

1 **ARTICLE 7**
2 **ASSIGNMENT OF RESPONSIBILITIES**

3 6.127.1 Policy. The University and UFF agree that the assignment of responsibilities to faculty
4 members is one of the mechanisms by which the University establishes its priorities, carries
5 out its mission, and creates opportunities to increase the quality and integrity of its academic
6 programs.


7 6.137.2 Faculty Assignment. Teaching, research, and service are integral parts of a faculty member's
8 assignment. Instructors are not assigned research.

9 The University and UFF recognize that there are legitimate differences in faculty development
10 needs within the academic and university community, in interests and areas of expertise among
11 faculty members, in conventions among academic disciplines, in academic program needs, and
12 in the needs of units employing faculty members. A prescriptive, rigid, and uniform formula
13 that inflexibly dictates annual workloads for individual faculty is not conducive to responding
14 to these differences. This Agreement is intended to provide assignment flexibility, allowing for
15 shifts in the emphasis placed on various duties throughout a faculty member's career.

16 The University and UFF recognize that it is a part of the faculty member's professional
17 responsibility to carry out a majority of their duties on campus. Examples of duties and
18 activities which occur on campus during normal business hours, and may require attendance
19 in-person, include, but are not limited to, regularly scheduled instructional activities, scheduled
20 office hours, departmental or University-wide meetings (ex. All Hands), and training sessions.
21 Attendance in campus meetings by telephone is typically not an appropriate solution to
22 executing a faculty member's duties. The University and UFF further recognize that other
23 duties may be more appropriately performed in a manner and place (i.e. off-campus location),
24 as determined by the faculty member. Regardless, a faculty member shall not choose to work
25 off campus in a manner that materially affects their ability to perform their duties, including
26 those that involve interaction with students, other faculty, and staff. The University shall make
27 a reasonable and good faith effort, consistent with other provisions of this Agreement, to
28 provide faculty members with the necessary facilities and resources for carrying out their
29 assigned duties and responsibilities.

30 Faculty members receive their assignments of duties and responsibilities, in writing, from the
31 University prior to the beginning of each new semester. Assignments generally include
32 instruction, research, and service activities; however, research and service may be assigned on
33 a more flexible basis.

For the University




Alexander Landback
Chief Negotiator

5/14/19

Date

For the UFF



Myles Kim
Chief Negotiator

May 14 2019

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1 6.147.3 Considerations in Assignments for Faculty. The University and UFF recognize that the
2 Legislature has described the minimum full academic assignment as twelve (12) contact hours
3 of instruction or equivalent research/scholarship/creative activity and service. The University
4 and UFF also recognize that professional obligations undertaken by a faculty member will
5 often be broader than that minimum. The University also recognizes that, to ensure quality of
6 instruction and provide opportunities for appropriate professional development, faculty
7 should be assigned more than twelve (12) credit hours of work in a fall or spring semester only
8 in unusual circumstances.

- 9 (a) Any assignment of responsibilities that exceeds fifteen (15) credit hours in a fall or
10 spring semester will be considered an overload.
- 11 (b) Any assignment that exceeds twelve (12) credit hours in teaching (classroom
12 instruction and teaching buyouts) for a fall or spring semester will be considered an
13 overload.
- 14 (c) When making assignments, the Chair should consider a credit hour of independent
15 research or service as roughly equivalent to three (3) to four (4) hours of work per
16 week over a fall or spring semester.
- 17 (d) Subject to the provisions of this Agreement, the University has the right to determine
18 the type of duties and responsibilities that comprise the professional obligation and to
19 determine the relative proportion of effort a faculty member may be required to
20 expend on the various components.
- 21 (e) Faculty will be provided an opportunity to express their preference for courses that
22 they would like to teach and preferred schedules for delivery that adhere to University
23 established course scheduling standards. The Chair, or in the absence of Chair, the
24 Director or Provost will consider these requests in addition to other considerations
25 such as workload assignment fairness, providing an appropriate learning environment
26 for students, upholding appropriate academic standards, and facilitating student
27 success when assigning courses and other responsibilities.
- 28 (f) The Chair shall inform the faculty member of their course and service assignments
29 and shall offer the faculty member the opportunity to discuss their overall course and
30 service assignments.

