

This proposal has been prepared for purposes of collective bargaining only and does not represent the final form of the Article. The University reserves the right to amend or withdraw this proposal as bargaining requires.

Date: June 15, 2020

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ARTICLE 7: ASSIGNMENT OF DUTIES

Bright Green = WOU Turquoise = WOUFT

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 workload 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 Beginning July 1, 2021, a course reassignment during one term of each of the first three academic years will be provided to all newly hired tenure track faculty to further their teaching, scholarship and service and to encourage faculty retention 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.

Commented [CC1]: Rejected. WOU believes present release is sufficient. There are other releases available for specific projects.

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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 Education and Leadership: .056 FTE/student (1:18).
- c. For the supervision of student teachers by non-tenure-track faculty in the Division of Education and Leadership: .045 FTE/student (1:22).

Commented [CC2]: Rejected. Language reflects working practice. Codification in the CBA is undesirable.

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 400/500 and/or 600 courses (excluding graduate thesis credit) in an academic term (excluding summer 600) will be assigned a maximum teaching load of 8 or 9 credit hours for the term(s) in which six or more credit hours of 400/500 and/or 600 courses are taught. To qualify for a 8-or-9-credit-hour graduate teaching load, the 400/500 course must comprise at least 25% graduate student enrollment. The provision to have 400/500 courses included in a graduate teaching load begins July 1, 2021.

Commented [CC3]: Rejected.

b. Scholarship: The University also recognizes the need to support faculty scholarship activities and may substitute scholarship duties for a portion of a full-time annual or full-time quarterly faculty teaching assignment. Such scholarship substitutions will be made by the University to individual faculty assignments for the purposes of strengthening selected academic programs or Faculty Development. This substitution shall be granted to individuals only. Annually, the University shall offer 18 separate reassignments of duty (each the equivalent of a 3-4 unit course) for engagement in scholarship, only. Faculty will apply to the Faculty Development Committee detailing the scholarly activity and expected progress to arise from the requested reassignment time. Faculty will also provide copies of their applications to the chair of their academic division and the dean of their college. A report on the outcome(s) of work performed during the release is to be submitted within three months of the affected term of release, copies of which will be available to the faculty development committee, Dean, and Provost's office. No future awards will be given in this category until the report is submitted. No departments shall be granted a department wide reduction in load. Division chairs will assign appropriate teaching and scholarship activity assignments when they submit the Schedule of Classes to the College Dean for approval.

c. Union Executive Council: The President of WOUFT shall, at the union's discretion, receive up to 12 credits ~~release~~ of duties per year to be taken during the Fall, Winter, or Spring terms, in consultation with the appropriate division chair, dean and Provost. Release from more than a single course for Presidential duties shall not be taken in any single academic term without prior administrative approval. The Treasurer of WOUFT shall, at the union's discretion, receive up to one ~~release from~~ duty (the equivalent of a 3 - 4 unit course) per year. In order to minimize impact to programs, WOUFT Treasurer reassignment may be taken during any academic term ~~of the academic year. to be taken during the Fall term. No~~ later than June 30th of each year, WOUFT ~~will~~ reimburse the university for the ~~President's~~

Commented [CC4]: Language from WOU's 2.27.20 proposal re-proposed.

Deleted: of reassignment

Deleted: assignment of

Commented [CC5]: Agreed with WOU edit.

Commented [CC6]: Agreed.

Deleted: shall

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92 and the Treasurer's actual salary and incremental OPE for any credits or courses from which
93 those WOUFT officers are reassigned-released.
94

Deleted: for replacement faculty to teach

Commented [CC7]: Rejected.

95 **d. Technologically Innovative Course or Curriculum Preparation:** The Faculty
96 Development Committee will recommend up to five course reassignments each academic
97 year to faculty members for the purpose of creating or revising one or more technologically
98 innovative courses or developing new curricular pathways or programs. These course
99 reassignments cannot be used for any other purposes and are considered to be exclusive
100 from the eighteen course reassignments for scholarship provided for above in subsection b.
101 Final awarding of reassignments, from among the requests recommended by the Faculty
102 Development 11 Committee, will be determined by the Provost. Nothing in this section shall
103 preclude the Provost from granting course reassignments for technologically innovative
104 course or curriculum preparation outside of the process described above.
105

106 **e. Assessment Related Activities:** Beginning July 1, 2021, the University shall provide
107 additional reassigned time and/or financial compensation to faculty for their participation in
108 assessment related activities. Any faculty member serving as chair of a university wide or
109 college wide assessment related committee shall receive one 3-4 unit course reassignment.
110 All faculty members, including the chair, who serve as members of such assessment
111 committees shall be compensated at a rate of \$50 for each meeting, for up to two hours.
112 Beyond two hours, compensation will be prorated in quarter-hour increments at \$25 per
113 hour.

