SONOMA STATE UNIVERSITY
EDUCATIONAL EXPERIENCE ENHANCEMENT AWARD

Interim 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 (CBA) designates the awarding of assigned time (in the form of Weighted Teaching Units, WTU) 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.” Awards are designated for workload 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
• For the 2014/15 academic year, granted awards may be banked for the upcoming 2015/16 academic year.
• In subsequent years, the award will be granted for the upcoming 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 third week of the spring semester (February 6, 2015).
• The Faculty Standards & Affairs Committee (FSAC) will be solely responsible for evaluation of applications and making recommendations of awards 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 20, 2015).

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.
SONOMA STATE UNIVERSITY
2014-15 EDUCATIONAL EXPERIENCE ENHANCEMENT AWARD APPLICATION

COVER SHEET

I. APPLICANT

Name: ________________________________ Title ________________________________

Department/Program ______________________ School ______________________________

Email ________________________________

A) Provide a 1-page narrative explaining the activity to which additional workload was needed to improve students’ learning experiences beyond your standard professional responsibilities.

B) Provide the approximate number of hours during the semester this additional activity took to complete. If additional time was used outside of the semester, please include this as well.

C) Semester in which the activity occurred (circle): FALL 2014 SPRING 2015

D) Required signatures:

_________________________________________ __________________
Department Chair/ Program Coordinator Date

_________________________________________ __________________
Dean Date

E) After obtaining required signatures, turn in this cover sheet and your narrative to the Office of Faculty Affairs (STEV 1041) by February 6, 2015.

II. FACULTY AFFAIRS
I. APPLICANT

Name: ___________________________  Title______________________________

Department/Program_________________  School__________________________

Email ______________________________

A) Provide a 1-page narrative explaining the activity to which additional workload is needed to improve students’ learning experiences beyond your standard professional responsibilities.

B) Provide the approximate number of hours during the semester this additional activity will take to complete. If additional time is needed outside of the semester, please include this as well.

C) Semester in which the activity will occur (circle): FALL 2015  SPRING 2016

D) Required signatures:

________________________________________  _____________________________
Department Chair/ Program Coordinator  Date

________________________________________  _____________________________
Dean  Date

E) After obtaining required signatures, turn in this cover sheet and your narrative to the Office of Faculty Affairs (STEV 1041) by **February 6, 2015**.

II. FACULTY AFFAIRS