

MANAGEMENT COUNTER ARTICLE XX (20.1 – 20.7) WORKLOAD 9.9.25

COMPARISON TO UNION'S COUNTER

The University reserves the right to withdraw, delete, add to, or otherwise modify any proposal throughout the collective bargaining process

XX. WORKLOAD

20.120.1 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. Any adjustments to a Unionized Faculty member's workload not specified in this Article shall be notified in writing in a timely manner by the academic unit's chair to the Unionized Faculty member.

A. Full-Time Regular Workload. During the course of an academic year, full-time Unionized Faculty members shall normally be required to teach 3 three-credit hour courses (or a total of nine credit hours, if classes are less than three credits), in each of the Fall and Spring academic terms.

B. Part-Time Regular Workload. During the course of a calendar year (January 1-December 31), part-time Unionized Faculty members may work up to 1,033.5 hours. Each three-credit hour class shall count as 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 including in Biology, Chemistry, Forensic Science, Neuroscience, Sociology, Physics, and Psychology, but not limited to those departments, shall be counted using the following equivalency: each fifty (50) minutes of contact time or the equivalent per week shall be equivalent to one-third ($\frac{1}{3}$) of a three-credit course.

E. Discussion Sections. For purposes of determining workload for full-time and part-time Unionized Faculty members, discussion sections shall be counted using the following equivalency: each fifty (50) minutes of contact time or

**MANAGEMENT COUNTER ARTICLE XX (20.1 – 20.7) WORKLOAD 9.9.25
COMPARISON TO UNION’S COUNTER**

The University reserves the right to withdraw, delete, add to, or otherwise modify any proposal throughout the collective bargaining process

the equivalent per week shall be equivalent to one-third ($\frac{1}{3}$) of a three-credit course.

F. One-on-One Mentoring Intensive Classes. For purposes of determining workload for full-time and part-time Unionized Faculty members, one-on-one mentoring intensive classes including but not limited to PSYC 201: Psychology Advising and Careers shall be counted using the following equivalency: Each fifty (50) minutes of contact time or the equivalent per week shall be equivalent to one-third ($\frac{1}{3}$) of a three-credit course. This shall apply to all academic terms, including the Summer and J-Term.

G. Independent Studies, Internships, and/or Undergraduate Research. If a Unionized Faculty member is teaching an independent study, internship class, or undergraduate research, they shall be listed as the instructor of record in LOCUS. They shall be paid an overload stipend per student based on the following formula: [the standard pay rate for a three-credit hour summer class]/12 students/3 credits, not to exceed the normal pay for a class.

H. Large Course Enrollments.

Effective at the beginning of the 2025-26 academic year for courses with a single instructor, instruction of up to 50 students for 150 minutes per week or the equivalent will be equivalent to one class; each successive number of up to fifty (50) students will count as an additional class 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. Creation of a course of over fifty (50) students under this Section 20.1(J) shall require approval from the Dean of the College of Arts and Sciences or their designee.

MANAGEMENT COUNTER ARTICLE XX (20.1 – 20.7) WORKLOAD 9.9.25

COMPARISON TO UNION’S COUNTER

The University reserves the right to withdraw, delete, add to, or otherwise modify any proposal throughout the collective bargaining process

I. 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 260

DANC 261

DANC 311

MANAGEMENT COUNTER ARTICLE XX (20.1 – 20.7) WORKLOAD 9.9.25

COMPARISON TO UNION’S COUNTER

The University reserves the right to withdraw, delete, add to, or otherwise modify any proposal throughout the collective bargaining process

DANC 312

DANC 313

DANC 314

DANC 321

DANC 331

DANC 324

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. Individualized Instruction. Individualized instruction, collaborative pianists, or accompanists shall be compensated at the hourly rate set forth in Section 23.1(B)(2). Ninety (90) hours of individualized instruction, or ninety (90) hours of work as a collaborative pianist or an accompanist, shall be equivalent to one (1) standard three-credit hour course.

MANAGEMENT COUNTER ARTICLE XX (20.1 – 20.7) WORKLOAD 9.9.25

COMPARISON TO UNION’S COUNTER

The University reserves the right to withdraw, delete, add to, or otherwise modify any proposal throughout the collective bargaining process

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 321

THTR 323

THTR 324

If not listed as the “Primary Instructor,” part-time Unionized Faculty working as Production Staff shall be subject to Article 20.1.B of 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.

20.3 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 and the Senior Academic Officer.

