

MANAGEMENT COUNTER ARTICLE XX (20.1 – 20.7) WORKLOAD 6.25.26

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XX. WORKLOAD

20.1 Course Load

The University has the right to set the workload of all Unionized Faculty members, subject only to the specific limitations of this Article XX. A Unionized Faculty member shall be notified in writing by their departmental chairperson if there are any adjustments to such Unionized Faculty member's workload as specified in this Article XX.

A. Full-Time Regular Workload. During the course of an academic year, full-time Unionized Faculty members shall normally be required to teach 4 three-credit hour courses (or a total of twelve credit hours, if classes are less than three credits), in each of the Fall and Spring academic terms.

Except as otherwise provided in this Article XX, approximately once in every three (3) academic years, a full-time Unionized Faculty member (other than Temporary Faculty) shall receive one course release for a particular semester in an academic year as determined in the discretion of the University. Full-time Unionized Faculty members who qualify for a course release pursuant to this Section 20.1(A) may not qualify for a course release within the same academic year pursuant to Section 20.5(A) or 20.5(G) below, but may qualify for a course release under either Section 20.5(B), 20.5(C), 20.5(D), 20.5(E), or 20.5(F) below within the same academic year; provided however, that in no event shall any such Unionized Faculty member receive more than two (2) course releases in any academic year.

B. Part-Time Regular Workload. During the course of an academic year, part-time Unionized Faculty members shall normally not be assigned to teach more than 2 three-credit hour courses (or a total of six credit hours, if classes are less than three credits), in each of the Fall and Spring academic terms. In any calendar year, the total number of hours worked by a part-time Unionized Faculty member shall not exceed eight hundred eighty (880) hours. Each three-credit-hour course shall be counted as one hundred and forty-four (144) hours.

C. Multiple Sections. If a course has multiple sections, each section shall be considered a distinct course.

D. Laboratory Sections. For purposes of determining workload for full-time and part-time Unionized Faculty members, laboratory sections in Biology, Chemistry, Physics and Engineering shall be counted using the following set of equivalencies:

1. Biology – a Biology lab section shall be equivalent to a three-credit hour non-laboratory course;
2. Chemistry and Biochemistry – a Chemistry or Biochemistry lab section of up to three contact-hours shall be equivalent to 4/5 of a three-credit hour non-laboratory course. A four (or more) contact-hour Chemistry or Biochemistry lab section shall be equivalent to 8/5 of a three-credit hour

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non-laboratory course.

3. 3. Physics – a Physics lab section shall be equivalent to 4/10 of a three-credit hour non-laboratory course.
4. Engineering – a one-credit hour Engineering lab section shall be equivalent to 1/2 of a three-credit hour non-laboratory course.
5. Forensic Science – except for FRSC 370L (Forensic Biology Laboratory), which shall be counted in accordance with Section 20.1(D)(1) of this Agreement, a one-credit hour Forensic Science lab section shall be equivalent to 4/5 of a three-credit hour non-laboratory course. A two-credit hour Forensic Science lab section shall be equivalent to 8/5 of a three-credit hour non-laboratory course.

E. Psychology 201. For purposes of determining workload for full-time and part-time Unionized Faculty members, Psychology 201 shall be counted as equivalent to one-third (1/3) of a three-credit-hour non-laboratory course. This Section 20.1(E) shall apply to all academic terms, including summer courses and J-term courses.

F. Workload Includes Laboratory, Discussion Sections, and Non-laboratory Sections. In cases where the workload of a Unionized Faculty member includes laboratory, discussion, and non-laboratory sections, such Unionized Faculty member's workload may be adjusted by mutual agreement between the departmental chairperson and the Unionized Faculty member, provided that such an adjustment does not exceed the amounts specified in Section 20.1(A) or 20.1(B) based on the equivalencies described in Section 20.1(D) and 20.1(H).

