

1 UNITED ACADEMIC PROPOSAL

2 9-6-13

3
4 ARTICLE 10

5 DETERMINATION OF PROFESSIONAL RESPONSIBILITIES

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7 **Preamble.** The University Administration and the Union recognize that, given the diverse
8 nature of the work performed by bargaining unit faculty members; the varying types of
9 appointments and the needs of the university, the weighting of assignments and the particulars of
10 individual assignments will vary both between and within units. The University and the Union
11 also recognize that each bargaining unit faculty member, has the obligation to devote his or her
12 best efforts to the university, and particularly to students; to perform all duties with
13 professionalism and diligence and in accordance with the standards appropriate in AAU
14 institutions; to act ethically and in compliance with the accepted professional standards; to
15 account for all money or property received; to use money and property only for lawful purposes
16 and in accordance with policy; to treat confidential information as confidential; to cooperate with
17 the university with regard to investigations, audits and legal proceeding; and to represent the
18 university with professionalism.

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

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26 **Section 2.** The faculty in each department or unit will begin the process of developing a written
27 policy for the assignment of professional responsibilities and stipends or academic support
28 resources by first considering any input provided by the department or unit head, dean, vice
29 president, Provost, or designee. The faculty will submit their recommended policy to the
30 appropriate dean, vice president, or designee for review. The dean, vice president, or designee
31 will document and discuss any revisions he or she makes to the policy with the faculty before
32 submitting his or her recommended policy to the Provost or designee. The Provost or designee
33 will have final authority to establish the policy for each department or unit. If the Provost or
34 designee materially alters the faculty-recommended policy, he or she will provide a written
35 explanation for the change(s) to the faculty in the department or unit. The department or unit
36 head, dean, vice president, Provost, or designee may initiate changes to established policies by
37 informing the appropriate faculty of the change being considered, thereby initiating the process
38 described in this Section.

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40 **Section 3.** The workload policy shall define a 1.0 FTE workload for all academic instructional
41 classifications and ranks employed by the department or program and shall address how each of
42 the following items contribute to the overall FTE. For non-instructional ranks or where tenure-
43 related or non-tenure track faculty are not primarily instructional, specific job descriptions

1 should be developed to address the particular workload of the bargaining unit faculty member.
2 Instructional faculty workloads will, in general, address the following:

- 3 (a) Course load (including courses and student credit hours, both regular offerings,
4 irregular offerings including, for example, FIGS, 1-credit courses, and independent
5 study credits). If different course types are "weighted" differently, then equivalences
6 should be specified as well (e.g., if a large class is "worth" the equivalent to 1.5
7 regular offerings)
- 8 (b) Service expectations (including internal and external service expectations, not
9 including graduate advising). Service expectations should recognize different types
10 of service commitments (e.g., "weighting" FAC, FPC, DAC, and department and
11 program management functions service as "more" than less time consuming
12 committee assignments)
- 13 (c) Research, scholarship and creative activity
- 14 (d) Professional development related to teaching, research and service
- 15 (e) Undergraduate and graduate advising
- 16 (f) Student contact and communication

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18 **Section 4.** Workload policies should also describe a fair and transparent process for accounting
19 for individual faculty needs when assigning workload. Factors to consider include, but are not
20 limited to:

- 21 a) New course preparations
- 22 b) Balance of workload components based on faculty review, promotion and tenure,
23 professional development expectations and agenda for research, scholarship and creative
24 activity
- 25 c) Administrative duties
- 26 d) Timing of activities (e.g., publication and grant deadlines, course load in given terms, and
27 promotion review dates)
- 28 e) Job description

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31 **Section 5.** An individual's particular professional responsibilities shall be assigned in
32 accordance with the departmental or unit policy with the expectation that faculty shall have the
33 opportunity over the course of the review period to meet the criteria for review. Assignments
34 shall reflect:

- 35 a) The instruction, research, and service needs of the university and its departments,
36 institutes, centers and other academic units
- 37 b) The bargaining unit member's qualifications and expertise and potential to acquire the
38 appropriate expertise
- 39 c) The bargaining unit member's evolving professional interests
- 40 d) Generally accepted practices in the field

1 **Section 6.** The Provost or designee shall be responsible for the scheduling and assignment of all
2 bargaining unit faculty members' professional responsibilities. A bargaining unit faculty member
3 shall be afforded the opportunity to meet with his or her dean, director or designee at least
4 annually, before responsibilities are assigned, to discuss the bargaining unit faculty member's
5 preferences regarding assignments for teaching, research, service and other professional
6 responsibilities as set forth in this Article and the member's anticipated resource needs.
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8 The Provost or designee may modify scheduled assignments, provided that the department or
9 unit head discusses changes with the faculty member before they are made and that changes are
10 not made for arbitrary and/or capricious reasons.
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12 Faculty members may request to adjust schedules or assignments.
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14 **Section 7.** Each bargaining unit faculty member must be fully engaged in teaching, research and
15 service work for the University to the extent of his or her appointment, and must be engaged in
16 work or reasonably available for work for the entirety of the term for which the bargaining unit
17 member is employed unless on approved leave.
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19 **Section 8.** An overload assignment is (1) an in addition to the bargaining unit faculty member's
20 assignment consistent with his or her FTE status; (2) a one time or limited assignment, made or
21 approved by the Provost or designee, that is in addition to or different from regular or usual
22 assignments for the member's classification and rank; or ~~or~~ (3) assignments unrelated to the
23 bargaining unit member's primary job responsibilities.
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25 **Section 9.** Overload appointments will be assigned an FTE percentage commensurate with
26 normal workload duties and compensated accordingly. Faculty may request that overload
27 compensation take the form of class release. No faculty member may be disciplined or
28 terminated for refusing an overload assignment.
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30 **Section 10.** Appointments for which compensation is paid, in whole or in part, with federal
31 funds may be ineligible for overload compensation.
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