Commented [CC8]: Rejected. WOU believes this work is service within the obligations of the present CBA and faculty expectation.

114
115 Division chairs may assign activities related to assessment of learning outcomes to program
116 coordinators or department heads although the division chairs are responsible for
117 completion of assessment activities. Each department or program will receive one 3-4 credit
118 course reassignment per year to be allotted by the unit to complete assessment activities.

Commented [CC9]: Rejected. WOU believes this is the role of the program heads/coordinators.

121 **f.** Faculty members designated as a program coordinator or department head may will receive
122 annual course reassignment appropriate to the administrative workload of the position. The
123 proportion of administrative FTE and instructional FTE that contributes to the 36
124 instructional load calculation is arrived at through mutual agreement between the faculty
125 member, the division chair, and the dean, and it can vary from position to position based on
126 workload. The proportion of administrative FTE and instructional FTE allocated to the
127 position will be reviewed annually and may vary over time based on the workload of the
128 faculty member and needs of the institution for non-clerical administrative oversight.

Commented [CC10]: Rejected.

130 **3. Overload:**

131 a. The University recognizes that to meet its obligations to students, it may sometimes
132 request faculty members to teach a course load in excess of the 36 credit hour teaching load
133 during the academic year. However, to assure that these teaching overloads do not impinge
134 upon or serve as a detriment to the regular duties of the faculty members, teaching overloads

Commented [CC11]: Agreed.

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136 will be of a nonrecurring nature and generally will not exceed the equivalent of one (1) four
137 (4) credit course per academic year. Prior approval for overload teaching must be granted by
138 both the Division Chair, and the College Dean, and the Provost.

Commented [CC12]: Agreed.

139
140 b. Faculty members who have been given assigned time for administrative activities may not
141 receive overload for teaching without prior approval by the College Dean and Provost.
142

143 4. Off Campus Instruction:

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

149
150 Faculty teaching in-load courses in any off-campus program requiring three or more hours of
151 round-trip driving time per class session will teach 9 course credit hours during the quarter in
152 which the off-campus in-load course is taught. Reimbursements for travel (lodging, food and
153 auto mileage) related to in-load, off-campus instruction will be provided in accordance with
154 WOU's travel policy. WOU's travel policy will be operated in accordance with accountable plan
155 rules under IRC §§ 62 and 274 along with associated U.S. Department of Treasury regulations
156 and guidance. WOU's travel policy will not permit any travel reimbursement that exceeds
157 applicable accountable plan per diem limits for exclusion from an employee's taxable
158 compensation.

Commented [CC13]: WOU Proposal – 6/15/20

159 160 161 5. Student Consultation Hours:

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

169
170 Before the end of the first week of classes of each term, the faculty member shall provide the
171 division administrative assistant a schedule of their consultation hours and copies of all course
172 syllabi for inclusion in the division and college files. The current office schedule is to be
173 posted outside the faculty member's office for student viewing. 12
174

175 6. Academic Advising:

176 Recognizing the importance of student advising and its place among the
177 principal responsibilities of all faculty members, the Chair of each Division

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178 ~~will assign advisees on an equitable basis to all tenured and tenure-track~~
179 ~~members of the division and to non-tenure track members as specified in their~~
180 ~~individual contracts.~~

Commented [CC14]: Agreed.

181
182 **6. Individually Designed Courses:** The University recognizes the value of individually
183 designed courses including Independent Study, Specialized Individual Study, Thesis, Capstones,
184 Senior Projects, Professional Projects, and Directed Studies taught by arrangement.

185
186 Individually designed courses are subject to approval by the Division Chair and College Dean.

