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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 30th of each year, WOUFT will shall~~
77 ~~reimburse the university for the President's and the Treasurer's actual salary and~~
78 ~~incremental OPE for replacement faculty to teach for any credits or courses~~
79 ~~from which those WOUFT officers are released.~~

80 d. **Technologically Innovative Course or Curriculum Preparation:** The Faculty
81 Development Committee will recommend up to five course reassignments each
82 academic year to faculty members for the purpose of creating or revising one or
83 more technologically innovative courses or developing new curricular pathways or
84 programs. These course reassignments cannot be used for any other purposes and
85 are considered to be exclusive from the eighteen course reassignments for
86 scholarship provided for above in subsection b. Final awarding of reassignments,
87 from among the requests recommended by the Faculty Development Committee,
88 will be determined by the Provost. Nothing in this section shall preclude the Provost
89 from granting course reassignments for technologically innovative course or
90 curriculum preparation outside of the process described above.

91 e. Faculty members designated as a program coordinator or department head may
92 receive annual course reassignment appropriate to the workload of the position.

93 3. Overload:

94 a. The University recognizes that to meet its obligations to students, it may sometimes

Commented [CC1]: Direct replacement of what the University is foregoing. Also is worded consistently with HB2016.

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request faculty members to teach a course load in excess of the 36 credit hour teaching load during the academic year. However, to assure that these teaching overloads do not impinge upon or serve as a detriment to the regular duties of the faculty members, teaching overloads will be of a non-recurring nature and generally will not exceed the equivalent of one (1) four (4) credit course per academic year. Prior approval for overload teaching must be granted by both the Division Chair, the ~~and the College Dean, and the Provost.~~

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

Commented [CC2]: Addition for clarity.

Commented [CC3]: Added the Provost.

4. Off Campus Instruction:

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

Commented [CC4]: Added for clarity.

5. Student Consultation Hours:

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

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

6. Academic Advising:

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

7. Individually Designed Courses:

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

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

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

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

181 D. Once a faculty member has been compensated for banked credits according to Section
182 7A-C above, the faculty member will no longer retain those banked credits for purposes
183 of compensation.

184 E. Faculty who do not have sufficient credits accrued at the end of the 2016-2017
185 academic year to request a course reassignment will be provided with a one-time
186 cash-out of a maximum of 20 accrued credits. Faculty who have more credits than
187 necessary for a 3 or 4 credit course reassignment will be permitted to use the
188 appropriate amount of credits for a single reassignment at any time within the

Commented [CC5]: Added to provide cut offs for use of banked credits.

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~~2017-2018, 2018-2019, or 2019-2020 academic years and be provided with a one-time cash-out of a maximum of 20 accrued credits at the end of the 2016-2017 academic year. Faculty decisions to cash-out will be made no later than October 2nd, 2017. Compensation for any cash-outs will be determined by applying the special summer compensation rate: (annual avg. UG resident tuition rate) x (.67) x (number of counted credits).~~

Commented [CC6]: Removed in its entirety. Do not think it continues to have use beyond July 1, 2020.

* See Appendix J for Honors Senior Project/ Thesis Credit Banking

~~F.E.~~ The Division Chair will provide faculty with a report of banked credits on an annual basis.

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

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

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

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

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

B. Scholarship

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

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236 **C. Service**

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

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

243 ~~**Section 6. Part Time Faculty – non tenure track.** The University reserves the right to employ non tenure
244 track (part time) faculty on the basis that 1.00 FTE equals fifteen (15) course credit hours (or equivalents).~~

245 ~~**A.** The University shall extend multiple term contracts appointments to non tenure track faculty who
246 meet the following criteria:~~

- 247 ~~1. Have taught a minimum of .50 FTE at the University for each of three terms—in the
248 academic year immediately prior to the contract year under consideration;~~
- 249 ~~2. The Division Chair and College Dean have an expectation that the non tenure track faculty
250 member will be needed to teach at least .50 FTE for the upcoming contract year. Such
251 expectation may be evidenced by the inclusion of the non tenure track faculty member's
252 name in the final approved schedule of classes submitted by the Division Chair, approved by
253 the College Dean and accepted by the Provost.~~

254 ~~**B.** Notification of multiple term contracts shall be made to the non tenure track faculty member as
255 soon as possible after a vacancy or need has been identified.~~

256 ~~**C.** A multiple term contract, which has been accepted by a non tenure track faculty member, may be
257 altered if:~~

- 258 ~~1. Low enrollments, fiscal shortfalls, or changes in course offerings cause the Division Chair or
259 Dean to determine that the non tenure track faculty member will be needed for less FTE
260 than included in the multiple term contract or~~
- 261 ~~2. Evaluation of the non tenure track faculty member's performance, in accordance with
262 Article 8: Evaluation, is found to be unsatisfactory or~~
- 263 ~~3. The Division Chair or Dean recommends increasing the contract FTE to reflect additional
264 course assignments, as agreed to by the non tenure track faculty member.~~

265 **Section 67. Training and compliance with University policies.** Annually, the University offers certain
266 programs and resources to ensure compliance with policies and procedures relating to the legal environment
267 of higher education. It is expected that faculty members will update their knowledge to comply with
268 University policies.

269 **Section 78. Final Examinations.** Faculty will schedule final examinations for courses during the final
270 exam week; exceptions to be approved by the Division Chair and Dean. An examination is considered to be
271 final if it counts for a greater percentage of the total course grade than any other scheduled examination or
272 project or is the sole exam issued in a class. Faculty members may hold examinations during the last week of
273 instruction if such examinations count for no greater percentage of the total course grade than any other
274 scheduled examination or project. Faculty members who do not hold final examinations shall use the times
275 scheduled for such examinations for activities that are reasonably related to pedagogical purposes in the
276 affected course.

Commented [CC7]: Struck because it was placed in Article 11.