31 6.157.4 Assignment Notification

- 32 (a) Communication of Assignment to Faculty

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- 1 1. A tentative assignment of responsibilities for the fall semester shall be
2 provided no later than July 15.
- 3 2. A tentative assignment of responsibilities for the spring semester shall be
4 provided no later than November 20.
- 5 3. The faculty member shall be notified of the final assignment in writing no later
6 than two (2) weeks in advance of the starting date of each semester.
- 7 4. New faculty members shall be informed of assigned duties as soon as can be
8 done.

9 (b) Change in Assignment

- 10 1. If it should become necessary to make changes in a faculty member's
11 assignment, the person responsible for making the change shall notify the
12 faculty member as soon as practicable prior to making such changes and shall
13 specify the changes and the reason for the changes in writing.
- 14 2. The University shall make a good faith effort not to change a faculty member's
15 teaching assignment less than two (2) weeks prior to the beginning of the
16 semester.
- 17 3. If a faculty member has been assigned or reassigned a course fewer than two
18 (2) weeks prior to the beginning of the semester, such circumstances shall be
19 taken into consideration when reviewing student evaluations of the course.

20 6.167.5 Equitable Opportunity. To the extent feasible, each faculty member will be given assignments
21 that provide equitable opportunities in relation to other faculty members, to meet required
22 criteria for annual evaluations, reappointment and promotion.

23 6.177.6 Resolutions of Assignment Disputes.

24 A faculty member shall, upon written request, be granted a conference with the person
25 responsible for making the assignment to express concerns. If the conference does not resolve
26 the faculty member's concerns, the faculty member shall be granted, upon written request
27 (Submission shall not exceed a single page, double-spaced, utilizing size 12 Times New
28 Roman), and within three (3) calendar days of the conference, an opportunity to discuss those
29 concerns with the Division Director; if the faculty member is not a part of a Division, the
30 conference will be with the Provost (or designee). A final decision shall be rendered within
31 seven (7) calendar days of the Division Director or Provost (or designee) receiving the faculty
32 member's written request. The faculty member shall perform the assignment until the final
33 resolution of the matter as prescribed in this Agreement.

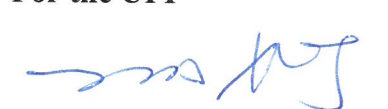
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- 1 (a) The parties recognize the following factors are critical to assignments:
2 1. Assignments are driven primarily by the program and curricular needs of the
3 students in the programs in the department. The preferences and desires of
4 faculty members are secondary to those program and curricular needs.
5 2. Not all faculty assignment requests and circumstances can be accommodated,
6 and that inability to accommodate does not in and of itself represent an
7 arbitrary and unreasonable assignment.
8 3. The time between the beginning of the first assignment and the end of the last
9 assignment in one (1) day should not exceed nine (9) hours, unless there is no
10 practicable alternative.
11 4. The time between the end of the last assignment on one (1) day and the
12 beginning of the first assignment for the next day should not be less than
13 twelve (12) hours, unless there is no practicable alternative.
14 (b) If the director or Provost denies a faculty member's request for re-assignment, the
15 University shall provide the reason in writing to the faculty member.


16 6.187.7 Overload Assignments.

- 17 (a) An overload assignment is defined in 7.3(a) and 7.3(b).
18 (b) As compensation for an overload assignment, the faculty member shall receive 4.167%
19 of the faculty member's academic year rate of pay for each credit hour of overload
20 assignment.

21 6.197.8 Summer Appointments and Assignments.

