Date: November 25, 2014
To: Academic Senate Executive Committee
From: Dr. Sean Walker, Chair Academic Senate
Subject: Proposed New UPS – Assigned Time for Exceptional Levels of Service to Students

Pursuant to the new Collective Bargaining Agreement (CBA) Article 20, Section 20.37, campus senates shall develop policies and procedures to award assigned time to faculty who are engaged in ‘exceptional levels of service’ to students. The CBA is explicit in its language, and all faculty members in unit 3 are eligible to apply (e.g., tenure-track faculty, part-time temporary faculty, full-time temporary faculty and counselors, coaches, and librarians that are part of unit 3). Applications are to be evaluated by a faculty committee. There must also be an appeals process that is binding, and the decision of the appeals committee is not subject to Article 10 (Grievances). The CBA also lays out specific reporting and budgeting requirements.

The CSU will allocate $1.3 million to this program. These funds will be allocated to each campus based on the number of full-time equivalent students at that campus. The cost of assigned time will be based on the minimum salary for Assistant Professors. I have estimated that CSUF should be able to give approximately 15 awards of 3 weighted teaching units in 2014/15, 2015/16 and 2016/17. This is only an estimate and may differ from what we actually receive.

The full text from the CBA, reproduced below, has been annotated to indicate where that material/process is in the proposed policy.

Article 20 - Section 20.37 Assigned Time for Exceptional Levels of Service to Students

For each fiscal year 2014/15, 2015/16, and 2016/17, the CSU will provide a pool of $1.3 million, allocated based on campus full-time equivalent students (FTES), to provide assigned time to faculty employees who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort.[P1, SECTION 1]

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.[P3, SECTION 7.1 & 7.2]

Such adjustments shall be in addition to any adjustments already in place on a campus. Faculty members already receiving assigned time for the same general category of activity (e.g. assigned time for excess enrollments, assigned time for committee service) shall not be eligible for support from this pool for the same activities.[P2, SECTION 4.1]

In 2014/15, assigned time under this program shall be awarded in the spring and be based on work performed during the 2014/15 academic year. Awards shall consist of WTUs and may be banked for use in the 2015/16 academic year. Campuses shall establish timelines for 2015/16 and 2016/17 so that assigned time is taken during the academic year in which the activities occurred. [P2 SECTION 4.2] All faculty unit employees are eligible to apply. [P1, SECTION 1]
Academic Senates on each campus shall develop criteria and procedures for the use of the funds. Applications shall be evaluated by the appropriate faculty committee(s) [P1 SECTION 2], which shall make recommendations to the appropriate administrator [P3 SECTION 8]. Consideration shall be given to the items listed in 20.3 (b) and (c) [P3, SECTION 7.1 & 7.2]. 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 [P3, SECTION 7.2 – SPECIFICALLY 7.2.2]

Denials shall specify the reasons. [P3, SECTION 9] Appeals shall be heard by a faculty committee designated for the purpose. Decisions of the appeals committees shall be final and binding and not subject to Article 10 of this Agreement. [P4, SECTION 10] Awards granted after appeal in 2014/15 and 2015/16 shall be funded from the pool allocated for this program in the subsequent fiscal year and shall not exceed 10% of the annual pool. [P4, SECTION 10] Any unused funds from this program in 2014/15 or 2015/16 shall roll over for use in the following Academic Year. Appeals in 2016/17 must be funded from the available funds for 2016/17, including any rollover from previous years. [P1-2, SECTION 3]

Campuses shall expend all funds allocated to them under this program. Each campus shall provide an accounting of expenditures for this program for the prior fiscal year by no later than November 1 of the subsequent year. [P1-2, SECTION 3] For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for assistant professor. [P2, SECTION 3.1.3]
ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS

PURPOSE
To provide a process for all Unit 3 faculty to write proposals and compete for assigned time for exceptional levels of service to students that supports the priorities of the California State University (CSU) system and support California State University Fullerton's (CSUF) Mission and Strategic Plan pursuant to Article 20, Section 20.37 of the 2014-2017 Collective Bargaining Agreement (CBA) between CSU and the California Faculty Association (CFA).

