

**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](mailto:up-facultyservices@sjsu.edu) by **Monday, November 4, 2024, 5pm**.
2. Submit your application form via eFaculty (RPT App) by Friday, November 15, 2024.
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 31, 2025.

**Faculty Services Contacts**

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Procedures: [up-facultyservices@sjsu.edu](mailto:up-facultyservices@sjsu.edu)