187
188 Student credit hours generated from individually designed courses taught outside the tenured or
189 tenure-track faculty member's regular teaching load during any academic term are eligible for
190 credit banking for end of academic year compensation adjustment subject to the following
191 conditions*:

- 192 A. To be eligible for credit banking, faculty must have taught an annual average of 36 credits
193 over the course of the current academic year and previous academic year or taught the
194 required hours due to a dean approved reassignment over the same period. Faculty
195 teaching a graduate teaching load and LMS faculty are also eligible.
- 196 B. In the event that a faculty member has not taught an annual average of 36 credits over the
197 course of the current academic year and previous academic year, the faculty member's
198 credit load in each of those years will be considered individually by academic year. In
199 those academic years where the faculty member taught 36 credits over the course of a
200 single academic year or meet the required hours due to a dean approved reassignment, that
201 faculty member will be eligible for credit banking under this section. In those academic
202 years where the faculty member did not teach 36 credits over the course of the single
203 academic year or meet the required hours due to a dean approved reassignment, that
204 faculty member will not be eligible for credit banking under this section.
- 205 C. For eligible faculty, credits and compensation will be defined as follows:
- 206
- 207 1. Individually-designed courses that are eligible for compensation adjustment must be
208 pre-authorized for such eligibility by the appropriate division chair and dean.
 - 209
 - 210 2. 12 SCH = 1 counted credit.
 - 211
 - 212 3. Individually designed courses of 4 credits or higher are capped at 4 SCH; special
213 circumstances may be appealed to the dean.
 - 214
 - 215 4. Directed Study courses will be counted at the student credit hours (SCH) of the
216 regularly-offered course; e.g., a 4-unit course = 4 counted credits.
 - 217
 - 218 5. Graduate exit requirements, such as Comprehensive Exams, Thesis Projects, Action
219 Research Projects, Professional Projects, CD/Recital Performances, and Portfolios
220 Taught, or Graduate Student Supervision by graduate faculty while on a 9-hour per term

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221 load are excluded. However, individually designed courses taught by these faculty
222 beyond their 9-hour loads are counted.
223
224 6. Compensation adjustment calculated as: (SCH credit total ÷ 12) ÷ (45 unit annual work
225 load) x (averaged annual salary rate over the previous two academic years or the annual
226 salary rate during the academic year in which 36 credits is reached) = compensation
227 settle-up.
228
229 7. For tenure-track faculty, settle-up for out-of-load teaching (as described above in
230 subsections C.1. – C.6.) will take place every two years and is calculated by May 1st for
231 the current academic year and previous academic year. Compensation will be issued in
232 the June paycheck. 8. Credits bearing RP, I, W, and A-F grades will be applied in
233 accounting for banked credits. No individually designed course will be counted twice
234 toward credit banking.
235

236 D. Once a faculty member has been compensated for banked credits according to Section 7A-
237 C above, the faculty member will no longer retain those banked credits for purpose of
238 compensation.

239 E. Faculty who do not have sufficient credits accrued at the end of the 2016-2017 academic
240 year to request a course reassignment will be provided with a one-time cash-out of a
241 maximum of 20 accrued credits. Faculty who have more credits than necessary for a 3 or 4
242 credit course reassignment will be permitted to use the appropriate amount of credits for a
243 single reassignment at any time within the 2017-2018, 2018-2019, or 2019-2020 academic
244 years and be provided with a one-time cash-out of a maximum of 20 accrued credits at the
245 end of the 2016-2017 academic year. Faculty decisions to cash out will be made no later
246 than October 2nd, 2017. Compensation for any cash-outs will be determined by applying
247 the special summer compensation rate: (annual avg. UG resident tuition rate) x (.67) x
248 (number of counted credits): _____

Commented [CC15]: Agreed.

249
250 * See Appendix J for Honors Senior Project/ Thesis Credit Banking

251
252 E. The Division Chair will provide faculty with a report of banked credits on an annual basis.
253

254 Types of individually-designed courses are defined as follows:
255 Independent Study/Specialized Individual Study/Internship is a course proposed and
256 developed by the student in consultation with a faculty member from the department,
257 the content of which is not available in regularly scheduled institutional offerings.
258

259 Thesis is a research experience designed, conducted and written by an individual
260 student under the guidance of a faculty advisor with an evaluation of the completed
261 thesis by a faculty second reader. The thesis provides the student opportunities for
262 advanced scholarly engagement and results in a formal written document for review and
263 oral presentation of the research.
264

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265 Capstones or Senior Projects involve one or more students during their senior year in the
266 design, conduct and writing of a project that requires integration and application of
267 knowledge to an issue, question or problem. These courses are supervised by a faculty
268 advisor with an evaluation of the completed product by a faculty member second reader.
269

270 Directed Study Taught by Arrangement is a section of a “regular” course that a faculty
271 member agrees to provide for an individual student to accommodate circumstances that
272 prevent the student from enrolling in a “regularly” scheduled section of the course.
273

274 Professional Projects are creative works that include a professional paper accompanied
275 by the final product which is designed, created and implemented by an individual
276 student. Examples of professional projects include curriculum design for a particular
277 discipline, training programs, documentary video, computer programs for a particular
278 application, and action research. The professional project is developed under the
279 guidance of a tenure/tenure track faculty member with support from a committee. The
280 professional project provides the student opportunities for advanced scholarly
281 engagement and results in a formal written document for review and oral presentation of
282 the project including the final product.
283