1. EXCEPTIONAL ASSIGNED TIME COMMITTEE (EATC)

1.1. Constituencies
Each college shall be a constituency. The Library/Athletics/Counseling/Extended Education (L/A/C/E) areas shall be another constituency.

1.1.2. Membership
One faculty member from each college, one faculty member from the Library/Athletics/Counseling/Extended Education constituency defined above shall be appointed by the Academic Senate, and a student who will be appointed by the Associated Students, Inc. The Provost and Vice-President for Academic Affairs or his/her designee will serve as a non-voting ex officio member. Each appointed member shall serve a one-year term. Faculty serving on this committee shall not be applicants for assigned time.

1.2. Functions
1.2.1. To evaluate faculty applications for assigned time for exceptional levels of service to students

1.2.2. To make recommendations based on those evaluations to the Provost and Vice-President for Academic Affairs (VPAA).

1.2.3. To periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC)

2. ASSIGNED TIME BUDGET AND REPORTING
Pursuant to the above-referenced article of the CBA the CSU has agreed to provide resources to each campus for assigned time for exceptional service to students based on the number of full-time equivalent students at that campus.

2.1. Accountability and Expenditures
2.1.1. CSUF shall expend all funds allocated under this program. CSUF shall provide an accounting of expenditures for this program for the prior fiscal year by no later than November 1 of the subsequent year to the EATC, the Academic Senate, Campus CFA President, and the CSU.
2.1.2. Any unused funds shall roll over for use in the following academic year for the
2014/2015 academic year and the 2015/2016 academic year. All funds must be expended
in the 2016/2017 academic year.

For accounting purposes, costs of assigned time shall be calculated based on the
minimum salary for an assistant professor.

Awards from appeals shall not exceed 10% of the annual budget for assigned time and
shall be funded in the subsequent academic year. During the last year of the agreement,
appeals must be funded from the funds for that year, including any rollover from
previous years.

3. ELIGIBILITY & RESTRICTIONS

3.1. Eligibility
All Unit 3 faculty employees are eligible to submit a proposal to request assigned time
for exceptional levels of service to students.

Faculty who have previously received assigned time under this program and have not
filed a final report on their activities are not eligible to apply again until their final report
has been received.

Faculty members already receiving assigned time for the same general category of
activity (e.g. assigned time for excess enrollments, assigned time for committee service)
shall not be eligible for support from this program.

3.2. Restrictions
Assigned time can only be utilized during the academic year (August – May) during
which the activity is performed with the exception of assigned time granted in the 2014/
2015 academic year which may be utilized in the 2015/2016 academic year.

4. TIMELINE
For activities in the 2014/2015 academic year and activities planned for the 2015/2016
academic year, applications will be due February 23, 2015 and awards announced on or
before April 30 by April 30, 2015.

4.1. For the 2016/2017 academic year applications will be due on October 1, 2015. Awards will be
announced on or before December 15, 2015.

5. APPLICATION MATERIALS
An application for assigned time to support exceptional levels of service to students shall consist
of: 1) a narrative proposal, not to exceed two pages; 2) a current curriculum vitae (CV), limited to
two pages; 3) a letter from a CSUF employee who can speak to the credibility of the project, not
the proposer, in support of the application and 4) a letter indicating from the department chair that
the department chair and that is signed by the dean indicating that they are aware of the proposal and
are not currently providing assigned time for the same general activity (see section 4.1.3).
Incomplete applications will not be reviewed.

6. SUPPORTED ACTIVITIES AND REVIEW CRITERIA

6.1. The following activities may be supported
6.1.1. Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students.

6.1.2. The development and implementation of high-impact educational practices; curricular redesign intended to improve student access and success.

