

ARTICLE – WORKLOAD

Note: New language not keyed to Union proposal

Section A General

The University and the Union agree that uniformity in work assignments is not achievable considering the diverse nature of each academic unit and its programs as well as other factors particular to each field of study or research. The University has the right in its reasonable discretion to set the workload of all Employees subject to the specific limitations in this Article. The University will determine the number and nature of specific tasks and broad responsibilities that comprise the workload of such Employees appointment, which will generally include responsibilities in the areas of teaching, academic advising, service to the department, program, School and University; research work; and other professional duties as set forth in this Article.

Section B Instructional Employees

- a. This section applies to all Lecturers, Preceptors, Teaching Assistants and other Employees whose **primary** duties involve instructional work at the University. These Employees, who shall be collectively referred to for purposes of this Article as “Instructional Employees,” are appointed primarily to contribute to the University’s teaching mission.
- b. Such appointments require Employees to perform academic duties as set forth herein. The workload of Instructional Employees will include responsibilities in the areas of teaching, academic advising and service to the department, School, and University, as set forth by the department chair or program director.
- c. Generally, full-time Instructional Employees are responsible for the following, although variations in assignment may occur by department:
 - i. Teaching a variable number of courses or sections each year, **usually between four and six** or equivalent in FAS and Divinity, and delivering such instruction at days, times, and locations determined by the department or program. In determining such assignments, the department chair or program director, in their reasonable discretion, will take into consideration the nature of the courses assigned; course preparations; class size; access to instructional support from graduate teaching fellows and/or

teaching assistants, and other instructional factors that are relevant to assessing the relative burden of teaching a particular course.

1. Lecturers in FAS are required to teach between four and six courses or equivalent per year and to have a minimum enrollment across all their courses of at least a total of 50 students.
 2. Preceptors in FAS are required to teach between five and six courses/sections or equivalent per year and to have a minimum enrollment across all their courses of at least a total of 30 students.
 3. College Fellows ordinarily teach between three and four courses or equivalent per year, as determined by their division.
- ii. Developing a course syllabus, or modifying or implementing an established course syllabus, that fulfills the curricular role of the course as determined by the University
 - iii. Developing coursework and assignments, or modifying or implementing established coursework and assignments, that further the educational goals established in the course syllabus
 - iv. Developing tools for evaluating student progress, or modifying or implementing established tools for evaluating student progress, relative to the educational goals of the course
 - v. Grading student work and providing constructive feedback to students in a timely fashion;
 - vi. Submitting grades and other requested information about students in a timely fashion in accordance with University, School and department policies;
 - vii. Adhering to any University, School or department policies dealing with student academic issues or procedures; student course evaluations; policy on plagiarism and the student code of conduct; student accommodation issues; and other rules and regulations governing students' and faculty members' work expectations;
 - viii. As directed, providing guidance and support for the work of any course assistants, graders, interns, language assistants, lab assistants or other personnel who may be assigned to a course;
 - ix. Course assignments may be scheduled at any time ~~from Monday through Friday~~ during the Instructional Employee's appointment period and will be made by the department chair or program director in their reasonable discretion.
- d. Teaching Assistants are usually part time appointments and will be responsible for leading sections, evaluating student work and reporting to the course heads.

- e. It is understood the Medical School instruction may vary from FAS and Divinity assignments to particular courses. Any instructional assignments may ~~ordinarily~~ be scheduled at any time ~~from Monday through Friday, but some courses may be weekend courses.~~ during the Instructional Employee's appointment period and will be made by the department chair or program director in their reasonable discretion.
- f. Some Instructional Employees may also be required to serve as advisors to ~~graduate and~~ undergraduate students as directed by the department chair or program director. Instructional Employees are also expected to provide service to the department or program as may be assigned by the department chair or program directors.
- g. Nothing in this article prohibits departments or academic units from granting or continuing course releases to Employees, consistent with policies and/or practices within the department, academic unit, division, or school.
- h. The University recognizes that many Instructional Employees in FAS and HDS engage in their own research, scholarship or creative work as an important part of their professional lives, independent of their University duties. However, it is understood that such work is not a responsibility or expectation of their job nor is the University responsible for supporting such independent work.

Section C Research Employees

1. This section applies to all academic research positions, including Fellows, Post-doc Fellows, Research Associates, Research Scientists and other Employees, whose **primary** duties involve research work at the University. For purposes of this Article, they shall be collectively referred to as Research Employees.
2. The University shall, where applicable, set reasonable work hours, schedules and expectations for Research Employees' assigned work duties commensurate with their appointments.
3. Work assignments will generally involve research but may involve related tasks that assist in the overall research endeavor. For example, Research Employees may be required to perform the following services, including: contributing to lab or group research infrastructure, including assisting with grant and paper preparation, writing or reporting; developing, documenting or maintaining hardware, software, or other equipment; documenting protocols and recordkeeping; mentoring and recruitment; research tasks or meeting project milestones and compliance obligations associated with sponsored research agreements; group safety responsibilities; ~~gs~~ and other similar responsibilities.

4. The Union acknowledges that the specific hours worked each week may fluctuate for Research Employees. However, such Employees will be reasonably informed of the approximate hours that they are expected to work each week. Required work schedules must be reasonable and related to the research needs. The Union also acknowledges that the requirements of certain research, specific hours of work including during which time of day work must take place, may vary widely based upon the needs of the research projects.
5. In recognition of the professional exempt status of Research Employees, assigned work schedules will be variable on occasion and may exceed or be less than 35 hours a week. Research Employees do not receive overtime compensation or compensatory time off but may elect to work additional hours on their own research.
6. Departments and supervisors shall make best efforts to schedule mandatory work events or meetings during standard business hours (e.g., M-F 9:00am-6:00pm). This provision shall not be construed to prevent the University from, for example, scheduling classes, labs, research activities, special scientific opportunities outside of standard business hours. Supervisors and/or the University shall consider in good faith reasonable requests by Research Employees for flexibility and adjustments to unusual, irregular, and/or non-standard working hours.
7. The University will inform Unit Members of any temporary or permanent changes in their work scheduling as soon as is practicable. For permanent changes and/or changes lasting longer than a month, reasonable notice shall be provided in writing in advance of the change becoming effective. The parties understand that the University may not be able to meet the notice requirements included in this provision in unexpected or unanticipated situations (e.g., if a schedule change is required as a result of an emergency medical leave or other absence, natural disaster, etc.).
8. Unless agreed to by the University and the Employee, teaching or assisting in teaching a course shall not be a part of the duties of Employees with research appointments nor do such Employees have a right to teach or assist in a course.

Section D Other Professional Staff positions

1. The work expectations of professional non-academic staff will vary based on the general outline of duties in their particular job description.
2. The work schedules of other Professional Staff Employees are not tied to a fixed number of hours per day or per week, nor are they tied to a fixed number of days per week. While the standard workweek is considered to be 35 hours, it is understood that in the course of a year the number of hours worked by a Professional Staff Employee and the days on which such work must be performed may vary to meet seasonal needs or specific demands of the position.

3. In recognition of their professional exempt status, assigned work schedules will be variable on occasion and may exceed or be less than thirty-five (35) hours a week. Professional Staff Employees do not receive overtime compensation or compensatory time off.
4. Supervisors and/or the University shall consider in good faith reasonable requests by bargaining unit members for flexibility and adjustments to unusual, irregular, and/or non-standard working hours.