

**Instructions for Assigned Time for Exceptional Levels of Service to Students Program  
AY 2023-24**

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 to the department, college, university, or community 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.

This program does not support activities for which assigned time is granted already. Awarded assigned time can only be utilized during the academic year (August-May), during which the activities are performed.

**Application Procedures**

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

1. Send an "intent to apply" message to [up-facultyservices@sjsu.edu](mailto:up-facultyservices@sjsu.edu) by **Monday, November 7, 2022, 5 pm**
2. Submit your application via eFaculty (RPT App) by **Monday, November 14, 2022**
3. The following items are required to complete the application:
  - a. A narrative proposal, not to exceed two pages, addressing review criteria in [S15-1.7.2](#)
  - b. An updated curriculum vitae (CV)
  - c. Prior awardees only: A one-page assessment of the results of any prior (or most recent) award.

Chairs and Deans will review the complete proposal and sign affirming that:

- The proposal meets the minimum requirements and criteria as outlined in policy [S15-1.7.1](#)
- 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
- If awarded, the assigned time can be implemented in a manner that will not create undue hardship for scheduling or staffing critical curricula
- Chairs will be asked to review and endorse assessments of prior (or most recent) awards

Announcements of awards will be made by Friday, January 27, 2023.