

**UNIVERSITY COUNTERPROPOSAL
1-22-13**

**ARTICLE 10
ASSIGNMENT OF PROFESSIONAL RESPONSIBILITIES**

Preamble. The University and the Union recognize that, given the diverse nature of the work performed by bargaining unit 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 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.

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

- a) Course assignment and teaching
- b) Research, scholarship and creative activity
- c) Professional development related to teaching, research and service
- d) Undergraduate and graduate advising
- e) Student contact and communication

Section 4. Assignment of duties should involve the following considerations:

- a) New course preparations

- b) Balance of workload components based on faculty review, promotion and tenure, professional development expectations and agenda for research, scholarship and creative activity
- c) Administrative duties

Section 5. Duties, responsibilities and expectations should reflect

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

Section 6. The Provost or designee shall be responsible for the scheduling and assignment of all bargaining unit members. Each dean, institute director or designee shall adopt a policy concerning the assignment of professional responsibilities in his or her unit, taking into consideration the specific needs and goals of the unit related to the teaching, scholarship, creative activity, research and service. The dean, institute director or designee shall confer with the faculty in the unit on the contents of the policy. A bargaining unit member shall be afforded the opportunity to meet with his or her dean, director or designee at least annually, before responsibilities are assigned, to discuss the bargaining unit member's preferences regarding assignments for teaching, research, service and other professional responsibilities as set forth in this Article and the member's anticipated resource needs.

Section 7. Each bargaining unit member must be fully engaged in teaching, research and service work for the University to the extent of his or her appointment, and must be engaged in work or available for work for the entirety of the term for which the bargaining unit member is employed unless on approved leave.

Section 8. An overload assignment is (1) an assignment resulting from circumstances that the Provost or designee determines requires assigning duties to a bargaining unit member that are in addition to or different from the regular assignments for the member's classification, rank and FTE status; (2) a one time or limited assignment, made or approved by the Provost or designee, that is in addition to or different from regular or usual assignments for the member's classification and rank; or (3) assignments unrelated to the bargaining unit member's primary job responsibilities. Overload assignments do not include committee work or the teaching of additional or larger sections unless the Provost or designee determines that such assignments meet the criteria for an overload assignment described in this section.

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

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