6.1.3. Service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty.

6.1.4. Assignment to courses where increases in enrollment have demonstrably increased workload.

6.1.5. Other extraordinary forms of service to students.

6.2. Review Criteria

6.2.1. Demonstrated or hypothesized impact on student success and/or educational experience; impact includes the quality of the activity as well as the number students served. (40%)

6.2.2. Demonstration that the impact on and/or quality of student experience could not be maintained without an increase in workload and that it is above and beyond the faculty member’s work assignment/regular duties (30%)

6.2.3. Demonstrated impact on first-generation, underrepresented, or historically underserved populations (20%)

6.2.4. Quality of the letter of support (10%)

7. RECOMMENDATIONS

7.1. The EATC shall assign each proposal one of three ratings:

1) Strongly Recommend
2) Recommend
3) Do Not Recommend

7.2. The EATC shall submit its evaluations and the application materials to the VPAA who, in consultation with the appropriate administrator responsible for assigning workload (e.g., Dean or Vice-President of Student Affairs), shall make the final determination regarding the approval or denial of the proposal. The VPAA shall allocate at least one award to each faculty constituency represented in the pool of strongly recommended and recommended proposals.

8. INFORMATION PROVIDED TO APPLICANTS

Once a decision is reached by the VPAA, he/she will forward his/her approval or denial, if denied, why the proposal was approved or denied, as well as the evaluation of the EATC to the applicant.

9. APPEALS

Applicants may appeal the decision by the VPAA to approve or deny their proposal. Decisions made by the Appeals Committee shall be final and binding and are not subject to the grievance
procedures specified in Article 10 of the CBA.

9.1. Appeals Committee
The Appeals Committee shall comprise one member of the EATC, two members of
Academic Senate Executive Committee, two members of the FAC, and the VPAA or
designee who shall be a non-voting ex officio member. The Appeals committee shall be
appointed by the Academic Senate Executive Committee, Chair of the Academic Senate.

9.2. Timeline and Notification of Decisions
Appeals of the decision made by the VPAA shall be made, in writing, to the Chair of the
Academic Senate and shall be filed no more than ten working days after the date upon which
the VPAA notifies the applicants of his/her decision. The Chair of the Academic Senate will
appoint the Appeals Committee within ten working days of receiving the first appeal. The
Appeals Committee shall complete their review in no more than thirty working days after
receipt of the appeal. The Appeals Committee shall send the appellant notification of its
decision.

10. CONDITIONS OF ASSIGNED TIME
10.1. A faculty unit employee granted assigned time under this program shall provide a final
report to the EATC via the Faculty Affairs and Records office no later than the last day of
the one semester immediately following the use of assigned time. The report shall provide
evidence that the proposed activities were completed and that the impact on the students was
as claimed in the original application. Faculty are ineligible to receive further assigned time
from this program until their report is received.

11. EFFECTIVE DATES
The policies and procedures in this document are an implementation of Article 20, section 37 of
the 2014-2017 CBA. The 2016/2017 academic year marks the end of this program and, barring
action by the Academic Senate-Executive Committee, this policy shall no longer be in effect on or
after September 1, 2017.

12. SUMMARY TIMELINE

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<th>Event</th>
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<th>AY 2016/17</th>
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<td>September 2015</td>
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<td>February 23, 2015</td>
<td>October 1, 2015</td>
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<td>Awards Announced</td>
<td>April 2015</td>
<td>December 2015</td>
</tr>
<tr>
<td>Assigned Time Used</td>
<td>Fall 2015 or Spring 2016</td>
<td>Fall 2015 or Spring 2017</td>
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<td>Final Report Due</td>
<td>The last day of the 6Semester immediately following the use of the assigned time (e.g., if assigned time was used in spring 2016, the final report is due by the end-last day of the fall 2016 semester).</td>
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<td>Last day that this provision of the contract is effective</td>
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<td>Last Effective Date of Policy</td>
<td>September 1, 2017</td>
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SONOMA STATE UNIVERSITY
EDUCATIONAL EXPERIENCE ENHANCEMENT AWARD

Interim Criteria for Distributing Assigned Time for Exceptional Levels of Service

I. OVERVIEW
The Collective Bargaining Agreement (CBA) between the California Faculty Association and the Board of Trustees of the California State University designates the awarding of assigned time (in the form of Weighted Teaching Units, WTU) to Unit 3 faculty employees (including lecturers) “who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort.” Awards are designated for work load beyond the requirements of regular faculty assignment in enhancing the student learning environment.

The Sonoma State University Academic Senate will follow the following criteria and procedures for the distribution of the workload.

