



DIVISION OF ACADEMIC AFFAIRS
OFFICE OF FACULTY AFFAIRS & DEVELOPMENT
1000 EAST VICTORIA STREET, WH B-368
CARSON, CALIFORNIA 90747
PHONE: (310) 243-3766

ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS AWARD APPLICATION FOR 2023-2024 ACADEMIC YEAR

All applicants are responsible for securing signatures from their department chair/program coordinator and Dean/Director. Please note the applicant is required to submit this application along with the required supporting documents via Interfolio to the Office of Faculty Affairs and Development no later than **April 3, 2023**. **Incomplete applications will not be considered.**

1. NAME:
2. TITLE:
3. DEPARTMENT/PROGRAM:
4. COLLEGE/UNIT:
5. EMAIL:

PLEASE INCLUDE THE FOLLOWING DOCUMENTS:

- a. A narrative statement (500 words max) that details how **an activity or activities that you have or are currently performing in the 2022-2023 Academic Year but not being compensated for either through reassigned time or through a stipend** has/have improved student's learning experiences beyond your standard professional responsibilities; in particular, please highlight activities as they (per CBA Article 20.37) "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: the development and implementation of high-impact educational practices; curricular redesign intended to improve student access and success; service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty; assignment to courses where increases to enrollment have demonstrably increased workload; and other extraordinary forms of service to students."
- b. A current CV (two-page maximum).
- c. All faculty unit employees are eligible for this award.
- d. Signatures from your Dean/ Director and Department Chair/ Program Coordinator indicating they are aware of the application and confirming that you are not currently providing assigned time for the outlined activity.

6. SELECT SEMESTER: FALL 2023 SPRING 2024

DEPARTMENT CHAIR/PROGRAM COORDINATOR

DEAN/DIRECTOR

SIGNATURE:

SIGNATURE:

DATE:

DATE: