in the faculty member’s schedule in the upcoming academic year. Therefore, awards are prospective, not retrospective.
- Exceptional levels of service to students will be regarded in the context of the standard professional responsibilities of instructional faculty (CBA 20.1) and in keeping with past practices of SSU in assignment of professional activities of instructional faculty (CBA 20.2 and 20.3).

III. PROCEDURES

- Applications will be due to the Office of Faculty Affairs by the end of the **second** week of the spring semester (February 3th, 2017).
- The Faculty Standards & Affairs Committee (FSAC) will be solely responsible for evaluation of applications and providing a ranking of applications to the Office of Faculty Affairs.
- Course WTUs will go back to the department in which the applicant received the award.
- Applicants will be notified of awards no later than the **fifth** week of the spring semester (February 24th, 2017).

IV. CRITERIA

- Applications will be reviewed as to the impact the faculty member’s additional workload will have on the quality of students’ educational experience. In general activities may include, but are not limited to: course and curricular redesign (including new modalities and service learning), especially for large class size; scholarly and creative activities with students; developing and operating internship programs; developing more effective

advising procedures (aiding in retention, timely graduation, etc.); or assessment and accreditation activities, and activities supporting underserved, first-generation, and/or underrepresented students. In no case will awards be granted to cover excessive workload assignment as this is not the spirit of exceptional level of service to students, and is the responsibility of the University to assign workload equitably (per CBA 20.3). These awards are to aid faculty who take on additional work load beyond the requirements of their normal assignment for improving the student learning environment.

- Qualified applications will be ranked with respect to their contribution to exceptional service to students and awards made to the available limit of funds.
- Applicants will be notified by FSAC by email on the outcome of their application. Letters of awards will be placed into awardee's PAF.
- The expected amount of funds available to SSU for providing these awards will be in the range of 12-16 WTU per academic year.