UNITED ACADEMICS PROPOSAL

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; and professional development activities.

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 2. The workload Departments and units shall have a Professional Responsibilities policy which shall define a 1.0 FTE workload for all academic instructional classifications and ranks categories 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

No bargaining unit faculty member can be assigned to teach more than eight 3-5 credit courses in one academic year.

Bargaining unit faculty members in the School of Journalism and Communication can be assigned to teach no more than six 3-5 credit courses in one academic year.

All bargaining unit faculty members in instructional classifications and categories must be assigned at least 0.1 FTE for service expectations.

All bargaining unit faculty members in the instructional categories must be assigned at least 0.1 FTE for professional development related to teaching, research, or service.

Section 3. Workload policies should also describe a process for accounting for individual faculty needs when assigning workload. 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 4. 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 faculty member’s qualifications and expertise and potential to acquire the appropriate expertise;

c. The bargaining unit faculty member’s evolving professional interests;

d. The bargaining unit faculty member’s family responsibilities;

e. Generally accepted practices in the field; and

f. A realistic balance of duties consistent with the criteria for review.

Section 5. The Provost or designee Each department or unit’s Professional Responsibilities policy shall designate the persons who 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, the department or unit’s designee 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 may be modified, 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. Bargaining unit faculty members shall be given as much notice as possible about potential changes to their scheduled assignments.

Faculty members may request to adjust schedules or assignments.

Section 6. 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 their 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 7. 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 8. Overload appointments, except those listed in Section 40 9, will be assigned
an FTE percentage commensurate with normal workload duties and compensated
accordingly. Bargaining unit faculty members may request that overload compensation
take the form of class course release. No bargaining unit faculty member may be
disciplined or terminated for refusing an overload assignment.

Section 9. 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 10. Appointments for which compensation is paid, in whole or in part,
with federal funds may be ineligible for overload appointment or compensation.

Section 11. Bargaining unit faculty members will be eligible to buy out courses
with external grant funds or other research funds at the rate of 10% of their base
salary. The number of course buyouts for a bargaining unit faculty member may
not exceed half of the faculty member's regular teaching load for the year, unless
approved by their dean.
Section 12. Bargaining unit faculty members who earn a full course release after their hire should work with their department or unit head to use their course release as soon as practicable. Bargaining unit faculty members may bank earned course releases or fractions of course releases for up to six years. After a course release or fraction of a course release has been banked for six years it will automatically be cashed out as a lump-sum payment. The course release cash out rate will be $5000 for a full course release. Fractional course releases will be prorated accordingly.

Faculty who are non-renewed as per Article 16 or have their contract terminated as per Article 25 will have their earned course releases automatically cashed out as a lump-sum payment.

Section 13. Bargaining unit faculty members with an annual 0.20 FTE or lower will not be required to attend unit, department, college, or university orientations and retreats.