II. GUIDELINES
- For the 2014/15 academic year, granted awards may be banked for the upcoming 2015/16 academic year.
- In subsequent years, the award will be granted for the upcoming academic year in which the service will be conducted. This maximizes the use of the assigned time in the faculty member’s schedule in the upcoming academic year. Therefore, awards are prospective, not retrospective.
- Exceptional levels of service to students will be regarded in the context of the standard professional responsibilities of instructional faculty (CBA 20.1) and in keeping with past practices of SSU in assignment of professional activities of instructional faculty (CBA 20.2 and 20.3).

III. PROCEDURES
- Applications will be due to the Office of Faculty Affairs by the end of the third week of the spring semester (February 6, 2015).
- The Faculty Standards & Affairs Committee (FSAC) will be solely responsible for evaluation of applications and making recommendations of awards to the Office of Faculty Affairs.
- Course WTUs will go back to the department in which the applicant received the award.
- Applicants will be notified of awards no later than the fifth week of the spring semester (February 20, 2015).

IV. CRITERIA
- Applications will be reviewed as to the impact the faculty member’s additional workload will have on the quality of students’ educational experience. In general activities may include, but are not limited to: course and curricular redesign (including new modalities
and service learning), especially for large class size; scholarly and creative activities with students; developing and operating internship programs; developing more effective advising procedures (aiding in retention, timely graduation, etc.); or assessment and accreditation activities, and activities supporting underserved, first-generation, and/or underrepresented students. In no case will awards be granted to cover excessive workload assignment as this is not the spirit of exceptional level of service to students, and is the responsibility of the University to assign workload equitably (per CBA 20.3). These awards are to aid faculty who take on additional work load beyond the requirements of their normal assignment for improving the student learning environment.

- Qualified applications will be ranked with respect to their contribution to exceptional service to students and awards made to the available limit of funds.
- Applicants will be notified by FSAC by email on the outcome of their application. Letters of awards will be placed into awardee’s PAF.
- The expected amount of funds available to SSU for providing these awards will be in the range of 12-16 WTU per academic year.
The Collective Bargaining Agreement (CBA) between the California Faculty Association and the Board of Trustees of the California State University designates the awarding of assigned time (in the form of Weighted teaching Units, WTU) to unit 3 faculty employees "who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort. Awards are designated for work load beyond the requirements of regular faculty assignment in enhancing the student learning environment.

- Complete applications are due to the Office of Faculty Affairs by the end of the third week of the spring semester (February 6, 2015).
- The Faculty Standards and Affairs Committee (FSAC) will be solely responsible for evaluation of applications and making recommendations of awards to the Office of Faculty Affairs.
- Applicants will be notified of awards no later than the fifth week of the spring semester.

## TO BE COMPLETED BY FACULTY MEMBER

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<th>Name:</th>
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<tr>
<td>Department:</td>
<td>School:</td>
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<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

A) Attach to this application a **1-page narrative** explaining the activity to which additional workload is needed to improve students’ learning experiences beyond your standard professional responsibilities.

B) Provide the approximate number of hours during the semester this additional activity will take to complete.

<table>
<thead>
<tr>
<th>Hours per semester</th>
</tr>
</thead>
</table>

C) Semester in which the activity will occur (circle):

- FALL 2014
- SPRING 2015

Faculty Member’s Signature __________________________ Date: __________________________

*Forward to Department Chair*

## Required Signatures:

### TO BE COMPLETED BY DEPARTMENT CHAIR

Signature __________________________ Date: __________________________

*Forward to Dean*

### TO BE COMPLETED BY DEAN

Signature __________________________ Date: __________________________

*Forward to Faculty Affairs*

### TO BE COMPLETED BY ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS

Signature __________________________ Date: __________________________
SONOMA STATE UNIVERSITY
2014-15 EDUCATIONAL EXPERIENCE ENHANCEMENT AWARD APPLICATION

COVER SHEET

I. APPLICANT

Name: ________________________________ Title ________________________________

Department/Program __________________ School ________________________________

Email ________________________________

A) Provide a 1-page narrative explaining the activity to which additional workload was needed to improve students’ learning experiences beyond your standard professional responsibilities.