G. Large Course Enrollments.

Beginning with the first semester after the Effective Date of the term of this Agreement: (i) courses with a minimum enrollment of one hundred (100) students with no discussion sections shall be counted as equivalent to two (2) standard three-credit-hour courses if the course meets the minimum number of students enrolled at least three (3) weeks before the start of the semester in which the course is to be taught; (ii) courses with at least three (3) discussion sections taught by the same Unionized faculty member shall be counted as equivalent to two (2) standard three-credit-hour courses; and (iii) courses with two (2) discussion sections taught by the same Unionized Faculty member shall be counted as equivalent to one and one-half (1.5) of one (1) standard three-credit-hour course. Creation of a course under this Section 20.1(G) shall require approval from the Dean of the College of Arts and Sciences or their

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designee.

Should any course described in Section 20.1(G)(i) above fail to meet the minimum enrollment of one hundred (100) students by the three-week deadline, then the Dean or their designee and the departmental chairperson shall meet with the affected Unionized Faculty member to discuss how to address the low enrollment in the course. If the Unionized Faculty member elects to teach an additional course in the same semester, and if after making that election, enrollment in the course described in Section 20.1(G)(i) reaches at least one hundred (100) students between the three-week deadline and the end of the first week of classes, then the Unionized Faculty member, after consultation with the Dean or their designee and the departmental chairperson, shall receive either one course release in the following semester or be relieved of the necessity to teach the newly added additional course. Alternatively, if the Unionized Faculty member elects to teach an additional course in the following semester, and if after making that election, enrollment in the course described in Section 20.1(G)(i) reaches at least one hundred (100) students between the three-week deadline and the end of the first week of classes, then the Unionized Faculty member shall not be required to teach the additional course in the following semester, and the course described in Section 20.1(G)(i) shall be counted as equivalent to two (2) standard three-credit-hour courses as described in Section 20.1(G)(i).

H. Department of Fine and Performing Arts. For purposes of determining workload and accrual of credit hours for full-time and part-time Unionized Faculty members, non-standard courses in the Department of Fine and Performing Arts shall be counted using the following set of equivalencies:

1. The following courses shall be equivalent to one (1) standard three-credit-hour course:

MUSC 105
MUSC 107
MUSC 108
MUSC 109
MUSC 110
MUSC 111
MUSC 207

DANC 212
DANC 213
DANC 222
DANC 224
DANC 232
DANC 312
DANC 314
DANC 324

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DANC 331
DANC 341
DANC 343
DANC 380
DANC 398

2. The following courses shall be equivalent to 1/2 of one (1) standard three-credit-hour course:

MUSC 145
MUSC 245
MUSC 261
MUSC 262

3. Applied Music Instruction or Accompanists. Applied music instruction or accompanists shall be compensated at the hourly rate set forth in Section 23.1(B)(2). Ninety (90) hours of applied music instruction, or ninety (90) hours of work as an accompanist, shall be equivalent to one (1) standard three-credit-hour course.

4. Production Staff Work. If listed as the “Primary Instructor,” Production Staff work shall be equivalent to one (1) standard three-credit-hour course. Courses that may be considered Production Staff work include the following:

DANC 323
THTR 321C
THTR 321E
THTR 321P
THTR 321R
THTR 321S
THTR 323
THTR 324D
THTR 324M
MUSC 320

If not listed as the “Primary Instructor,” Production Staff work shall not be subject to this Agreement.

5. New Courses. The course equivalencies for new courses added to the Department of Fine and Performing Arts catalog shall be determined by the University in its discretion.

20.2 Individualized Student Instruction and Supervision by Full-Time Faculty (other

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than Temporary Faculty)

The University offers its students additional educational opportunities that are not organized into traditional lectures, discussion sections, laboratories, or seminars. These include, but are not limited to, directed reading, supervised research, internships, or other individualized student instruction. Full-time faculty (other than Temporary Faculty), whether non-unionized or unionized, share the collective responsibility for supervising these activities as part of their normal teaching duties. Ordinarily, supervision of such individualized student instruction does not reduce a Unionized Faculty member's required workload of standard courses. If departmental policies, as approved by the Dean of the College for Arts and Sciences, incorporate such duties into expected teaching workloads as a substitute for a lecture, discussion, laboratory, or seminar section(s), the same departmental policies shall apply to both full-time Unionized Faculty members and full-time non-unionized faculty members.