- 22 (a) Summer appointments are separate and distinct from the nine (9)-month academic
23 year appointment and do not affect the faculty member's term of appointment.
24 (b) Summer assignments shall be offered based on student needs to qualified faculty
25 members by the individual named in section 7.3(e) or (f). The summer course schedule
26 shall be developed considering available budget, student demand, and program and
27 curricular needs of the department, division, and University. Faculty members that
28 would like to teach in the summer should inform their Chair of their availability and
29 which courses they are available to teach. The Chair will consider these requests in
30 addition to other considerations such as workload assignment distribution, budgetary
31 constraints, providing an appropriate learning environment for students, upholding
32 appropriate academic standards, and facilitating student success.

For the University

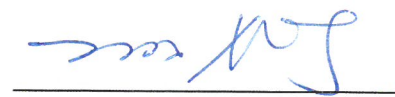


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- 1 (c) A full-time (1.0) FTE summer assignment shall consist of teaching 7.4 credit hours. In
2 normal circumstances, a summer teaching assignment will not exceed eight credit
3 hours. The summer instructional assignment, like that for the fall and spring semesters,
4 includes the normal activities related to such an assignment as defined by the
5 department/unit and the nature of the course, such as course preparation, minor
6 curriculum development, lectures, evaluation of student efforts, consultations and
7 conferences with students, and minor committee activities.
- 8 (d) No faculty member with a nine (9) month appointment shall be required to accept a
9 summer appointment.
- 10 (e) Faculty members with a nine (9) month appointment who have not been assigned a
11 summer course shall not be required to undertake committee work during the summer
12 without compensation.

13 6.207.9 Summer Assignment Considerations.

- 14 (a) The summer course schedule shall be developed to meet the program and curricular
15 needs of the students in the programs in the department.
- 16 (b) The department officer (specified in Section 7.3(e) or (f)) who schedules summer
17 courses shall consult with the faculty members about which courses they are qualified
18 and available to teach.
- 19 (c) Summer appointments shall be offered no later than three (3) weeks prior to the
20 beginning of the appointment, if practicable.
- 21 (d) In the event a faculty member does not receive a Summer Assignment, the faculty
22 member may utilize the procedure set forth in Section 7.6.

23 6.217.10 Summer Compensation for Nine-Month Faculty.

- 24 (a) A faculty member's summer employment contract shall specify the compensation
25 provided for the appointment.
- 26 1. For each credit hour assigned to be taught during the summer, the faculty
27 member shall receive 4.167% of the faculty member's academic year rate of
28 pay.
- 29 2. The University may choose to offer, and the faculty member may choose to
30 accept, higher compensation than that described in the previous section.

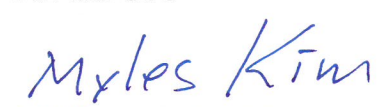
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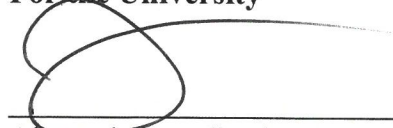
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- 1 (b) Other credit-generating activities such as thesis or dissertation supervision, directed
2 independent studies, supervised teaching or research, or supervision of student interns,
3 as well as research or service activities, may be offered during the summer term for
4 mutually agreed-to compensation for that specific activity separate from the
5 compensation provided for any summer instructional assignment.
- 6 (c) The University also reserves the right to employ faculty over the summer period for
7 non-teaching duties, for agreed upon times and at a rate not below the faculty
8 member's standard daily rate of pay.

9 6.227.11 Considerations in Assignment for the Academic Professionals. A work week for
10 academic professionals will consist of a minimum of forty (40) hours. The University and UFF
11 recognize that professional obligations undertaken by academic professionals will often
12 require more than that minimum.

- 13 (a) Subject to the provisions of this Agreement, the University has the right to determine
14 the type of duties and responsibilities that comprise the professional obligation of an
15 academic professional.
- 16 (b) In making assignments, or adjustments to assignments, the University shall consider
17 the needs of the unit and such non-teaching academic professionals' preferences,
18 qualifications and experiences, and professional development interests.

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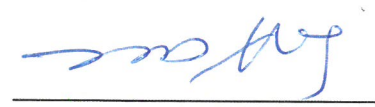


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