

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE**

DATE: Wednesday, January 7, 2015
TO: **Faculty Affairs Committee**
FROM: Academic Senate Executive Committee
SUBJECT: Academic Senate Referral

1. CLASSIFICATION: **FA-003-145**
2. TITLE OF REFERRAL: **Assigned Time for Exceptional Levels of Service to Students**
3. BACKGROUND: See attached referral request form. Additional background provided by the EC:

Article 20, Section 37 (20.37. Assigned Time for Exceptional Levels of Service to Students) of the 2014-2017 Collective Bargaining Agreement (CBA) between Unit 3 employees and the Board of Trustees of the California State University (CSU) system provides a mechanism for the CSU to allocate a pool of funds (\$1.3 million) “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.” This fund (\$1.3 million per year) will be allocated in each of the 2014/15, 2015/16, and 2016/17 fiscal years. The allocation to each campus will be based on the total full-time student equivalents (FTES) taught by the campus.

The Executive Committee (EC) of the Academic Senate changes the Faculty Affairs Committee to develop criteria, in compliance with the CBA, for the allocation of these funds. Specifically, the Faculty Affairs Committed will:

- 1. Pursuant to Article 20, Section 37 of the CBA, develop criteria and procedures for the allocation and use of Unit 3 employee assigned time supported by this fund.**
- 2. Determine the identity and/or composition of the faculty committee, which will evaluate applications/requests for assigned time, and will make allocation recommendations to the Associate Vice President for Planning, Policy, and Faculty Affairs.**

3. **Determine the identity and/or composition of the faculty committee, which will hear appeals related to unsuccessful applications/requests.**

4. RECOMMENDED RESOURCES: See attached referral request form and supporting documentation. Additional resources recommended by the EC:
 - A. Associate Vice President for Planning, Policy, and Faculty Affairs (Dr. Shanthi Srinivas)
 - B. California Faculty Association Chapter President (Dr. Dolores Wills)
 - C. Senate Chair Speak
 - D. Deans
 - E. Associate Deans
 - F. Department Chairs

For the Committee's Report on this referral, please list in separate sections, the resources recommended and resources actually consulted. If a resource was not consulted, briefly state why.

5. REVIEW AND RECOMMEND: Review and recommend as appropriate.
6. DATE REQUIRED FOR PRESENTING COMMITTEE REPORT TO EXECUTIVE COMMITTEE: **Tuesday, February 3, 2015**

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE
REFERRAL REQUEST FORM**

Please provide all information requested in this form. Incomplete referrals will be returned. Referrals must be submitted in electronic form to:

senate@csupomona.edu

Date: January 7, 2015

Names and titles of proponents: Dr. Sep Eskandari, Academic Senate Vice Chair

KEYWORDS: (list at least 3 keywords to facilitate referral access through database) assigned, time, exceptional, levels, service, students

TITLE OF REFERRAL: Assigned Time for Exceptional Levels of Service to Students

BACKGROUND: (Provide background on the need for this referral and how it will benefit the University. Clearly state the expected outcome(s) or action(s) requested)

Article 20, Section 37 (20.37. Assigned Time for Exceptional Levels of Service to Students) of the 2014-2017 Collective Bargaining Agreement (CBA) between Unit 3 employees and the Board of Trustees of the California State University (CSU) system provides a mechanism for the CSU to allocate a pool of funds (\$1.3 million) “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.” This fund (\$1.3 million per year) will be allocated in each of the 2014/15, 2015/16, and 2016/17 fiscal years. The allocation to each campus will be based on the total full-time student equivalents (FTES) taught by the campus.

RECOMMENDED RESOURCES: (Provide a list of persons and documents that could be consulted for additional information on this topic)

The Executive Committee (EC) forwards the referrals to a standing committee that researches the proposal, contacts resources, and submits a report. The EC reviews the report, forwards it to the Senate or returns it to the standing committee for additional information, clarification, or review. After the EC accepts the report it is placed on the agenda of the next Academic Senate meeting for a first reading and a month later for a second reading where voting takes place. The referral is then sent to the President for approval. **Depending on the topic the process may take from 1 to 3 quarters.** A motion to waive the first reading, if approved by the Senate, would reduce the wait time by one month.

Is there a deadline by when this referral needs to be considered by the Academic Senate? No Yes, by _____ (date).

Justification for deadline: