

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

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

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

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

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

- 46
47 a. Course load
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49 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 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 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. A bargaining unit faculty member shall be afforded the opportunity to meet with his or her dean, director or 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, provided that the department

1 or unit head discusses changes with the faculty member before they are made and that
2 changes are not made for arbitrary or capricious reasons.

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4 Faculty members may request to adjust schedules or assignments.

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

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

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

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

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28 (a) IntroDucktion
29 (b) Freshman Seminar
30 (c) College Scholars
31 (d) College Advising
32 (e) First-year Interest Groups (FIGs)
33 (f) General Education Renaissance
34 (g) Rutherford Initiative
35 (h) Oregon Executive MBA Program (OEMBA)
36 (i) Humanities Program
37 (j) Academic Extension
38 (k) International Student Orientation
39 (l) Sports Product Management Program
40 (m) Study Abroad
41 (n) Honors College Seminars
42 (o) Insight Seminars
43 (p) Academic Residential Communities (ARC)
44 (q) Short Executive Seminars
45 (r) Any one-day seminars, workshops, or similar one-day programs

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

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