20.4 Summer Courses and J-Term Courses

MANAGEMENT COUNTER ARTICLE XX (20.1 – 20.7) WORKLOAD 9.9.25

COMPARISON TO UNION’S COUNTER

The University reserves the right to withdraw, delete, add to, or otherwise modify any proposal throughout the collective bargaining process

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.

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 428 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, 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 3 three-credit hour courses in each of the Fall and Spring academic terms in the academic year which resulted in the Unionized Faculty member teaching 428 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 following academic year);
or

B. If a full-time Unionized Faculty member oversees English or Math placements or the equivalent in other departments 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

MANAGEMENT COUNTER ARTICLE XX (20.1 – 20.7) WORKLOAD 9.9.25

COMPARISON TO UNION'S COUNTER

The University reserves the right to withdraw, delete, add to, or otherwise modify any proposal throughout the collective bargaining process

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 at least thirty (30) Biology lab or Physics lab sections or the equivalent in other departments 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

D. If a full-time Unionized Faculty member is coordinating the work for courses with multiple sections and personnel 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

E. 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 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.

F. 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

MANAGEMENT COUNTER ARTICLE XX (20.1 – 20.7) WORKLOAD 9.9.25

COMPARISON TO UNION’S COUNTER

The University reserves the right to withdraw, delete, add to, or otherwise modify any proposal throughout the collective bargaining process

a course release, 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.

G. 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 a one course release or additional compensation for that academic year in which such work is assigned.

It is the shared responsibility of both academic unit chairs and individual unionized faculty members to track unionized faculty members’ eligibility for course releases. In the fall semester, when asking unionized faculty members what courses they would like to teach for the following academic year, academic unit chairs shall remind them in writing of all course releases for which they might be eligible. The academic unit chair shall endeavor to track all course releases that individual unionized faculty members in their unit are due. If the academic unit chair should fail to properly track such course releases, unionized faculty members should remind them of their eligibility. If a unionized faculty member has not received a course release for which they are eligible, they shall receive that course release in the next semester. 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. 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

MANAGEMENT COUNTER ARTICLE XX (20.1 – 20.7) WORKLOAD 9.9.25

COMPARISON TO UNION’S COUNTER

The University reserves the right to withdraw, delete, add to, or otherwise modify any proposal throughout the collective bargaining process

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) standard 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.

20.8 Parental Leave

Commencing with the 2021-22 academic year, part-time Unionized Faculty members shall be eligible for up to three (3) weeks of paid leave (“Parental Leave”) if the Unionized Faculty member has (i) given birth to a child, (ii) is a spouse or partner of a person who has given birth to a child, or (iii) has adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

MANAGEMENT COUNTER ARTICLE XX (20.1 – 20.7) WORKLOAD 9.9.25

COMPARISON TO UNION’S COUNTER

The University reserves the right to withdraw, delete, add to, or otherwise modify any proposal throughout the collective bargaining process

A part-time Unionized Faculty member who intends to take Parental Leave should notify their departmental chairperson at least thirty (30) days prior to the start of any such Parental Leave. The part-time Unionized Faculty member shall work with the departmental chairperson and other assigned faculty to cover the instructional needs of the part-time Unionized Faculty member during any such Parental Leave. The Unionized Faculty member, departmental chairperson, and ultimately the Dean of the College of Arts and Sciences or their designee are responsible for negotiating and documenting the Parental Leave schedule in accordance with this Section. The documentation regarding the Parental Leave should be sent to Faculty Administration, with a copy to Human Resources. The Parental Leave shall be reviewed by the Provost or their designee, and the Provost or their designee shall retain authority to approve any such Parental Leaves under this Section.

The fact that a multiple birth, adoption, or foster placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the three-week total amount of eligible Parental Leave. In no case shall a part-time Unionized Faculty member receive more than three weeks of Parental Leave in a rolling 12-month period, regardless of whether more than one birth, adoption, and/or foster placement occurs within that 12-month period. Parental Leave must be taken in one continuous period of leave and a part-time Unionized Faculty member must commence Parental Leave within thirty (30) calendar days of when the birth, adoption, or foster placement occurs. If a University holiday occurs while the part-time Unionized Faculty member is on Parental Leave, such University holiday shall not extend the three (3) week total amount of eligible Parental Leave.

Upon termination of the part-time Unionized Faculty member’s employment at Loyola, the part-time Unionized Faculty member shall not be paid for any unused Parental Leave for which they were eligible.