

ARTICLE 13

Workload

13.1 Definitions

13.1.1 A workload is defined as the activities a UNAC member shall be required to perform to meet the requirements of a contract.

13.1.2 A UNAC member's written workload shall be provided by the UA Administration to an individual UNAC member within the parameters set forth in this Agreement describing the specific activities that the UNAC member shall accomplish in a specified period of time (i.e. semester, academic year, calendar year, multi-year period) to fulfill his/her professional responsibility to the University. The determination of a UNAC member's workload is considered a substantive academic judgment; however, workloads and the workload determination procedure must be consistent with the express terms of this Agreement.

13.1.3 The workload may consist of two (bipartite teaching and service or research/creative activity and service) or three (tripartite) parts: teaching, research/~~(which may include scholarship/and/or creative activity)~~, and service. The mix of teaching, research/creative activity, and service responsibilities may vary among universities, campuses, colleges, divisions, departments, and unit members. In addition, UNAC members may serve in the academic leadership roles of department/program head/chair/~~program chair, and/or program coordinator, which may impact the amount of teaching, research/creative activity, or service in their workloads.~~

- 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 program or substantial revision of an older course or program; 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 and projects; non-credit educational programs on-campus or elsewhere; and other activities benefiting students' academic development.
- b. Research/Creative Activity: all professional activities leading to publication, performance or formal presentation in the UNAC member's field, or leading to external funding recognizing the UNAC member's current or potential contribution to that field. Such activities include: manuscript submission; grant/contract proposal submission; supervision of funded research projects; development and commercialization of intellectual property; additions to a portfolio; digital projects; and other original contributions appropriate to the UNAC member's field.

c. Service:

1. Public service: serving in organized, non-remunerative, educational and consultative activities which devolve from a UNAC member's professional expertise and further the interests or prestige of the University;

2. University service: serving as department/program head/chair/coordinator, program director, or governance officer; serving on administrative and governance, department, college, school or university committees; and performing other tasks as deemed necessary by the UA AdministrationUniversity. In addition, service will be recognized when a UNAC 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. UNAC members who serve as the MAU grievance chair will receive service credit of up to three workload units.

2. The Department/Program Head/Chair/Coordinator, with appropriate input from disciplinary members of the department/program, is responsible for initiating, planning, overseeing implementation of, and reviewing the preparation, and offering of academic program(s); facilitating interdepartmental coordination; promoting academic program quality, including program assessments; ensuring reports, course schedules, and other necessary documents are prepared in a timely manner; supervising the department support staff; informing the dean of departmental/program and faculty activities; mentoring faculty on promotion and tenure; recommending members for committee appointments, sabbatical leaves, and release/alternative assignments; recommending to the dean/director faculty workloads; leading departmental/programmatic adjunct, faculty, and staff recruitment and retention; facilitating institutional support for faculty teaching, research/creative activity and service activities; serving as spokesperson and advocate for the department/program; coordinating the departmental student advising program; acting on student petitions; providing for the management of student assistants; addressing student concerns/complaints in accordance with university policy; initiating resource and budget requests; overseeing departmental/program budgets; ensuring upkeep of equipment and facilities assigned to the department/program.

3. Professional service: reviewing grant/contract proposals, serving as an editor and/or reviewer for a journal, serving as accreditation reviewer, serving on a professional licensing board, as an ad hoc reviewer in the UNAC 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, or other relevant activities.

3.

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13.2 Professional Responsibilities

13.2.1 The primary professional responsibilities of UNAC members are teaching, research, scholarship, creative activity, and service to the University and the public. UNAC members serving as a department/program head/chair/, ~~program chair, or program coordinator~~ are first faculty members; that is, they are primarily teacher-scholars serving as leaders of their departmental/program colleagues.

13.2.2 UNAC members have additional professional responsibilities including, but not limited to: maintaining reasonable office hours; working collaboratively and productively with colleagues; participating in conferences and seminars; maintaining currency in disciplinary subject matter, methodology, and pedagogy; and preparing for and participating in traditional academic functions.

