



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 THE 2024-2025 ACADEMIC YEAR**

All applicants are responsible for securing signatures from their department chair/unit head and Dean/or appropriate administrator. Please note that the applicant must submit this application and the required supporting documents via Interfolio to the Office of Faculty Affairs and Development no later than **March 29, 2024. *Incomplete applications will not be considered.***

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 2023-2024 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.
- c. All faculty unit employees (all instructional faculty, counselors, librarians, and coaches) are eligible for this award, as indicated in the revised policy AA 2023-05.
- 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.

SELECT SEMESTER: FALL 2024 SPRING 2025

DEPARTMENT CHAIR/UNIT HEAD’S SIGNATURE: _____ DATE: _____

DEAN/APPROPRIATE ADMINISTRATOR SIGNATURE: _____ DATE: _____