

UNITED ACADEMICS PROPOSAL (3/14/2024)

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ARTICLE 17. ASSIGNMENT OF PROFESSIONAL RESPONSIBILITIES

Preamble. The University 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 and the Union also recognize that each bargaining unit faculty member has the obligation to devote their 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;~~ and to represent the university with professionalism.

Section 1. The faculty in each department or unit will maintain unit-level professional responsibilities policies in accordance with Article 4. 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; service within the department, school, college, institute, libraries, or the University; service to external organizations or communities; and professional development activities.

Section 2. Workloads. A bargaining unit faculty member's particular workload shall be assigned in accordance with their position description and unit-level policy. Assignments shall reflect:

- a. The instruction, research, and service needs of the university and its departments, institutes, centers and other academic units;
- b. The bargaining unit faculty member's qualifications, ~~and~~ expertise, and potential to acquire the appropriate expertise;
- c. The bargaining unit faculty member's evolving professional interests;
- d. Generally accepted practices in the field; and
- e. A realistic balance of duties consistent with the criteria for review.

All bargaining unit faculty members in instructional classifications and categories at 1.0 annualized FTE shall be assigned at least 0.1 FTE for professional development. Bargaining unit

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1 faculty members teaching nine or more classes with 1.0 FTE shall have their course load reduced
2 by one course to allow FTE for professional development.

3
4 All bargaining unit faculty members in instructional classifications and categories at 1.0
5 annualized FTE shall be assigned at least 0.1 FTE for service expectations.

6
7 **Section 3. Assignments.** The Office of the Provost shall be ultimately responsible, subject to
8 delegation, for the assignment of all bargaining unit faculty members' professional
9 responsibilities.

10
11 Bargaining unit faculty members shall be afforded the opportunity to meet with their
12 department or unit head annually, before responsibilities are assigned, to discuss the bargaining
13 unit faculty member's preferences regarding assignments for teaching, research, service and
14 other professional responsibilities as set forth in this Article, and the member's anticipated
15 resource needs. At the bargaining unit faculty member's request, ~~their~~ caregiving
16 responsibilities shall be considered in the scheduling of assignments.

17
18 The department or unit head may modify scheduled assignments, provided they discuss changes
19 with the bargaining unit faculty member before they are made and that changes are not made for
20 arbitrary or capricious reasons. Bargaining unit faculty members shall be given as much notice
21 as possible about potential changes to their scheduled assignments.

22
23 Bargaining unit faculty members may request ~~to adjust~~ adjustments to schedules or assignments
24 that shall not be unreasonably denied.

25
26 **Section 4.** Each bargaining unit faculty member must be fully engaged in teaching, research,
27 and service work for the university to the extent of their appointment, and must be engaged in
28 work or reasonably available for work for the entirety of the term for which the bargaining unit
29 faculty member is employed unless on approved leave. ~~There is no expectation that a faculty~~
30 ~~member engage in work for the University outside of their appointment and a faculty member's~~
31 ~~election not to work outside of their appointment shall not be considered in assessing or~~
32 ~~reviewing their performance.~~

33
34 **Section 5. Impact of Enrollment on Tenure-Track and Tenured and Career Faculty**
35 **Assignments.** In the event of course cancellation for insufficient enrollment:

- 36
37 a. The University will work with the affected faculty member to determine if it is possible
38 to replace the course assignment with an equivalent course assignment within the same
39 academic year. The assignment of an equivalent course pursuant to the Section shall not
40 be considered an overload assignment. ~~TTF faculty will not be expected to teach more~~
41 ~~than two courses in a term and Career faculty will not be expected to teach more than~~
42 ~~three courses in a term unless the faculty member agrees.~~

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2 b. If it is not possible to replace the course assignment within the same academic year, the
3 department may provide an equivalent, alternative assignment consistent with the
4 department's workload policy. Examples of such work include but are not limited to the
5 following: advising; determining course equivalencies for transfer credit; assessment
6 projects; curriculum development; substitute teaching; recruiting for study abroad
7 programs; and course development for future years. The equivalent, alternative
8 assignment must be completed during the same term the canceled course was
9 scheduled.

10
11 c. If assignments cannot be made under (a) and (b) of this section, the bargaining unit
12 faculty member shall be assigned faculty-related work by the Dean's office.
13

14 **Section 6. Overloads.** An overload assignment is (1) an assignment that is in addition to the
15 bargaining unit faculty member's regular assignment and FTE status; (2) a one-time or limited
16 assignment, made or approved by the Office of the Provost, that is in addition to or different
17 from regular or usual assignments for the member's classification and rank; ~~or~~ (3) assignments
18 unrelated to the bargaining unit faculty member's primary job responsibilities; ~~or~~ (4) work
19 normally completed by a GE.

20
21 Overload appointments, except those with alternative compensation models, will be assigned an
22 FTE percentage commensurate with normal workload duties and compensated accordingly.
23 Bargaining unit faculty members may request that overload compensation take the form of a
24 course release when the duties are completed ~~in the same academic year as the release within~~
25 ~~one year of the release~~. No bargaining unit faculty member may be disciplined or terminated for
26 refusing an overload assignment.

27
28 Appointments for which compensation is paid, in whole or in part, with federal funds may
29 be ineligible for overload appointment or compensation.

30
31 **Section 7.** Bargaining unit faculty members will be eligible to buy out courses with
32 external grant funds or other research funds at the rate of 10% of their base salary.

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