20.3 Overload Pay

A. Full-time Unionized Faculty. Where applicable, overload pay for teaching a course may be provided during an academic year for full-time Unionized Faculty members on academic year and full year contracts, or during the summer for full-time Unionized Faculty members on full year contracts, when a Unionized Faculty member is asked to teach an additional course and the full-time Unionized Faculty member's normal teaching and other duties are not shifted to accommodate the additional course. The assignment of an overload course must be based on mutual consent between the full-time Unionized Faculty member and their departmental chairperson and have the approval of the Dean.

B. Part-time Unionized Faculty. If circumstances arise in a particular semester wherein instructional needs are best served by offering an additional course assignment to a part-time Unionized Faculty member, the course load limits set forth in Section 20.1(B) above may be exceeded during that semester. This additional course assignment shall not be counted toward the course and credit hour amounts described in Section 25.4(B). The assignment of this additional overload course must be based on mutual consent between the part-time Unionized Faculty member and their departmental chairperson and have the approval of the Dean.

20.4 Summer Courses and J-Term Courses

Full-time and part-time Unionized Faculty members desiring to teach additional courses in the summer or J-term should so inform their departmental chairperson and the Dean of the College of Arts and Sciences. If it is decided that the Unionized Faculty member shall teach a summer course or J-term course, the Senior Academic Officer shall issue a contract to the Unionized Faculty member for the summer course or J-term course. Contracts may be contingent on sufficient enrollment in the course to be taught.

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20.5 Course Releases

Full-time Unionized Faculty members shall receive a one course release, or in certain instances as set forth in this Section, additional compensation (in both cases, subject to the requirements set forth in this Section) for a particular semester in an academic year based on their performance of instructional and/or service work when such instructional or service work is equivalent to teaching a course, and is in addition to what otherwise would be a normal workload, including in the following situations:

A. If a full-time Unionized Faculty member taught 540 or more student credit hours in the previous academic year as part of their full-time regular workload as described in Section 20.1(A) above (i.e., excluding credit hours earned for courses for which they received additional payments), then such full-time Unionized Faculty member may request a one course release for one semester in the subsequent academic year (e.g., if the Unionized Faculty member taught 4 three-credit-hour courses in each of the Fall and Spring academic terms in the 2026-27 academic year which resulted in the Unionized Faculty member teaching 540 or more student credit hours in that academic year, then such a full-time Unionized Faculty member may request a one course release in the 2027-28 academic year); or

B. If a full-time Unionized Faculty member oversees Writing or Math placements in a particular academic year, in addition to what would otherwise be a full-time regular workload as described in Section 20.1(A) above, then such full-time Unionized Faculty member may request either a one course release or additional compensation for that academic year; or

C. If a full-time Unionized Faculty member is coordinating the work for courses with at least thirty (30) sections in a particular academic year, in addition to what would otherwise be a full-time regular workload as described in Section 20.1(A) above, then such full-time Unionized Faculty member may request either a one course release or additional compensation for that academic year in which such work is assigned; or

D. If a full-time Unionized Faculty member in the Department of Fine and Performing Arts engages in any of the following three (3) academic activities in a particular academic year, in addition to what would otherwise be their regular full-time workload as described in Section 20.1(A) above, then such full-time Unionized Faculty member may request either a one course release or additional compensation: (1) team-teaching an additional course; (2) involvement in theatre, dance, or music productions that are not credit-bearing or related to a specific credit-bearing course, including a production class; or (3) engagement in substantial pre-production activities, including creative work, that occur before the semester begins.

E. If a full-time Unionized Faculty member is appointed to, or receives, service work as described above, for which a tenure track faculty member in the same position in the College of Arts and Sciences is granted a course release, in addition to what would

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otherwise be a full-time regular workload as described in Section 20.1(A) above, then such full-time Unionized Faculty member may request either a one course release or additional compensation for that academic year in which such work is assigned.

F. If a full-time Unionized Faculty member is assigned seven (7) or more writing intensive and composition classes or seven (7) or more engaged learning and composition classes in a single academic year, then such full-time Unionized Faculty member may request either additional compensation or, if the request is made by October 15, a one course release for that academic year in which such work is assigned.

