



UNITED ACADEMICS PROPOSAL

ARTICLE 10

ASSIGNMENT DETERMINATION OF PROFESSIONAL RESPONSIBILITIES

Preamble. The University Administration and the Union recognize that, given the diverse nature of the work performed by bargaining unit faculty members, the varying types of appointments and the needs of the University, the weighting of assignments and the particulars of individual assignments will vary both between and within units. The University Administration and the Union also recognize that each faculty member, ~~whether the President, Provost, or a bargaining unit member, regardless of work assignments,~~ has the obligation to devote his or her best efforts to the University, and particularly to students; to perform all duties with professionalism and diligence and in accordance with the standards appropriate in AAU institutions; to act ethically and in compliance with the accepted professional standards; to account for all money or property received; to use money and property only for lawful purposes and in accordance with policy; to treat confidential information as confidential; ~~to cooperate with the University;~~ and to represent the University with professionalism.

Section 1. Assignment of professional responsibilities may consist of some combination of instructional activities (including class preparation, classroom teaching, evaluation of student work, advising and mentoring, and various forms of communication with students); research, scholarship, and creative activity; and service within the department, school, college or institute, and the university, and to external organizations and communities.

Section 2. ~~The University will assign the duties, responsibilities and institutional expectations for each bargaining unit position. In assigning professional duties, the University will take into account disciplinary and pedagogical differences. Decisions about particular assignments do not set precedent for future assignment decisions.~~

~~The Provost or designee may modify scheduled assignments. Bargaining unit members may request to adjust schedules or assignments. The decisions of the Provost or designee regarding the assignment of professional duties are not grievable or subject to arbitration.~~

All departments and programs must have a faculty-designed policy that defines workload expectations for all academic ranks employed by the department or program. While faculty shall have the flexibility to design a policy that fits their particular department, no policy can violate the university-valued principles of transparency, fairness, equality, and participation. Such policies should recognize differences in research methodology and results, as well as course type, size, and pedagogy. These differences should be taken into account in setting workload expectations.

Faculty-designed workload policies will be submitted for review, discussion, possible revision, and final approval by their dean and the Provost. If the dean or Provost alters a faculty-designed

1 workload policy, he or she will send a written notification to the faculty in the affected
2 department or unit providing an explanation.

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5 **Section 3.** ~~Duties, responsibilities, and expectations will, in general, address the following:~~

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7 a) ~~Course assignment and teaching~~

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9 The workload policy shall define a 1.0 FTE workload for all academic instructional
10 classifications and ranks (including tenure-related ranks, Career instructors and lecturers, and
11 Adjunct instructors and lecturers) employed by the department or program and shall address how
12 each of the following items contribute to the overall FTE. For non-instructional ranks or where
13 tenure-related or non-tenure track faculty are not primarily instructional, specific job descriptions
14 should be developed to address the particular workload of the bargaining unit faculty member.
15 Instructional faculty workloads will, in general, address the following:

- 16 (a) Course load (including courses and student credit hours, both regular offerings,
17 irregular offerings including, for example, FIGS, 1-credit courses, and independent
18 study credits). If different course types are “weighted” differently, then equivalences
19 should be specified as well (e.g., if a large class is “worth” the equivalent to 1.5
20 regular offerings)
21 (b) Service expectations (including internal and external service expectations, not
22 including graduate advising). Service expectations should recognize different types
23 of service commitments (e.g. “weighting” FAC, FPC, DAC, and department and
24 program management functions service as “more” than less time consuming
25 committee assignments)
26 (c) Research, scholarship and creative activity
27 (d) Professional development related to teaching, research and service
28 (e) Undergraduate and graduate advising
29 (f) Student contact and communication
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31 **Section 4.** ~~Assignment of duties should involve the following considerations:~~

32 Workload policies should also describe a fair and transparent process for accounting for
33 individual faculty needs when assigning workload. Factors to consider include, but are not
34 limited to:

