

ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS APPLICANT INFORMATION

Assigned time from this program may be awarded for activities that have a demonstrated track record of addressing equity gaps among student populations, including:

- 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.
- The development and implementation of high-impact educational practices
- Curricular redesign intended to improve student access and success
- Service that goes significantly beyond the normal expectations of all faculty
- Course assignments where increased enrollment has demonstrably increased workload
- Other extraordinary forms of service to students

Limitations

1. The program does not support activities for which assigned time is granted already.
2. Awards—assigned time—may only be used during the academic year (August-May) during which time the activities must be performed.

Application Procedures

All Unit 3 faculty employees are eligible to apply. [University Policy S15-1](#) establishes the application and review procedures.

To apply:

1. Send an "intent to apply" message to up-facultyservices@sjsu.edu by **Monday, November 6, 2023, 5pm.**
2. Submit your application form via eFaculty (RPT App) by Monday, November 13, 2023.
3. The following additional items are required to complete the application:
 - a. A narrative proposal, two-page limit, addressing review criteria in [S15-1](#)
 - b. A current curriculum vitae (CV)
 - c. Prior awardees: A one-page assessment of results of prior (most recent) award.
4. Chairs and Deans must review the complete proposal and sign affirming that:
 - a. The proposal meets minimum requirements and criteria outlined in [policy S15-1](#)
 - b. The activities described in the proposal are not already supported by assigned time, or they substantially exceed the level of support that is currently provided
 - c. Assigned time will not create undue hardship for scheduling critical curricula
 - d. Chairs review and sign (or not) assessments of prior (or most recent) awards

Review Calendar: <https://www.sjsu.edu/up/docs/assigned-time-for-exceptional-levels-of-service-to-students-review-calendar.pdf>

Awards will be announced by Friday, January 26, 2024.

Faculty Services Contacts

Policies: James Lee (james.lee@sjsu.edu)

Procedures: up-facultyservices@sjsu.edu