G. Status as “Service Exceptional” for Certain Teaching Professors

In recognition of exceptional contributions in service, full-time Unionized Faculty members who have attained the rank of Teaching Associate Professor or Teaching Professor may request “Service Exceptional” status. Unionized Faculty members who have achieved the status of “Service Exceptional” as described in this Section shall receive one course release or, if requested, additional compensation for that academic term in which they hold such status. A full-time Unionized Faculty will achieve the status of “Service Exceptional” by meeting all of the following requirements:

- a. Held the rank of Teaching Associate Professor or Teaching Professor during the preceding academic year;
- b. Have a record of excellence in service leadership in the preceding academic year that includes two or more of the following: (i) service on a department-level promotion committee; (ii) service on a faculty search committee; (iii) service on the College of Arts and Sciences Rank and Tenure Committee; (iv) service on a College of Arts and Sciences or University task force; (v) course coordination for which the Unionized Faculty member was not otherwise compensated; (vi) service as a formally assigned mentor for other faculty members; (vii) leadership role on a major College Arts and Sciences or University committee; (viii) supervision and training of Teaching Assistants; and (ix) other comparable service leadership commitment.

The process of being selected for “Service Exceptional” status begins with the full-time Unionized Faculty member preparing an application containing evidence of service leadership, as described in this Section, along with a current curriculum vitae. The application should also commit, in specific terms, to continued service leadership. The application shall be submitted to the Dean of the College of Arts and Sciences, along with the recommendation of the departmental chairperson. The final decision of qualification for appointment as “Service Exceptional” shall be made by the Dean of the College of Arts and Sciences.

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No Unionized Faculty member may receive a “Service Exceptional” course release in any academic year in which they receive a course release under Section 20.1(A) of this Article XX.

Except as provided in Section 20.5(G), the

process for requesting either a course release, or additional compensation in certain instances as set forth above, begins with either (1) the Unionized Faculty member requesting their preference for either the course release or additional compensation from the departmental chairperson, or (2) the departmental chairperson contacting the Unionized Faculty member and requesting the Unionized Faculty member’s preference for either the course release or additional compensation. After the process has been initiated, the departmental chairperson must verify that the requirements for either the course release or additional compensation, as applicable, and as set forth above were met. Once the departmental chairperson has verified that the requirements for either a course release or additional compensation, as applicable, have been met, the timing of any course release(s) or other reduction(s) in the teaching load for a Unionized Faculty member, or additional compensation, shall require further approval from the Dean of the College of Arts and Sciences or their designee, following the normal University procedures for granting such course releases or additional compensation.

Except as provided in Section 20.1(A), a Unionized Faculty member shall not receive a release of more than one (1) standard course (or the equivalent reduction in teaching load) in any academic year, or additional compensation of more than one stipend in any academic year; provided however, that a full-time Unionized Faculty member who qualifies for a course release pursuant to Section 20.5(A) above may also qualify for a course release under either Section 20.5(B), 20.5(C), 20.5(D), 20.5(E), 20.5(F), or 20.5(G) above within the same academic year, but in no event shall any such Unionized Faculty member receive more than two (2) course releases in any academic year.

20.6 Chapter 5, Section G of the Faculty Handbook shall not apply to Unionized Faculty.

20.7 Unpaid Leaves

Full-time Unionized Faculty members (other than Temporary Faculty) who have completed their probationary period as described in Section 25.7 of this Agreement, and who wish to participate in projects or activities that require their absence from teaching and other responsibilities at the University shall be eligible to apply for an unpaid leave as described in, and in accordance with, Chapter 6(A)(5) of the Faculty Handbook. Any such approved unpaid leave shall not be considered a break in service for purposes of this Agreement. During any such approved unpaid leave, the full-time Unionized Faculty member shall be eligible (or ineligible) to receive benefits on the same terms and conditions as full-time non-unionized faculty in the College of Arts and Sciences who are on such unpaid leaves in accordance with the University’s eligibility criteria, policies and plans as they may be amended by the University from time to time.