- 35
36 a) New course preparations
37 b) Balance of workload components based on faculty review, promotion and tenure,
38 professional development expectations and agenda for research, scholarship and creative
39 activity
40 c) Administrative duties
41 d) Timing of activities (e.g., publication and grant deadlines, course load in given terms, and
42 promotion review dates)

1 e) Job description

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3 **Section 5.** ~~Duties, responsibilities and expectations should reflect~~

4 An individual's particular workload shall be assigned in accordance with the departmental or unit
5 workload policy and with the expectation that the faculty member will have the opportunity to
6 meet the criteria for all reviews, including promotion and tenure. Assignments shall reflect:

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8 a) The instruction, research, and service needs of the University and its departments,
9 institutes, centers and other academic units
10 b) The bargaining unit member's qualifications and expertise and potential to acquire the
11 appropriate expertise
12 c) The bargaining unit member's evolving professional interests
13 d) Generally accepted practices in the field
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15 **Section 6.** The Provost or designee shall be responsible for the scheduling and assignment of all
16 bargaining unit faculty members. Each dean, institute director or designee shall adopt a policy
17 concerning the assignment of professional responsibilities in his or her unit, taking into consideration
18 the specific needs and goals of the unit related to the teaching, scholarship, creative activity, research
19 and service. The dean, institute director or designee shall confer with the bargaining unit faculty in the
20 unit on the contents of the policy. A bargaining unit faculty member shall be afforded the opportunity
21 to meet with his or her dean, director or designee at least annually, before responsibilities are assigned,
22 to discuss the bargaining unit faculty member's preferences regarding assignments for teaching,
23 research, service and other professional responsibilities as set forth in this Article and the member's
24 anticipated resource needs.
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26 The Provost or designee may modify scheduled assignments, provided that the department head
27 discuss changes with the faculty member before they are made and changes are not made for
28 arbitrary or capricious reasons.
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30 Faculty members may request to adjust workload schedules or assignments.
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32 Stipends or academic support resources associated with work assignments must be awarded in
33 accordance with a clearly stated policy that does not violate the university-valued principles of
34 transparency, fairness, equality, and participation.
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37 **Section 7.** Each bargaining unit faculty member must be fully engaged in teaching, research and
38 service work for the University to the extent of his or her appointment, and must be engaged in
39 work or reasonably available for work for the entirety of the term for which the bargaining unit
40 member is employed unless on approved leave.
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42 **Section 8.** An overload assignment is (1) an assignment ~~resulting from circumstances that the~~
43 ~~Provost or designee determines requires assigning duties to a bargaining unit member that are in~~

1 addition to or different from the regular assignments for the member's classification, rank and
2 FTE status beyond that specified in the workload policy; (2) a one time or limited assignment,
3 made or approved by the Provost or designee, that is in addition to or different from regular or
4 usual assignments for the member's classification and rank; ~~or~~ (3) assignments unrelated to the
5 bargaining unit member's primary job responsibilities; or (4) teaching classes above the number
6 defined in the unit's workload expectation for a 1.0 FTE.

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8 ~~Overload assignments do not include committee work or the teaching of additional or larger~~
9 ~~sections unless the Provost or designee determines that such assignments meet the criteria for an~~
10 ~~overload assignment described in this section.~~

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12 **Section 9.** Overload appointments may only be used in emergency situations. Departments and
13 programs are obligated to employ sufficient faculty to perform all expected work within the
14 department. No faculty member can be disciplined or terminated for refusing an overload
15 assignment.

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17 **Section 10.** Overload appointments will be assigned an FTE percentage commensurate with
18 normal workload duties and compensated accordingly. Faculty may request that overload
19 compensation take the form of class release.

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21 **Section 9 11.** Appointments for which compensation is paid, in whole or in part, with federal
22 funds may be ineligible for overload compensation.

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24 ~~**Section 10.** A decision by the Provost or designee to refuse to designate an assignment as an~~
25 ~~overload assignment may be grieved and is not subject to arbitration.~~