

**ARTICLE XX.
WORKLOADS**

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. Subject to the provisions 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 Professional Staff Employees

1. Each Professional Staff Employee's duties and responsibilities shall be reasonably encompassed by and within the parameters of the Employee's official job description and/or letter of appointment. The duties and responsibilities of research and teaching Employees are described below in Sections C and D.
2. Should the University wish to revise or expand an Employee's role or assign additional responsibilities to that Employee beyond those reasonably encompassed by or within the parameters of their official job description and/or letter of appointment:
 - a. The University must provide written notice to the Employee detailing the proposed changes.
 - b. The Employee shall accept the proposed changes or request to meet with their supervisor to discuss possible alternatives.
 - c. Nothing shall preclude the right of a supervisor to preliminarily discuss such possible changes informally with the Employee without the need for a Union representative. However, Employees have a right to Union representation during any discussions with their supervisor in which their position will be formally revised or expanded beyond its current scope. All agreed-upon changes must be documented in writing.
 - d. It is understood that the specific duties and methods by which work is performed may evolve over time as a result of changes in technology, organizational processes, or best practices. Such evolution of duties that remain within the general scope of the employee's job description and/or letter of appointment shall not, in and of itself, be considered a revision, expansion, or

additional assignment for the purposes of this provision."

3. Compensation for Temporary Additional Duties

In the event that the Employee is asked to temporarily perform duties outside their job description or appointment parameters, the University and the Employee will discuss possible additional compensation depending on circumstances.

Every Employee, however, has the right to refuse any additional responsibilities or duties that fall outside their job description or appointment terms, and shall not be required to carry a workload exceeding 1.0 FTE. Any Employee who chooses to decline additional work responsibilities or assignments shall not be disciplined.

4 Scheduling for professional non-academic staff

- a. The work expectations of professional non-academic staff will vary based on the general outline of duties in their particular job description or letter of appointment.
- b. The work schedules of professional non-academic staff 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 work week 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.
- c. In recognition of their professional exempt status, assigned work schedules will be variable on occasion and may exceed or be less than 35 hours a week. Professional staff employees do not receive overtime compensation or compensatory time off.
- d. Supervisors shall consider in good faith reasonable requests by bargaining unit members for flexibility and adjustments to unusual, irregular, and/or non-standard working hours.
- e. The University is respectful of the personal time of its Employees. However, due to the nature of the University's operations and the professional nature of bargaining unit positions, there will be times when it is necessary for Employees to respond to work-related communications outside of their normal hours (including via email, Slack, Zoom, telephone or other communication platforms.)

Section C. Workloads for Research Appointments

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. While all research appointees are exempt professionals, the University shall 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; reading literature; serving on institutional committees; attending conferences, seminar, talks, or symposia; pursuing professional development; and other similar responsibilities.
4. Research Employees will be informed with reasonable notice of the approximate hours that they are expected to work each week. If the University requires a specific work schedule, it 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. Departments and supervisors shall normally schedule mandatory work events or meetings during standard business hours (e.g., M-F 9:00am-5:00pm). Seminars, special scientific opportunities, symposia, retreats, socials, and similar optional events may, on occasion, be scheduled outside of standard business hours.
6. Employees with research appointments shall be assigned 1.0 (100%) Full-time Equivalent (hereafter FTE), except in the following circumstances:
 - a. Upon written request of the Employee with a research appointment and with written agreement of the Employee's supervisor, the University may grant an exception to the full-time appointment when the Employee is unable to make a full-time commitment for reasons of health or family responsibilities. Such a request must take into account extramural funding agency requirements, if any.
7. Unless stipulated in the initial job offer or otherwise 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.
8. Work expectations will be prorated for Employees with less than a full-time appointment or less than 1.0 FTE research effort alongside teaching responsibilities.

Section D. Workloads for Teaching Appointments

1. 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.
2. Such appointments require Employees to perform academic duties as set forth herein. The workload of Instructional Employees is primarily teaching but may include responsibilities in the areas of academic advising and service to the department, School, and University, as set forth by the department chair or program director.
3. Generally, full-time Instructional Employees are responsible for the following, although variations in assignment may occur by department:
 - a. Teaching a variable number of courses or sections each year, subject to the limitations outlined in this Article, and delivering such instruction at days, times, and locations determined by the department or program, and holding office hours for such courses or sections. 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.
 - b. 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
 - c. Developing coursework and assignments, or modifying or implementing established coursework and assignments, that further the educational goals established in the course syllabus
 - d. Developing tools for evaluating student progress, or modifying or implementing established tools for evaluating student progress, relative to the educational goals of the course
 - e. Grading student work and providing constructive feedback to students in a timely fashion;
 - f. Submitting grades and other requested information about students in a timely fashion in accordance with University, School and department policies.
 - g. Adhering to any University, School or department policies dealing with student academic issues or procedures; student course evaluations; policy on plagiarism

equivalencies for instructional Employees in their department or unit. Allocation of a course equivalency to a particular Employee shall remain in the discretion of the department chair or supervisor. To the extent such course equivalencies are discussed or established by a faculty committee, departments are encouraged to include instructional Employees in their department as participants in such discussions.

11. Course cancellations.

The University may cancel any course in its discretion based on student enrollments or other curriculum factors.

For full time Instructional Employees only and not including Teaching Assistants, there shall be no reduction in FTE as a result of the cancellation of a course by the University. However, in the event an Instructional Employee's class is cancelled, the University may decide to assign the Employee an alternative course to teach or an alternative work equivalent to the cancelled course. Such alternative course, if assigned, shall be reasonably connected to the Employee's expertise or qualification; shall normally be assigned during the same semester as the cancelled course was to be offered but may also be assigned to a subsequent semester without additional compensation; and shall be communicated to the Employee by the end of the fifth (5th) week of the semester wherever possible taking into account schedule planning for subsequent semesters.

12. Instructional Employees shall have the right to discuss with ~~request that~~ their Department Chair or Divisional Dean their workload assignments and FTE status at any time.