

December 1, 2015

This document provides some general guidance for decision making regarding applications for Exceptional Service.

From the Collective Bargaining Agreement (CBA) [Article 20.37](#)

Assigned time from this pool may be awarded for student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students; 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.

Priority shall be given to applications which demonstrate that the quality of students' educational experience could not have been maintained without an increase in the faculty member's workload.

In CBA Section 20.37 by reference and included in APM 355:

In the assignment of workload, consideration shall be given at least to the following factors: graduate instruction; online instruction; activity classes; laboratory courses; supervision; distance learning; sports; and directed study. Consideration for adjustments in workload shall be given to at least the following: class size/number of students; course and curricular redesign; preparation for substantive changes in instructional methods, including development of online and hybrid courses; research, scholarly, and creative activities; advising; student teacher supervision,; thesis supervision; supervision of fieldwork; service learning; student success initiatives; assessment and accreditation activities; and service on a department, college, or University committees.

In determining what is "excessive" or "unreasonable" under this section, the items listed under a (above), as well as the number of students seeking to take courses in the academic area, the distribution of student enrollment, the level of support provided the program, and the effects of the introduction of new instructional technologies, and the prior practices of the University shall be among the primary elements to be considered. The parties agree that consideration of the prior practices of the University shall include the calculation of Weighted Teaching Units in prior years.

From [APM 355](#)

- 1. The dean (or equivalent appropriate administrator) shall review: a) all original applications/proposals; b) recommendations of the departmental committee; c) recommendations of department chairs (if any); d) recommendations of the school/college committee.*
- 2. Before arriving at a final decision regarding each application, the dean shall consider the following factors:*
 - a) the overall quality of the proposal;*
 - b) the consistency of the proposal with General Provisions No. 2 above.*

The general provisions refer to the CBA language included in APM 355.

Key Note: The service must not have been supported in any other manner (e.g., assigned time, additional pay, professional development funds).