13.2.3 It is understood between the parties that UNAC members may not 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 each UNAC members will be determined by the appropriate administrator ~~in~~after consultation with the department/program head/chair/~~program chair, or program coordinator~~ (as ~~is~~if applicable) and the UNAC member as provided in Article 13.3.7.

13.3.2 In the determination of a UNAC member's workload, consideration shall include those items listed in Article 13.1.3 and the following factors:

- the missions and goals of academic units, including UNAC criteria developed for the evaluation of faculty
- program needs and priorities
- ~~accountability~~
- the requirements of externally funded grants/contracts
- historical workloads
- the level, duration, and mode of delivery of a workload activity
- extended contact hours
- professional growth and development
- course or program development

- e~~E~~lection by departmental or program UNAC-member colleagues as department/program head/chair/~~program chair, or program coordinator~~.

13.3.3 UNAC members shall be responsible for thirty workload units per academic year. Subject to the criteria in 13.3.2 and the process in 13.3.8, one workload unit equals one credit of teaching or equivalent research/creative activity or service effort. A workload in excess of thirty 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

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UNAC 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 Timing and Scheduling of Assignments

a. The body of work assigned to a UNAC member will not exceed what can reasonably be accomplished within forty (40) hours per week, in order to allow for an adequate work-life balance.

b. Assignments should be established so that the time between the beginning of the first assignment and the end of the last assignment for any one (1) day does not exceed eight (8) hours.

c. Assignments should also be established so that the time between the end of the last assignment for a day and the beginning of the first assignment for the next day is not less than twelve (12) hours.

13.3.5 Workload components of individual UNAC 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/creative activity and service responsibilities. Unless otherwise codified in university, college, departmental, or programmatic policies, the term of a department/program head/chair/coordinator shall be two fiscal years, beginning on July 1 and ending on June 30.

13.3.6 A UNAC member's workload shall be determined with the expectation that the unit member will have the opportunity to meet the established criteria for annual review, promotion, fourth-year comprehensive review, and tenure, promotion, and post-tenure - and satisfactory peer-reviews.

13.3.7 UNAC 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/creative activity, and service needs of the unit, as determined by the administrator, are met.

13.3.8 Workload Determination Procedure:

a. Individual UNAC members shall collaborate with the department/program head/chair/coordinator~~department head/chair~~ to prepare in writing a proposed workload for each semester of the next appointment period 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/program head/chair/coordinator~~department head/chair~~ with a copy to the dean/director or designee by March 1 or at least sixty days prior to the end of the current contract period.

b. The department/program head/chair/coordinator~~department head/chair~~ or appropriate administrator shall submit the following information to the appropriate administrator by April 1 or at least thirty days prior to the end of the current contract period:

1. All the UNAC members' proposed workloads for the department/program
 2. A summary of the courses and student-credit hours to be delivered and made available to the administrator and the departmental faculty
 3. A summary of the aggregate teaching, research/creative activity and service activities to be accomplished by the department/program and made available to the administrator and the departmental faculty
- c. The administrator shall review and notify UNAC members their workload is approved for the next contract period by May 1 or at least five working days prior to the end of the current contract period or schedule a meeting with the UNAC member and their department/program head/chair/coordinator, if applicable, to confer on revisions.
- d. If a UNAC member wishes to dispute the workload assignment, United Academics may initiate a grievance/complaint on behalf of the UNAC member. The dispute shall proceed according to the Dispute/Complaint Resolution Process outlined in Article 7-3.
- 13.3.9 United Academics recognizes the UA Administration's/University's need for flexibility in determining UNAC members' workloads as the needs of each/the uUniversity changes. When the need arises, an appropriate administrator may revise a UNAC member's workload. When possible, the appropriate administrator shall consult with the department/program head/chair/coordinator (as/if applicable) and the UNAC member before a UNAC member's workload is revised. When a workload is revised, the appropriate administrator shall provide a copy of the revised workload to the UNAC member as soon as practicable and the UNAC member's salary shall not be reduced during the remainder of the UNAC member's contract period.

