

UNIVERSITY COUNTERPROPOSAL  
7-26-13 DRAFT

ARTICLE 10  
ASSIGNMENT~~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 bargaining unit 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 with regard to investigations, audits and legal proceedings~~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 faculty in each department or unit will begin the process of developing a written policy for the assignment of professional responsibilities, by first considering any input provided by the department or unit head, dean, vice president, Provost, or designee. The faculty will submit their recommended policy to the appropriate dean, vice president, or designee for review. The dean, vice president, or designee will document and discuss any revisions he or she makes to the policy with the faculty before submitting his or her recommended policy to the Provost or designee. The Provost or designee will have final authority to establish the policy for each department or unit. If the Provost or designee materially alters the faculty-recommended policy, he or she will provide a written explanation for the change(s) to the faculty in the department or unit. The department or unit head, dean, vice president, Provost, or designee may initiate changes to established policies by informing the appropriate faculty of the change being considered, thereby initiating the process described in this Section.

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

- a) —Course assignment and teaching

1 The workload policy shall define a 1.0 FTE workload for all academic instructional  
2 classifications and ranks (including tenure-related ranks, Career instructors and lecturers, and  
3 Adjunct instructors and lecturers) employed by the department or program and shall address how  
4 each of the following items contribute to the overall FTE. For non-instructional ranks or where  
5 tenure-related or non-tenure track faculty are not primarily instructional, specific job descriptions  
6 should be developed to address the particular workload of the bargaining unit faculty member.  
7 Instructional faculty workloads will, in general, address the following: [Ad1]

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

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23 **Section 4.** Assignment of duties should involve the following considerations:  
24 Workload policies should also describe a fair and transparent process for accounting for  
25 individual faculty needs when assigning workload. Factors to consider include, but are not  
26 limited to:

- 27
- 28 a) New course preparations
- 29 b) Balance of workload components based on faculty review, promotion and tenure,
- 30 professional development expectations and agenda for research, scholarship and creative
- 31 activity
- 32 c) Administrative duties
- 33 d) Timing of activities (e.g., publication and grant deadlines, course load in given terms, and  
34 promotion review dates)
- 35 e) Job description

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37 **Section 5.** Duties, responsibilities and expectations should reflect  
38 An individual's particular workload professional responsibilities shall be assigned in accordance  
39 with the departmental or unit workload policy and with the expectation that the faculty member  
40 will have the opportunity to meet the criteria for all reviews, including promotion and tenure.  
41 Assignments shall reflect:  
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- a) The instruction, research, and service needs of the uUniversity 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 faculty members' professional responsibilities. ~~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 bargaining unit faculty in the unit on the contents of the policy. A bargaining unit faculty 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 faculty 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.

The Provost or designee may modify scheduled assignments, provided that the department or unit head discusses changes with the faculty member before they are made and changes are not made for arbitrary or capricious reasons.

Faculty members may request to adjust workload schedules or assignments.

Stipends or academic support resources associated with work assignments must be awarded in accordance with a clearly stated policy that does not violate the university valued principles of transparency, fairness, equality, and participation.

**Section 7.** Each bargaining unit faculty 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 reasonably 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~~ in addition to the bargaining unit faculty member's assignment consistent with his or her FTE status beyond that specified in the workload policy; (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; ~~or (4) teaching classes above the number defined in the unit's workload expectation for a 1.0 FTE.~~

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

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

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11 ~~Section 10. Overload appointments will be assigned an FTE percentage commensurate with~~  
12 ~~normal workload duties and compensated accordingly. Faculty may request that overload~~  
13 ~~compensation take the form of class release. No faculty member may be disciplined or~~  
14 ~~terminated for refusing an overload assignment.~~

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

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