



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

**ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS AWARD
APPLICATION FOR 2025-2026 ACADEMIC YEAR**

The Exceptional Service Award aims to recognize faculty members who have shown a strong commitment to addressing the challenges faced by our diverse student population. Faculty may be awarded assigned time from this pool for activities such as mentoring, advising, and outreach to support underserved, first-generation, and/or underrepresented students, as well as other related efforts, including those impacted by cultural taxation (CSU/CFA CBA Article 20.37).

All faculty unit employees, including instructional faculty, counselors, librarians, and coaches, are eligible for this award as outlined in the revised policy AA 2023-05.

Applicants must contact the Office of Faculty Affairs and Development by March 13, 2025, to request access to Interfolio.

Please note that applicants must submit their application along with the required supporting documents via Interfolio to the Office of Faculty Affairs and Development no later than March 28, 2025. Applicants are also responsible for obtaining signatures from their department chair/unit head and Dean or appropriate administrator. **Incomplete applications will not be reviewed.**

NAME:

TITLE:

EMAIL:

DEPARTMENT/PROGRAM:

COLLEGE/UNIT:

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 2024-2025 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 (per CBA Article 20.37) “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.
- c. This completed application form with signatures from your department chair/unit head and Dean or appropriate administrator indicating they are aware of the application and confirming that you are not currently receiving assigned time for the outlined activity.

Have you received this award previously? If yes, please indicate the term and provide a brief summary of your project (25 words or less).

Yes

No

SELECT SEMESTER:

FALL 2025

SPRING 2026

DEPARTMENT CHAIR/UNIT HEAD SIGNATURE:

DATE:

DEAN/APPROPRIATE ADMINISTRATOR SIGNATURE:

DATE:

*All applicants are responsible for securing signatures from their department chair/unit head and Dean/ or appropriate administrator. **Incomplete applications will not be reviewed.***