Date: 2 March 2026
To: Senate
From: Senate Officers
Info: SDSU Senate Service Support Plan for AY26/27

This Information Item articulates the support types, levels, and processes for Senate service for AY26/27. The plan is consistent with Collective Bargaining Agreements and university policy, and is funded by the negotiated AY26/27 Senate budget. Moving forward, we recommend that this plan be (1) reviewed annually by Senate Officers, (2) presented at the first spring regular Senate meeting, (3) posted on the Senate website, and (4) included in all nomination and election forms as a link.

Senate Service Support for Officers, Parliamentarian, and Core Committee Chairs: The tables below outline support levels for these positions and the available options and processes based on the individual's classification.

Position	WTUs of Assigned Time per AY
Chair	18 WTUs
Vice Chair	9 WTUs
Secretary, Core Committee Chairs	6 WTUs
Treasurer, Parliamentarian	3 WTUs

Classification	Options and Processes for Position-Specified Support
Tenured and Tenure-Track Faculty	For Assigned Time, the Senate will transfer funds at the current Lecturer Replacement Rate to the T/TT faculty's managing unit, who will then assign the specified number of WTUs to the faculty member using Assigned Time Code 32. Alternatively, at the faculty member's request, the Senate will transfer $5k per 3 WTUs to the managing unit, who will make these funds available to the faculty member for allowable operating expenses (e.g., travel, conferences, student assistants, equipment, software, etc.).
Contingent Faculty	For Assigned Time, the Senate will transfer funds at the contingent faculty's current salary rate to their dean's office (or equivalent), who will then assign the specified number of WTUs to the contingent faculty at their current salary rate using Assigned Time Code 32. Any WTUs that would exceed a full-time appointment will be converted into operating funds, as described below, at a rate of $1,666 per WTU. Instructional and other forms of WTUs within the contingent faculty member's primary department or equivalent unit shall not be reduced as a result of their Senate service unless requested in writing by the contingent faculty member. Alternatively, at the contingent faculty member's request, the Senate will transfer $5k per 3 WTUs to their managing unit, who will make these funds available to the contingent faculty member for allowable operating expenses (e.g., travel, conferences, student assistants, equipment, software, etc.).
Staff	The Senate will transfer funds at the staff member's current salary rate for the approximate time-equivalent of the position-specified number of WTUs (i.e., 45 hours per WTU), and these funds will be provided as additional employment to the staff member over the fiscal year. Staff members and their administrative leads are responsible for developing a mutually-agreeable work schedule for this additional employment that minimizes disruption to the staff member's primary roles and responsibilities.

Senate Service Support for Contingent Faculty Senators: While full-time tenured and tenure-track faculty have an explicit accounting for university service within their contract, full-time and part-time contingent faculty do not. Therefore, contingent faculty elected to serve as a Senator shall receive one WTU per academic year to support their participation in the eight regular Senate meetings and all scheduled meetings of the Lecturer Affairs Committee. The Senate office will transfer funding for this WTU at the contingent faculty's current salary rate to their dean's office (or equivalent), who will assign to the contingent faculty the WTU at their current salary rate using Assigned Time Code 32. Instruction and other forms of WTUs within the contingent faculty member's primary department or equivalent unit shall not be reduced as a result of this service unless requested in writing by the contingent faculty.

Should this additional WTU cause the contingent faculty's contract to exceed full-time, then in lieu of this WTU the Senate will transfer $1,666 to the contingent faculty's managing unit, who will make these funds available to the contingent faculty for allowable operating expenses (e.g., travel, conferences, student assistants, equipment, software, etc.). Contingent faculty may also elect to receive this alternative award in lieu of the WTU unit.

In alignment with Senate Policy File Bylaws, this Senator support is contingent on missing no more than two regular Senate meetings without substitutes and no more than four regular Senate meetings with or without substitutes over the academic year.

Contingent faculty who are subsequently elected to serve as a Senate Officer or Senate Core Committee Chair for the coming year are not eligible for this WTU or operating fund amount as their Senator role is subsumed within their broader support as a Senate Officer or Core Committee Chair.

