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 his or her 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. 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; and service
within the department, school, college or institute, and the University, and to external
organizations, and communities.

Section 2. The faculty in each department or unit will maintain a written policy for the
assignment of professional responsibilities and stipends or academic support resources,
by first considering any input provided by the department or unit head, dean, vice
president, Provost, or designee. The faculty will submit their recommended policy
changes to the appropriate dean, vice president, or designee for review. The dean, vice
president, or designee will document and discuss any revisions they make to the policy
with the faculty before submitting his or her recommended policy changes to the
Provost or designee. The Provost or designee will have final authority to establish the
policy for each department or unit. If the Provost or designee materially alters the
faculty-recommended policy changes, they will provide a written explanation for the
change(s) to the faculty in the department or unit. The department or unit head, dean,
vice president, Provost, or designee may initiate changes to established policies by
informing the appropriate faculty of the change being considered, thereby initiating the
process described in this Section.

Faculty initiated revisions will follow the process set forth in Article 4, Section 4.

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

a. Course load
b. Service expectations
c. Research, scholarship and creative activity
d. Professional development related to teaching, research and service
e. Undergraduate and graduate advising
f. Student contact and communication

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

a. New course preparations
b. Balance of workload components based on faculty review, promotion and tenure, professional development expectations and agenda for research, scholarship and creative activity
c. Administrative duties
d. Timing of activities (e.g., publication and grant deadlines, course load in given terms, and promotion review dates)
e. Job description

Section 5. An individual's particular professional responsibilities shall be assigned in accordance with the departmental or unit 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 member’s qualifications and expertise and potential to acquire the appropriate expertise;
c. The bargaining unit 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.
Section 6. The Provost or designee shall be responsible for the scheduling and assignment of all bargaining unit faculty members’ professional responsibilities. Bargaining unit faculty members shall be afforded the opportunity to meet with their dean, director or department or unit head at least annually, before responsibilities are assigned, to discuss the bargaining unit faculty member’s preferences regarding assignments for teaching, research, service and other professional responsibilities as set forth in this Article, and the member’s anticipated resource needs.

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

Faculty members may request to adjust schedules or assignments.

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

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

Section 9. Overload appointments, except those listed in Section 10, will be assigned an FTE percentage commensurate with normal workload duties and compensated accordingly. Faculty may request that overload compensation take the form of class release. No bargaining unit faculty member may be disciplined or terminated for refusing an overload assignment.

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

a. IntroDucktion
b. Freshman Seminar
c. College Scholars
d. College Advising
e. First-year Interest Groups (FIGs)
f. General Education Renaissance
g. Rutherford Initiative
h. Oregon Executive MBA Program (OEMBA)
i. Humanities Program
j. Academic Extension
k. International Student Orientation
l. Sports Product Management Program
m. Study Abroad
n. Honors College Seminars
o. Insight Seminars
p. Academic Residential Communities (ARC)
q. Short Executive Seminars
r. Any one-day seminars, workshops, or similar one-day programs

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

Section 11. Appointments for which compensation is paid, in whole or in part, with federal funds may be ineligible for overload appointment or compensation.