

ARTICLE 13

Workload

13.1 Definitions

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

13.1.2 A UNAC bargaining unit member's written workload shall be provided by the University to an individual UNAC bargaining unit member within the parameters set forth in this Agreement describing the specific activities that the UNAC bargaining unit member shall accomplish in a specified period of time (i.e. semester, academic year, calendar year, multi-year period) to fulfill his/her their professional responsibility to the University. The determination of a UNAC bargaining unit 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 or 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 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 student 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 bargaining unit member's field, or leading to external funding recognizing the UNAC bargaining unit 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 bargaining unit member's field.
- c. Service:
 1. Public service: serving in organized, non-remunerative, educational and consultative activities which devolve from a UNAC bargaining unit member's professional expertise and further the interests or prestige of the University.

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2. University service: serving as **program coordinators or program chairs, and** department heads/chairs, 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 University. In addition, service will be recognized when a **UNAC bargaining 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. **UNAC bargaining unit** members who serve as the MAU grievance chair will receive service credit of up to three workload units.
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 bargaining 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, or other relevant activities.

13.2 Professional Responsibilities

13.2.1 The primary professional responsibilities of **UNAC bargaining unit** members are teaching, research, scholarship, creative activity, and service to the University and the public.

13.2.2 **UNAC bargaining unit** 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 bargaining unit** 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 bargaining unit** members will be determined by the appropriate administrator after consultation with the department head/chair; **(or program coordinator/chair/director** if applicable), and **the UNAC bargaining unit** member as provided in Article 13.3.4.

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

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- program needs and priorities
- accountability
- the requirements of externally funded grants/contracts
- historical workload
- the level, duration, and mode of delivery of a workload activity
- extended contact hours
- professional growth and development
- course or program development

13.3.3 UNAC Bargaining 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/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 UNAC bargaining 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 UNAC bargaining unit members shall collaborate with the 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 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 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 bargaining unit members' proposed workloads for the department
 2. A summary of the courses and student-credit hours to be delivered
 3. A summary of the aggregate teaching, research/creative activity and service activities to be accomplished by the department

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- c. The administrator shall review and notify UNAC bargaining unit 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 bargaining unit member and their department head/chair, if applicable, to confer on revisions.
- d. If a UNAC bargaining unit member wishes to dispute the workload assignment, United Academics may initiate a complaint on behalf of the UNAC bargaining unit member. The dispute shall proceed according to the Complaint Resolution Process outlined in Article 7.3.

13.3.5 Workload components of individual UNAC bargaining 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/creative activity and service responsibilities.

13.3.6 A UNAC bargaining 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 UNAC bargaining 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/creative activity, 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 UNAC bargaining unit members' workloads as the needs of the University change. When the need arises, an appropriate administrator may revise a UNAC bargaining unit member's workload. When possible, the appropriate administrator shall consult with the department head/chair (if applicable) and the UNAC bargaining unit 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 bargaining unit member as soon as practicable and the UNAC bargaining unit member's salary shall not be reduced during the remainder of the UNAC bargaining unit member's contract period.