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Proposal: UNV0002  
Date: February 27, 2020

## **ARTICLE 7: ASSIGNMENT OF DUTIES**

**Section 1.** The University recognizes the importance of teaching/librarianship, scholarship, and service to the success of the institution. As provided in Article 10 (Responsibilities of Members & Disciplinary Procedures), faculty members shall be available for assignment of professional duties for the entire period of their appointment. Professional duties are recognized to include teaching, scholarship and service.

The University recognizes that it shares with its faculty the responsibility for appropriate accounting of time and effort, as well as, for the development and improvement of faculty performance. Accordingly, the University and faculty agree that Sections 2 through 7 below describe aspects of a faculty member's professional responsibilities and performance in these areas that shall be taken into account in all personnel actions.

**Section 2.** The University retains the right to assign faculty work load based on the needs of the student and the goals of the Department, Division, College and University. Professional duties shall be assigned by the Division Chair or appropriate administrative officers in accordance with the needs of the division and the strengths of the faculty member. The University will endeavor to ensure that assignments are made only after consultation with the faculty member. Normally, the University will provide at least two (2) weeks' notice prior to the start of an academic term of changes to teaching assignments.

**Section 3.** Because of the varied nature of the work and interests of the faculty members, no attempt is made to assign a number of working hours to the duties of scholarship and service.

**Section 4. Tenured/Tenure Track Faculty Workload.** The University recognizes the importance of teaching/librarianship, scholarship and service to the success of the institution. Each division will attempt to maintain a fair and equitable distribution of faculty workload.

### **A. Instruction:**

1. **Teaching Load:** Full teaching assignments shall normally include 12 course credit hours of scheduled teaching per academic quarter. A reassignment of duty, for the equivalent of 3 or 4 credit course, shall be provided during one term of the first academic year to all newly hired tenure track faculty to further their teaching, scholarship and service and to encourage faculty retention. Wherever possible the University will endeavor to arrange teaching schedules that avoid excessive numbers of preparations and recognize evening and/or off-campus assignments. Class sizes will be established and monitored by the appropriate academic dean in consultation with division chairs and affected faculty each term.

The following equivalencies will be used in determining teaching assignments:

- a. For laboratory hours in the Division of Natural Sciences and Mathematics for non tenure track or tenured/tenure track faculty:
    - Each lab hour will count the same as each hour of assigned classroom instruction.
  - b. For the supervision of student teachers by tenured/tenure track faculty in the Division of Teacher Education: .056 FTE/student (1:18).
2. **Reductions in Teaching Load:**
    - a. **Graduate Courses:** Tenure track faculty assigned to teach two or more courses totaling six credit hours or more of 600 courses (excluding graduate thesis credit) in

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48 an academic term (excluding summer 600) will be assigned a maximum teaching load  
49 of 9 credit hours for the terms(s) in which six or more credit hours of 600 courses  
50 are taught.

- 51 b. **Scholarship:** The University also recognizes the need to support faculty scholarship  
52 activities and may substitute scholarship duties for a portion of a full-time annual or  
53 full-time quarterly faculty teaching assignment. Such scholarship substitutions will be  
54 made by the University to individual faculty assignments for the purposes of  
55 strengthening selected academic programs or Faculty Development. This  
56 substitution shall be granted to individuals only. Annually, the University shall offer  
57 18 separate reassignments of duty (each the equivalent of a 3-4 unit course) for  
58 engagement in scholarship, only. Faculty will apply to the Faculty Development  
59 Committee detailing the scholarly activity and expected progress to arise from the  
60 requested reassignment time. Faculty will also provide copies of their applications to  
61 the chair of their academic division and the dean of their college. A report on the  
62 outcome(s) of work performed during the release is to be submitted within three  
63 months of the affected term of release, copies of which will be available to the  
64 faculty development committee, Dean, and Provost's office. No future awards will  
65 be given in this category until the report is submitted. No departments shall be  
66 granted a department wide reduction in load. Division chairs will assign appropriate  
67 teaching and scholarship activity assignments when they submit the Schedule of  
68 Classes to the College Dean for approval.
- 69 c. **Union Executive Council:** The President of WOUFT shall, at the union's  
70 discretion, receive up to 12 credits of reassignment of duties per year to be taken  
71 during the Fall, Winter, or Spring terms, in consultation with the appropriate division  
72 chair, dean and Provost. Release from more than a single course for Presidential  
73 duties shall not be taken in any single academic term without prior administrative  
74 approval. The Treasurer of WOUFT shall, at the union's discretion, receive up to  
75 one reassignment of duty (the equivalent of a 3 - 4 unit course) per year to be taken  
76 during the Fall term. No later than June 30<sup>th</sup> of each year, WOUFT will reimburse  
77 the university for the President's and the Treasurer's actual salary and incremental  
78 OPE for any credits or courses from which those officers are released.
- 79 d. **Technologically Innovative Course or Curriculum Preparation:** The Faculty  
80 Development Committee will recommend up to five course reassignments each  
81 academic year to faculty members for the purpose of creating or revising one or  
82 more technologically innovative courses or developing new curricular pathways or  
83 programs. These course reassignments cannot be used for any other purposes and  
84 are considered to be exclusive from the eighteen course reassignments for  
85 scholarship provided for above in subsection b. Final awarding of reassignments,  
86 from among the requests recommended by the Faculty Development Committee,  
87 will be determined by the Provost. Nothing in this section shall preclude the Provost  
88 from granting course reassignments for technologically innovative course or  
89 curriculum preparation outside of the process described above.
- 90 e. Faculty members designated as a program coordinator or department head may  
91 receive annual course reassignment appropriate to the workload of the position.