B) Provide the approximate number of hours during the semester this additional activity took to complete. If additional time was used outside of the semester, please include this as well.

C) Semester in which the activity occurred (circle): FALL 2014 SPRING 2015

D) Required signatures:

__________________________    ______________________
Department Chair/ Program Coordinator    Date

__________________________    ______________________
Dean    Date

E) After obtaining required signatures, turn in this cover sheet and your narrative to the Office of Faculty Affairs (STEV 1041) by February 6, 2015.

II. FACULTY AFFAIRS
The Collective Bargaining Agreement (CBA) between the California Faculty Association and the Board of Trustees of the California State University designates the awarding of assigned time (in the form of Weighted teaching Units, WTU) to unit 3 faculty employees “who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort. Awards are designated for work load beyond the requirements of regular faculty assignment in enhancing the student learning environment.

- Complete applications are due to the Office of Faculty Affairs by the end of the third week of the spring semester (February 5, 2016).
- The Faculty Standards and Affairs Committee (FSAC) will be solely responsible for evaluation of applications and making recommendations of awards to the Office of Faculty Affairs.
- Applicants will be notified of awards no later than the fifth week of the spring semester.

TO BE COMPLETED BY FACULTY MEMBER

Name: __________________________ Title: __________________________
Department: ______________________ School: __________________________
Email: __________________________

A) Attach to this application a 1-page narrative explaining the activity to which additional workload is needed to improve students’ learning experiences beyond your standard professional responsibilities.

B) Provide the approximate number of hours during the semester this additional activity will take to complete.

____________________ hours per semester

C) Semester in which the activity will occur (circle):

FALL 2015   SPRING 2016

Faculty Member’s Signature __________________________ Date: __________________________
Forward to Department Chair

Required Signatures:

TO BE COMPLETED BY DEPARTMENT CHAIR

Signature __________________________ Date: __________________________
Forward to Dean

TO BE COMPLETED BY DEAN

Signature __________________________ Date: __________________________
Forward to Faculty Affairs

TO BE COMPLETED BY ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS

Signature __________________________ Date: __________________________

Faculty Affairs 12/2014
SONOMA STATE UNIVERSITY
2015-16 EDUCATIONAL EXPERIENCE ENHANCEMENT AWARD APPLICATION

COVER SHEET

I. APPLICANT

Name: ______________________________ Title: ______________________________

Department/Program: __________________ School: ____________________________

Email: ______________________________

A) Provide a 1-page narrative explaining the activity to which additional workload is needed to improve students’ learning experiences beyond your standard professional responsibilities.

B) Provide the approximate number of hours during the semester this additional activity will take to complete. If additional time is needed outside of the semester, please include this as well.

C) Semester in which the activity will occur (circle): FALL 2015 SPRING 2016

D) Required signatures:

_____________________________________________ ______________________
Department Chair/ Program Coordinator Date

_____________________________________________ ______________________
Dean Date

E) After obtaining required signatures, turn in this cover sheet and your narrative to the Office of Faculty Affairs (STEV 1041) by February 6, 2015.

II. FACULTY AFFAIRS
## Campus WTU Allocations for the Exceptional Service Pool
### 2014/15

<table>
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<tr>
<th>Campus</th>
<th>Fall 2013 FTES</th>
<th>WTU allocation for 2014/15</th>
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<td>Bakersfield</td>
<td>7,815.1</td>
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Allocations are calculated on the minimum salary for assistant professor (replacement rate) after application of the 1.6% GSI. The per-WTU cost is determined by dividing the annual salary by 30 (semester campuses) or 45 (quarter campuses).

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<thead>
<tr>
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<td>Per-WTU cost, Semester</td>
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<tr>
<th>CSU</th>
<th>FTES</th>
<th>Prop Total FTES</th>
<th>Annual Release Budget (est)</th>
<th>Number of 3 unit Releases (no Benefits) (SEMESTER) (ROUNDED)</th>
<th>Number of 3 unit Releases (with Benefits) (SEMESTER) (ROUNDED)</th>
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