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4 **POSITION DESCRIPTIONS & WORKLOAD**

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6 **Section 1. Position Descriptions.** Bargaining unit members will have a position description that reflects  
7 the work responsibilities associated with their position. (See Letter of Agreement for applicability of this  
8 Section.) The position description should be maintained on file in the bargaining unit member's  
9 academic unit. The purpose of the document is to establish expectations among the individual  
10 bargaining unit member, their supervisor(s), and any other person or group asked to evaluate the  
11 bargaining unit member's performance.

12 Revisions to the position description should be done in consultation with the bargaining unit  
13 member.

14 Bargaining unit members are engaged in a wide variety of activities, including teaching, advising, research,  
15 scholarship and creativity, service, extension, librarianship, and other assignments. The expected  
16 percent ~~age~~ allocation of effort assigned to categories of activity will be specified in the position  
17 description and ~~be based upon the time assigned to that duty over the appointment period.~~ Percent  
18 allocation of ~~the~~ effort assigned in a position description is expected to represent the median effort over  
19 time as the particular components of a bargaining unit member's activities may vary from time to time.

20  
21 Position descriptions shall clearly identify expected contributions to equity, inclusion, and diversity.

22  
23 To promote access to shared governance, acknowledge service work performed by bargaining unit  
24 members, and allow for fair evaluation in the promotion and/or tenure process, ~~all bargaining unit~~  
25 ~~members shall be allocated FTE for service to the university or profession.~~ Expectations for service shall  
26 be described in the position description of each bargaining unit member.

27  
28 **Section 2. Workload.** The professional responsibilities of bargaining unit members vary. ~~Workload for a~~  
29 ~~bargaining unit member should be calculated and assigned in order to ensure that the faculty member is~~  
30 ~~able to devote adequate time to all assigned job duties.~~

31  
32 Effective September 16, 2021, each academic unit ~~department or college~~ shall ~~make and implement~~ have  
33 guidelines determining teaching workload for bargaining unit members. These guidelines shall be made  
34 and reviewed with faculty input. Guidelines will address standard course or credit loads for full and part-  
35 time faculty in tenure-track or fixed-term positions, ~~as well as common situations in which adjustments~~  
36 ~~to the standard course or credit load are to be expected.~~ The guidelines will also include procedures by  
37 which bargaining unit members can address cases of excessive workload.

38 ~~The Employer may not appoint bargaining unit members below 0.50 FTE to preclude providing benefits.~~  
39 ~~Workload policies may not create a per course FTE rate for part-time bargaining unit members with the~~  
40 ~~intention to preclude providing benefits.~~

1 **Section 3. Notice of Course Assignment.** Bargaining unit members with teaching responsibilities will  
2 ordinarily be given at least one term advance notice of the specific courses they are scheduled to teach.  
3 ~~It is understood and agreed to that there will be~~ In exceptional cases ~~when~~, this notice may ~~not~~ be ~~feasible~~  
4 ~~reduced.~~

5 **Section 4. Reduction in Teaching for Bargaining Unit Members in the Tenure-Track Classification Prior**  
6 **to Promotion and Tenure.** Each academic unit must have a policy that establishes a minimum number of  
7 course releases that will be provided to bargaining unit members in the tenure-track classification prior  
8 to promotion and tenure. ~~No academic unit may establish a policy that provides for less than one course~~  
9 ~~release for bargaining unit members in the tenure-track classification prior to their fourth year in service.~~  
10 Academic units with a standard course load of at least four courses per year for tenure-track faculty, must  
11 provide, at a minimum, a second course release prior to the fourth year in service. The scheduling of these  
12 course releases will be made in consultation between the bargaining unit member and the academic unit  
13 head.