92 **3. Overload:**

- 93 a. The University recognizes that to meet its obligations to students, it may sometimes  
94 request faculty members to teach a course load in excess of the 36 credit hour

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95 teaching load during the academic year. However, to assure that these teaching  
96 overloads do not impinge upon or serve as a detriment to the regular duties of the  
97 faculty members, teaching overloads will be of a non-recurring nature and generally  
98 will not exceed the equivalent of one (1) four (4) credit course per academic year.  
99 Prior approval for overload teaching must be granted by both the Division Chair, the  
100 College Dean, and the Provost.

- 101 b. Faculty members who have been given assigned time for administrative activities  
102 may not receive overload for teaching without prior approval by the College Dean  
103 and Provost.

104 **4. Off Campus Instruction:**

105 Faculty teaching in-load courses in any off-campus program requiring three or more hours  
106 of roundtrip driving time per class session will teach 9 course credit hours during the quarter  
107 in which the off-campus in-load course is taught. The faculty member will also be  
108 reimbursed for food and lodging at the prevailing travel per diem rates, as applicable, but not  
109 less than those rates in effect at the time of agreement.

110 **5. Student Consultation Hours:**

111 Full-time teaching faculty shall establish and maintain a minimum of five (5) scheduled  
112 student consultation hours per week, which must include at least one (1) hour of on-campus  
113 student consultation. Those members with less than full-time appointments shall establish  
114 minimum consultation hours in ratio to their part-time appointment. Those faculty members  
115 with reassignments of duty shall establish minimum consultation hours in ratio to the  
116 number of credits they teach during the term in which the reassignment of duty is taken to  
117 the number of credits in a full-time teaching load.  
118

119  
120 Before the end of the first week of classes of each term, the faculty member shall provide  
121 the division administrative assistant a schedule of their consultation hours and copies of all  
122 course syllabi for inclusion in the division and college files. The current office schedule is to  
123 be posted outside the faculty member's office for student viewing.

124 **6. Academic Advising:**

125 Recognizing the importance of student advising and its place among the principal  
126 responsibilities of all faculty members, the Chair of each Division will assign advisees on an  
127 equitable basis to all tenured and tenure-track members of the division and to non-tenure  
128 track members as specified in their individual contracts.

129 **7. Individually Designed Courses:**

130 The University recognizes the value of individually designed courses including Independent  
131 Study, Specialized Individual Study, Thesis, Capstones, Senior Projects, Professional  
132 Projects, and Directed Studies taught by arrangement.

133  
134 Individually designed courses are subject to approval by the Division Chair and College  
135 Dean.

136  
137 Student credit hours generated from individually designed courses taught outside the tenured  
138 or tenure-track faculty member's regular teaching load during any academic term are eligible  
139 for credit banking for end of academic year compensation adjustment subject to the  
140 following conditions\*:

- 141 A. To be eligible for credit banking, faculty must have taught an annual average of 36