Senate Service Support for Staff Senators: Senate service does not fall within the scope of staff contracts. Therefore, staff electing to serve on the Senate shall receive the time-equivalent of one WTU (i.e., 45 hours of effort) at their current salary rate as additional salary to support their preparation and participation in the eight regular Senate meetings and their Senator-required committee service. Staff and their administrative leads are responsible for developing a mutually-agreeable work schedule that accommodates this additional employment and minimizes disruptions to their normal roles and responsibilities. In alignment with Senate Policy File Bylaws, this Senator support is contingent on missing no more than two regular Senate meetings without substitutes and no more than four regular Senate meetings with or without substitutes over the academic year.

Annual Process for Implementing Senate Service Support: Each spring, following the elections of Senators, Senate Officers, and Senate Core Committee Chairs for the next academic year, the Senate Treasurer shall confer with all eligible individuals to develop Senate Service Support Memoranda that outlining their respective roles and levels of support, including the distribution of any WTUs across the fall and spring semesters. All supported individuals are strongly encouraged to develop their support plan in consultation with their unit lead as a means to balance the individual's preferences with their primary roles and responsibilities and the broader operational needs of their unit. The Senate Treasurer shall email finalized Senate Service Support Memoranda to the dean or director of the individual's unit before the end of the spring semester, and include the individual, their direct supervisor, their resource manager, the Senate Analyst, the incoming Treasurer, and the current and incoming Senate Chairs. The Senate Treasurer shall then ensure all support amounts from all distributed memoranda are incorporated in the formal Senate budget by the end of the spring semester.

Additional Guidelines and Information:

- Anyone elected or appointed to any of the above roles agrees, by acceptance of such election or appointment, to receive compensation solely in the amounts and forms as authorized and permissible by the University Senate, its governing documents, and its affiliated financial and contractual organizations.

- Support for Senate service is subject to the availability of funds; if the Senate does not receive full funding, then support levels may be reduced or canceled.
- Additional employment may be available outside of the fall and spring semesters at the discretion of the Senate Chair, and any such employment should be announced in advance at a regular Senate meeting or otherwise shall be reported at the next regular Senate meeting.
- Any individual may elect to decline their support in writing to the Senate Treasurer and Senate Analyst; in such cases, this declining of support shall be included in the *Senate Service Support Memoranda*.
- Additional employment above full-time work is excluded as an option for faculty because CBA Provision 36.5 limits additional employment to "*(a) consists of employment of a substantially different nature from their primary or normal employment; (b) is funded from non-general fund sources; (c) is the result of the accrual of part-time employment on more than one (1) campus; or (d) is necessary to meet a temporary faculty employee's entitlement to full-time work, or to offer work to a part-time temporary faculty employee up to full time under provision 12.29 (a) (8) or (b) (9).*" Relevant to component (a) in Provision 36.5 above, "*primary or normal employment*" is defined for instructional faculty in CBA Provision 20.1a, for librarians in CBA Provision 20.9, and for counselor faculty in CBA Provision 20.11 (see below), all of which include service to the University or service on campus committees:
    - CBA Provision 20.1a: "*The primary professional responsibilities of instructional faculty members are: teaching, research, scholarship, creative activity, and service to the University, profession and to the community.*"
    - CBA Provision 20.9: "*The assignment of a librarian faculty unit employee may include, but shall not be limited to, library services, reference services, circulation services, technical services, on-line reference services, teaching in library subject matter, service on systemwide and campus committees and task forces, and activities that foster professional growth, including creative activity and research.*"
    - CBA Provision 20.11: "The assignments and responsibilities of a counselor faculty unit employee may include but shall not be limited to individual counseling, group counseling, consultation and referral, case management (including record keeping), intern training and supervision, teaching, service on systemwide and campus committees and task forces, and activities that foster professional growth including creative activity and research.

Service Support for ASCSU Senators: General information on available support for service on the Academic Senate of the CSU (ASCSU) is available here and inquiries should be directed to the ASCSU office (ASCSUoffice@calstate.edu; 562-951-4013). Basic level of support for service as an ASCSU Senators is three WTUs per fall and spring semesters, with additional WTUs with greater service responsibility.