



**APPLICATION FOR ASSIGNED TIME FOR EXCEPTIONAL SERVICE 2024-25**

Faculty (including librarians, coaches, and counselors) are eligible to apply for up to three (3) WTUs for exceptional service to students conducted in 2023/2024 or planned for 2024/2025.

Per the Collective Bargaining Agreement (20.37), "Exceptional service awards are intended to recognize faculty who have a demonstrated commitment to working on issues faced by our diverse student population. Assigned time from this pool should be awarded to faculty for mentoring, advising, and outreach, to support underserved, first-generation, and/or underrepresented students and other practices in support of such students, including those caused by cultural taxation. This support includes but is not limited to:

- Development and implementation of high-impact educational practices
- Curricular redesign intended to improve student access and success
- Service to the department, school, college, university or community that goes significantly beyond the normal expectations of all faculty
- Assignment to courses where increases in enrollment have demonstrably increased workload
- Other extraordinary forms of service to students

**Award Timeline**

MAR 25	Applications due to chairs/directors. Completed applications forwarded by the department/school to the applicant's college professional leaves committee (or its divisional equivalent). Academic Affairs Financial Operations (AAFO) confirms the number of awards available with AVP-Faculty Advancement and Student Success (FASS).
APR 8	Committee submits an unranked list of recommended applicants to the dean or appropriate administrator.
APR 15	Dean communicates recommendations in writing to the AVP-FASS (via <a href="mailto:facultyadvancement@sdsu.edu">facultyadvancement@sdsu.edu</a> ).
APR 22	AVP-FASS communicates allocations to Deans, copying AAFO.
APR 29	Deans shall communicate final award decisions in writing to applicants, specifying reasons for denials (if any), with a copy to the AVP-FASS for filing in the PAF and to AVP-AAFO for budget management.
MAY 6	Deadline for faculty submitting written appeals to the Chair of the Academic Senate via FASS ( <a href="mailto:facultyadvancement@sdsu.edu">facultyadvancement@sdsu.edu</a> ).
JUNE 3	Faculty Honors and Awards committee completes appeal review and notifies dean and appellant, with copies to the AVP-FASS and Senate Chair.

**Applicant Information**

Name of Applicant: \_\_\_\_\_  
Last Name First Name

Rank or Title: \_\_\_\_\_ College: \_\_\_\_\_

Department/School: \_\_\_\_\_ Request for: **Fall 2024** **Spring 2025**

Attach to this application a **one-paragraph description** of service activities and number of students you've impacted.

I understand that if I receive assigned time under this program I shall incorporate in my standard assigned time report to the College Dean a description of work accomplished and that award and appeal decisions are not subject to grievance. I am not currently receiving assigned time for the work described in this application.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

I certify that the applicant is not currently receiving assigned time for the activities described in this application.

\_\_\_\_\_  
**Department Chair/School Director Signature**

\_\_\_\_\_  
**Date**