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- 142 credits over the course of the current academic year and previous academic year or  
143 taught the required hours due to a dean approved reassignment over the same  
144 period. Faculty teaching a graduate teaching load and LMS faculty are also eligible.  
145 B. In the event that a faculty member has not taught an annual average of 36 credits  
146 over the course of the current academic year and previous academic year, the  
147 faculty member's credit load in each of those years will be considered individually  
148 by academic year. In those academic years where the faculty member taught 36  
149 credits over the course of a single academic year or meet the required hours due to  
150 a dean approved reassignment, that faculty member will be eligible for credit  
151 banking under this section. In those academic years where the faculty member did  
152 not teach 36 credits over the course of the single academic year or meet the  
153 required hours due to a dean approved reassignment, that faculty member will not  
154 be eligible for credit banking under this section.  
155 C. For eligible faculty, credits and compensation will be defined as follows:  
156 1. Individually-designed courses that are eligible for compensation adjustment  
157 must be pre-authorized for such eligibility by the appropriate division chair  
158 and dean.  
159 2. 12 SCH = 1 counted credit.  
160 3. Individually designed courses of 4 credits or higher are capped at 4 SCH;  
161 special circumstances may be appealed to the dean.  
162 4. Directed Study courses will be counted at the student credit hours (SCH) of  
163 the regularly-offered course; e.g., a 4-unit course = 4 counted credits.  
164 5. Graduate exit requirements, such as Comprehensive Exams, Thesis Projects,  
165 Action Research Projects, Professional Projects, CD/Recital Performances,  
166 and Portfolios Taught, or Graduate Student Supervision by graduate faculty  
167 while on a 9-hour per term load are excluded. However, individually designed  
168 courses taught by these faculty beyond their 9-hour loads are counted.  
169 6. Compensation adjustment calculated as:  $(SCH \text{ credit total} \div 12) \div (45 \text{ unit}$   
170  $\text{annual work load}) \times (\text{averaged annual salary rate over the previous two}$   
171  $\text{academic years or the annual salary rate during the academic year in which 36}$   
172  $\text{credits is reached}) = \text{compensation settle-up.}$   
173 7. For tenure-track faculty, settle-up for out-of-load teaching (as described above  
174 in subsections C.1. – C.6.) will take place every two years and is calculated by  
175 May 1st for the current academic year and previous academic year.  
176 Compensation will be issued in the June paycheck.  
177 8. Credits bearing RP, I, W, and A-F grades will be applied in accounting for  
178 banked credits. No individually designed course will be counted twice toward  
179 credit banking.  
180 D. Once a faculty member has been compensated for banked credits according to Section  
181 7A-C above, the faculty member will no longer retain those banked credits for purposes  
182 of compensation.  
183  
184 \* See Appendix J for Honors Senior Project/ Thesis Credit Banking  
185  
186 E. The Division Chair will provide faculty with a report of banked credits on an  
187 annual basis.  
188

**Commented [CC1]:** Added to provide cut offs for use of banked credits.

**Commented [CC2]:** Removed in its entirety. Do not think it continues to have use beyond July 1, 2020.

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189 Types of individually-designed courses are defined as follows: Independent  
190 Study/Specialized Individual Study/Internship is a course proposed and developed by  
191 the student in consultation with a faculty member from the department, the content of  
192 which is not available in regularly scheduled institutional offerings.

193  
194 Thesis is a research experience designed, conducted and written by an individual  
195 student under the guidance of a faculty advisor with an evaluation of the completed  
196 thesis by a faculty second reader. The thesis provides the student opportunities for  
197 advanced scholarly engagement and results in a formal written document for review  
198 and oral presentation of the research.

199  
200 Capstones or Senior Projects involve one or more students during their senior year in  
201 the design, conduct and writing of a project that requires integration and application of  
202 knowledge to an issue, question or problem. These courses are supervised by a faculty  
203 advisor with an evaluation of the completed product by a faculty member second  
204 reader.

205  
206 Directed Study Taught by Arrangement is a section of a “regular” course that a faculty  
207 member agrees to provide for an individual student to accommodate circumstances  
208 that prevent the student from enrolling in a “regularly” scheduled section of the course.

209  
210 Professional Projects are creative works that include a professional paper accompanied  
211 by the final product which is designed, created and implemented by an individual  
212 student. Examples of professional projects include curriculum design for a particular  
213 discipline, training programs, documentary video, computer programs for a particular  
214 application, and action research. The professional project is developed under the  
215 guidance of a tenure/tenure track faculty member with support from a committee. The  
216 professional project provides the student opportunities for advanced scholarly  
217 engagement and results in a formal written document for review and oral presentation  
218 of the project including the final product.

#### 219 **B. Scholarship**

220 The institution recognizes the value of continuous involvement in scholarly activity to effective  
221 instruction in the faculty member’s discipline. Each faculty member shall engage in scholarship  
222 activity consistent with the evaluation criteria in Article 8.

#### 223 **C. Service**

224 Because service activities within the institution and in the community outside the institution benefit  
225 the individual faculty member, the institution and the community, each faculty member will  
226 participate in service activities consistent with the evaluation criteria in Article 8.

227  
228  
229 **Section 5.** Assignment of professional duties of librarians shall be in keeping with the needs of the  
230 organizational unit. Such assignments may include assignment to committees with time allotted within the  
231 normal work week for participation in such activities.

232  
233 **Section 6. Training and compliance with University policies.** Annually, the University offers certain  
234 programs and resources to ensure compliance with policies and procedures relating to the legal environment  
235 of higher education. It is expected that faculty members will update their knowledge to comply with

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236 University policies.

237

238 **Section 7. Final Examinations.** Faculty will schedule final examinations for courses during the final exam  
239 week; exceptions to be approved by the Division Chair and Dean. An examination is considered to be final  
240 if it counts for a greater percentage of the total course grade than any other scheduled examination or  
241 project or is the sole exam issued in a class. Faculty members may hold examinations during the last week of  
242 instruction if such examinations count for no greater percentage of the total course grade than any other  
243 scheduled examination or project. Faculty members who do not hold final examinations shall use the times  
244 scheduled for such examinations for activities that are reasonably related to pedagogical purposes in the  
245 affected course.