284 **B. Scholarship**

285
286 The institution recognizes the value of continuous involvement in scholarly activity to effective
287 instruction in the faculty member’s discipline. Each faculty member shall engage in scholarship
288 activity consistent with the evaluation criteria in Article 8.
289

290 **C. Service**

291
292 Service, for purposes of tenure and/or promotion, shall refer to both Institutional Service
293 (academic advising, collegiality, service, and leadership within the department, division, college,
294 and/or university institution) and Professional Service (engagement and leadership within
295 community, government, or private organizations as well as professional organizations). All
296 faculty are expected to be involved in Institutional Service consistent with the requirements set
297 forth in Article 8.]

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

301
302 **Academic Advising:** Recognizing the importance of undergraduate and graduate student
303 advising and its place among the principal responsibilities of all faculty members, the Chair
304 of each Division will assign advisees on an equitable basis to all tenured and tenure-track
305 members of the division cross-campus and to non-tenure track members as specified in their
306 individual contracts. Beginning July 1, 2021, any faculty member with more than 20
307 advisees will be paid \$20 per additional advisee per term, or, for a large overload of

Commented [CC16]: Agreed with WOU edit.

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308 ~~advisees (40 or more total advisees), a compensatory FTE reassignment can be made by~~
309 ~~mutual agreement between the faculty member and the division chair.~~

Commented [CC17]: Rejected.

310
311 **Section 5.** Assignment of professional duties of librarians shall be in keeping with the needs of
312 the organizational unit. Such assignments may include assignment to committees with time
313 allotted within the normal work week for participation in such activities.

314
315 ~~**Section 6. Part-Time Faculty – non-tenure track.** The University reserves the right to employ~~
316 ~~non-tenure track (part-time) faculty on the basis that 1.00 FTE equals fifteen (15) course credit~~
317 ~~hours (or equivalents).~~

318 ~~A. The University shall extend multiple term contracts appointments to non-tenure track~~
319 ~~faculty who meet the following criteria:~~

320 ~~1. Have taught a minimum of .50 FTE at the University for each of three terms in the~~
321 ~~academic year immediately prior to the contract year under consideration;~~

322 ~~2. The Division Chair and College Dean have an expectation that the non-tenure track~~
323 ~~faculty member will be needed to teach at least .50 FTE for the upcoming contract~~
324 ~~year. Such expectation may be evidenced by the inclusion of the non-tenure track~~
325 ~~faculty member's name in the final approved schedule of classes submitted by the~~
326 ~~Division Chair, approved by the College Dean and accepted by the Provost.~~

327
328 ~~B. Notification of multiple term contracts shall be made to the non-tenure track faculty member~~
329 ~~as soon as possible after a vacancy or need has been identified.~~

330
331 ~~C. A multiple term contract, which has been accepted by a non-tenure track faculty member,~~
332 ~~may be altered if:~~

333 ~~1. Low enrollments, fiscal shortfalls, or changes in course offerings cause the Division~~
334 ~~Chair or Dean to determine that the non-tenure track faculty member will be needed for~~
335 ~~less FTE than included in the multiple term contract or~~

336
337 ~~2. Evaluation of the non-tenure track faculty member's performance, in accordance with~~
338 ~~Article 8: Evaluation, is found to be unsatisfactory or~~

339
340 ~~3. The Division Chair or Dean recommends increasing the contract FTE to reflect~~
341 ~~additional course assignments, as agreed to by the non-tenure track faculty member.~~

342
343 **Section 6 7.** Training and compliance with University policies. Annually, the University offers
344 certain programs and resources to ensure compliance with policies and procedures relating to the
345 legal environment of higher education. It is expected that faculty members will update their
346 knowledge to comply with University policies.

347
348 **Section 7 8.** Final Examinations. Faculty will schedule final examinations for courses during the
349 final exam week; exceptions to be approved by the Division Chair and Dean. An examination is
350 considered to be final if it counts for a greater percentage of the total course grade than any other

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351 scheduled examination or project or is the sole exam issued in a class. Faculty members may
352 hold examinations during the last week of instruction if such examinations count for no greater
353 percentage of the total course grade than any other scheduled examination or project. Faculty
354 members who do not hold final examinations shall use the times scheduled for such
355 examinations for activities that are reasonably related to pedagogical purposes in the affected
356 course.