

ARTICLE 13

Workload

13.1 Definitions

- 13.1.1 Workload is defined as the activities a unit member shall be required to perform to meet the requirements of a contract.
- 13.1.2 Unit Member Workload: A unit member's written workload shall be provided by the University to an individual unit member within the parameters set forth in this Agreement describing the specific activities that the unit member shall accomplish in a specified period of time (i.e. semester, academic year, calendar year, multi-year period) to fulfill his/her professional obligation to the University. The determination of a unit member's workload is considered a substantive academic judgment; however, workloads must be consistent with the express terms of this Agreement.
- 13.1.3 The workload may consist of three parts: teaching, research, (which may include scholarship and/or creative activity), and service.
- a. Teaching: classroom, studio, laboratory, and distance delivery instruction in regular academic courses with assigned contact hours; development and coordination of special undergraduate and graduate seminars; preparation of student materials for classes; preparation of a new course or substantial revision of an older course; general advising of undergraduate students; supervision of student mentorships; supervision of graduate student theses, dissertations, and research/creative projects; supervision of undergraduate theses and research/creative projects; supervision of directed study through individualized courses; non-credit educational programs on-campus or elsewhere; and other activities benefiting students' academic development.
 - b. Research: all professional activities leading to publication, performance or formal presentation in the unit member's field, or leading to external funding recognizing the unit member's current or potential contribution to their field. Such activities include: manuscript submission; grant proposal submission; supervision of externally funded research projects; development of patentable inventions; additions to a portfolio; and other original contributions appropriate to the unit member's field.
 - c. Service:
 1. Public service: in organized, non-remunerative, educational and consultative activities which devolve from a unit member's

professional expertise and further the interests or prestige of the University;

2. University service: as department head/chair, program director, or governance officer; on administrative and governance, department, college, school or university committees; and other tasks as deemed necessary by the University. In addition, service will be recognized when a unit member serves as a member of the MAU appeals board, as a member of the MAU disciplinary committee or as a member of a joint labor-management committee or task force established by this Agreement. Unit members who serve as the MAU grievance chair will receive service credit of up to three (3) workload units.
3. Professional service: on grant, journal, or accreditation review boards, or as an ad hoc reviewer, in the unit member's area of expertise; as an officer in a professional society; organizing and/or chairing conferences, symposia, seminars, etc.; teaching short courses, seminars, etc. that are not regular academic courses; editing journals, books, special volumes of papers, etc.

13.2 Professional Responsibilities

- 13.2.1 The primary professional responsibilities of unit members are teaching, research, scholarship, creative activity, and service to the University and the public.
- 13.2.2 Unit members have additional professional responsibilities including, but not limited to: advising students; participating in MAU and statewide committees; maintaining reasonable office hours; working collaboratively and productively with colleagues; participating in conferences and seminars; taking academic leaves and sabbaticals that provide additional opportunities for scholarship; and preparation and participation in traditional academic functions.
- 13.2.3 It is understood between the parties that unit members may not normally participate in all professional activities identified in this article during each academic term or year.

13.3 Workload

- 13.3.1 The composition of professional duties and responsibilities of unit members will be determined by the appropriate administrator after consultation with the department head/chair and unit member as provided in Article 13.3.4.
- 13.3.2 In the determination of a unit member's workload, consideration shall include those items listed in Article 13.1.3 and the following factors: accountability; historical workloads, the missions and goals of academic units, including unit criteria developed for the evaluation of faculty; the level, duration, and mode of

delivery of a workload activity; the requirements of externally funded contracts and grants; and whether an activity requires individual or group activity of extended contact hours.

13.3.3 Unit members shall be responsible for thirty (30) workload units per academic year. Subject to the criteria in 13.3.2 and the process in 13.3.4, one workload unit equals one credit of teaching or equivalent research or service effort. A workload in excess of thirty (30) workload units per academic year shall constitute an overload and will be compensated as such. Overloads shall not be assigned without consent of the individual unit members, and failure to consent to an overload shall not be used as cause for an unsatisfactory annual review or non-retention.

13.3.4 Workload Determination Procedure:

- a. Individual unit members shall consult with the department head/chair and prepare in writing the proposed workload for each semester or other specified time period. The proposed workload shall account for factors including those specified in 13.3.2 and be completed and submitted to the department head/chair at least sixty (60) days prior to the end of the contract period preceding the contract period to which the proposed workload assignment applies.
- b. The department head/chair shall submit the following information to the appropriate administrator at least thirty (30) days prior to the end of the contract period preceding the contract period to which the proposed workload applies: all the proposed unit member workloads for the department and a memorandum summarizing the courses and student-credit hours to be delivered and the aggregate research and service activities to be accomplished by the department.
- c. The administrator shall notify unit members of their workload for the subsequent contract period no later than the last day of the current contract period.
- d. If a unit member wishes to challenge the workload assignment, the unit member shall process the challenge according to Article 7.3.

13.3.5 Workload components of individual unit members within a department may vary from semester to semester and/or contract period to contract period to permit variations in emphasis across teaching, research and service responsibilities

13.3.6 A unit member's workload shall be determined with the expectation that the unit member will have the opportunity to meet the established criteria for promotion, tenure, and satisfactory peer review.

13.3.7 Unit members who have externally funded research commitments shall be guaranteed the opportunity to buy out workload units as required to meet the

commitments, provided that the overall teaching, research, and service needs of the unit, as determined by the administrator, are met.

- 13.3.8 United Academics recognizes the University's need for flexibility in determining unit members' workloads as the needs of the University change. When the need arises, an appropriate administrator may revise a unit member's workload. When possible, there will be consultation with the department head/chair and the unit member before a unit member's workload is revised. When a workload is revised, the appropriate administrator shall provide a copy of the revised workload to the unit member as soon as practicable and the unit member's salary shall not be reduced during the remainder of the unit member's contract period.