

1           **ARTICLE 17. ASSIGNMENT OF PROFESSIONAL RESPONSIBILITIES**

2       **Preamble.** The University and the Union recognize that, given the diverse nature of the  
3 work performed by bargaining unit faculty members, the varying types of appointments, and  
4 the needs of the university, the weighting of assignments and the particulars of individual  
5 assignments will vary both between and within units. The University and the Union also  
6 recognize that each bargaining unit faculty member has the obligation to devote his or her best  
7 efforts to the university, and particularly to students; to perform all duties with professionalism  
8 and diligence and in accordance with the standards appropriate in AAU institutions; to act  
9 ethically and in compliance with the accepted professional standards; to account for all money  
10 or property received; to use money and property only for lawful purposes and in accordance  
11 with policy; to treat confidential information as confidential; to cooperate with the university  
12 with regard to investigations, audits, and legal proceedings; and to represent the university with  
13 professionalism.

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15       **Section 1.** Assignment of professional responsibilities may consist of some combination of  
16 instructional activities (including class preparation, classroom teaching, evaluation of student  
17 work, advising and mentoring, and various forms of communication with students); research,  
18 scholarship, and creative activity; and service within the department, school, college or  
19 institute, and the university, and to external organizations, and communities.

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21       **Section 2.** The faculty in each department or unit will begin the process of developing a  
22 written policy for the assignment of professional responsibilities and stipends or academic  
23 support resources, by first considering any input provided by the department or unit head,  
24 dean, vice president, Provost, or designee. The faculty will submit their recommended policy  
25 to the appropriate dean, vice president, or designee for review. The dean, vice president, or  
26 designee will document and discuss any revisions he or she makes to the policy with the  
27 faculty before submitting his or her recommended policy to the Provost or designee. The  
28 Provost or designee will have final authority to establish the policy for each department or  
29 unit. If the Provost or designee materially alters the faculty-recommended policy, he or she  
30 will provide a written explanation for the change(s) to the faculty in the department or unit.  
31 The department or unit head, dean, vice president, Provost, or designee may initiate changes  
32 to established policies by informing the appropriate faculty of the change being considered,  
33 thereby initiating the process described in this Section.

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35       **Section 3.** The workload policy shall define a 1.0 FTE workload for all academic instructional  
36 classifications and ranks employed by the department or program, and shall address how each  
37 of the following items contribute to the overall FTE. For non- instructional classifications or  
38 where tenure-related or non-tenure track faculty are not primarily instructional, specific job  
39 descriptions should be developed to address the particular workload of the bargaining unit  
40 faculty member. Instructional faculty workloads will, in general, address the following:

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42       (a)     Course load  
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1 (b) Service expectations

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3 (c) Research, scholarship and creative activity

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5 (d) Professional development related to teaching, research and service

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7 (e) Undergraduate and graduate advising

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9 (f) Student contact and communication

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11 **Section 4.** Workload policies should also describe a process for accounting for individual  
12 faculty needs when assigning workload. Factors to consider include, but are not limited to:

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14 (a) New course preparations

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16 (b) Balance of workload components based on faculty review, promotion and tenure,  
17 professional development expectations and agenda for research, scholarship and  
18 creative activity

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20 (c) Administrative duties

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22 (d) Timing of activities (e.g., publication and grant deadlines, course load in given  
23 terms, and promotion review dates)

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25 (e) Job description

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27 **Section 5.** An individual's particular professional responsibilities shall be assigned in  
28 accordance with the departmental or unit policy. Assignments shall reflect:

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30 a) The instruction, research, and service needs of the university and its departments,  
31 institutes, centers and other academic units;

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33 b) The bargaining unit member's qualifications and expertise and potential to  
34 acquire the appropriate expertise;

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36 c) The bargaining unit member's evolving professional interests;

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38 d) Generally accepted practices in the field; and

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40 e) A realistic balance of duties consistent with the criteria for review.

41 **Section 6.** The Provost or designee shall be responsible for the scheduling and assignment of  
42 all bargaining unit faculty members' professional responsibilities. A bargaining unit faculty  
43 member shall be afforded the opportunity to meet with his or her dean, director or designee at  
44 least annually, before responsibilities are assigned, to discuss the bargaining unit faculty  
member's preferences regarding assignments for teaching, research, service and other

1 professional responsibilities as set forth in this Article, and the member's anticipated resource  
2 needs.

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

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8 Faculty members may request to adjust schedules or assignments.

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10 **Section 7.** Each bargaining unit faculty member must be fully engaged in teaching, research,  
11 and service work for the university to the extent of his or her appointment, and must be  
12 engaged in work or reasonably available for work for the entirety of the term for which the  
13 bargaining unit member is employed unless on approved leave.

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15 **Section 8.** An overload assignment is (1) an assignment that is in addition to the bargaining  
16 unit faculty member's regular assignment and FTE status; (2) a one time or limited assignment,  
17 made or approved by the Provost or designee, that is in addition to or different from regular or  
18 usual assignments for the member's classification and rank; or (3) assignments unrelated to the  
19 bargaining unit member's primary job responsibilities.

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21 **Section 9.** Overload appointments will be assigned an FTE percentage commensurate with  
22 normal workload duties and compensated accordingly. Faculty may request that overload  
23 compensation take the form of class release. No bargaining unit faculty member may be  
24 disciplined or terminated for refusing an overload assignment.

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26 Section 10. Notwithstanding Section 9, the following programs rely on alternative  
27 compensation models in order to be financially viable and, therefore, any overload assignments  
28 in these programs may be compensated through a lump sum in an amount to be agreed upon by  
29 the University and the bargaining unit member:

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31 (a) IntroDucktion  
32 (b) Freshmen Seminar  
33 (c) College Scholars  
34 (d) College Advising  
35 (e) Freshman Interest Groups (FIGs)  
36 (f) General Education Renaissance  
37 (g) Rutherford Initiative  
38 (h) Oregon Executive MBA Program (OEMBA)  
39 (i) Humanities Program  
40 (j) Academic Extension  
41 (k) International Student Orientation  
42 (l) Sports Product Management Program (under review)  
43 (m) Study Abroad  
44 (n) Honors College Seminars  
45 (o) Insight Seminars

- 1            (p) Short Executive Seminars
- 2            (q) Any one-day seminars, workshops, or similar

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4            Other programs or activities may be compensated with a lump sum upon mutual agreement  
5            between the University and the Union.

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7            **Section ~~10.~~ 11.** Appointments for which compensation is paid, in whole or in part, with  
8            federal funds may be ineligible for overload compensation.

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