

ARTICLE [x]. WORKLOAD AND OVERLOAD COMPENSATION

Section 1. Definition of Full-Time Faculty Workload

The primary responsibilities of all faculty members are teaching, professional development, and service. Teaching encompasses lectures and labs as well as activities such as working with students outside of class, posting and maintaining appropriate office hours, course and curriculum planning, and like activities. Professional development includes maintaining currency in the discipline taught as well as other research appropriate to the faculty member's expertise and appointment. Service includes departmental and institutional committee work, student support and retention activities, and service in professional organizations or other professionally-related public service.

To encourage excellence in and balance between teaching, service, and professional development, instructional and non-instructional workload must be clearly codified while leaving room for program- and department-specific needs as determined by department chairs.

Faculty members on nine-month (9-mo) appointments have a 39-week appointment period. They are not hourly employees, but their assignments shall be structured in such a manner that it is reasonable for a competent individual to fulfill the minimum requirements needed for reappointment, promotion and tenure over the full 39-week appointment period. The nature of faculty work prevents one from evenly spreading out the time commitment across the year. Some weeks will entail more time than a standard workweek; some weeks will entail less. When classes are not in session, a faculty member must be able to take advantage of the reduced demands to focus on course preparation, professional development, and scholarship.

Contractual work done outside of a 9-month contract should be calculated on a pro-rated basis consistent with this article. This applies to faculty with contracts between 9 and 12 months.

Full-time faculty workload is defined as 36 workload units (WLU) for both tenured/tenure-track (TT) faculty and non-tenure-track (NTT) faculty on 9-month/39-week contracts and regardless of modality or campus location. Those 36 WLU shall encompass both instructional and non-instructional work.

Department chairs, in consultation with faculty, shall determine how workload is assigned to faculty each academic year or, as needed, each term. As part of this, if a chair determines that a faculty member needs to spend more time on non-instructional work—whether service or professional development—in a given term or academic year, the chair will work with the faculty member to fairly determine what that non-instructional work should look like and how it will be quantified. However, no faculty member will be required to work beyond their annual contractual 36 WLUs, and if additional funding is needed to either compensate faculty for overload instructional or non-instructional work or to hire additional full-time or contingent faculty in a given term or academic year, the Employer shall provide that funding.

Section 2. Workload Minima for Tenure-Track and Tenured Faculty

*OT-AAUP reserves the right to add to, modify, or amend proposals during the course of negotiations.

45 Workload minima are guarantees to both a faculty member and a department. While departments
 46 may differ in how much their faculty spend on different aspects of workload, all faculty across the
 47 university will share the workload minima, according to their type of appointment.

48 Faculty with heavy instructional workloads shall be guaranteed time for service and professional
 49 development, which are necessary for tenure and promotion; similarly, faculty with heavy non-
 50 instructional workloads shall be guaranteed to spend the majority of their time on instruction, in
 51 keeping with the character of Oregon Tech as a teaching institution.

52

53 The following workload minima are mandatory for tenure-track and tenured faculty:

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55 Instruction or Librarianship – at least 60% per academic year

56 Service Duties – at least 10% per academic year

57 Professional Development – at least 10% per academic year

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59 Exact apportioning of the remainder of faculty time will be determined at the departmental level
 60 according to departmental needs; this will be agreed upon by both the department chair and the
 61 individual faculty member. (For example, if a department has high service needs one year, a tenure-
 62 line faculty member may do up to 10.6 WLU (30% of total workload) of service that year while still
 63 doing 21.6 WLU (60% of total workload) of instruction and 3.6 WLU (10% of total workload) of
 64 professional development. Similarly, if a department has higher instructional needs one year, a
 65 faculty member may do up to 28.8 WLU (80% of total workload) of instruction while still fulfilling
 66 the minimum 3.6 WLU (10% of total workload) each in service and professional development.)

67

68 **Section 3. Workload Minima for Non-Tenure-Track Faculty**

69 The following workload minima are mandatory for non-tenure-track faculty:

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71 Instruction or Librarianship – at least 80% per academic year

72 Service Duties – at least 5% per academic year

73 Professional Development – at least 5% per academic year

74

75 Again, exact apportioning of the remainder of faculty time will be determined at the departmental
 76 level according to departmental needs; this will be agreed upon by both the department chair and
 77 the individual faculty member. The NTT faculty member could do up to an additional 3.6 WLU of
 78 instruction, service, or professional development.

79

80 **Section 4. Formulae for Quantifying Instructional Workload**

81 In recognition that all faculty have expert knowledge and, as such, faculty instruction is equally
 82 valuable across disciplines, instructional workload shall be quantified according to the following
 83 guidelines for all course prefixes and independent of enrollment:

84

85 1 lecture contact hour = 1 workload unit (1 WLU)

86 3 lab contact hours = 2 workload units (2 WLU)

87

88 These formulae assume that instructional workload includes both in-class and out-of-class time at a
 89 ratio of 1:4, where 1 lecture hour (50 mins) requires, on average, three hours of preparation time (to
 90 include both lecture preparation and grading) and one hour (to include both student contact time,
 91 virtual or in-person, and sundry instructionally-related email tasks). For example, 9 WLUs of

92 instruction requires approximately 36 hours of labor in a work week. (However, as noted above,
93 some work weeks may require more time and some may require less time; faculty are not hourly
94 employees, and this contract assumes that these variations work themselves out over the course of
95 an academic term.)

96
97 Department chairs may make decisions about offering classes based on enrollment, but enrollment
98 shall not affect a faculty member's workload. Faculty members shall not be penalized for teaching
99 essential courses that advance students toward graduation; if a course is judged essential to offer, a
100 faculty member shall receive the same amount of instructional workload regardless of enrollment.

101 102 Librarianship

103 In recognition that Library faculty workload is unpredictable and inconsistent, Librarianship (as
104 equivalent to instructional workload) cannot be mapped to lecture hours but instead may include
105 some or all of the following activities: Fostering learning environments that promote information
106 competencies, inquiry and analysis, and critical thinking while encouraging lifelong learning;
107 contributing to the design, improvement, and assessment of courses, curricula, and research
108 activities; managing, developing, and creating the libraries' collections, as well as facilitating
109 intellectual and physical access to the libraries' collections that foster diverse perspectives.

110 111 Externship

112 For an in-load externship assignment, faculty shall receive 1-1 credit hours to workload unit basis.

113 114 Summer/Off-Term

115 Instructional workload assigned during the Summer (or "off" term) faculty shall receive a percent
116 equivalent to their annual base salary: salary divided by total annual WLU = pay per workload unit
117 (WLU).

118 119 **Section 5. Formula for Quantifying Non-Instructional Workload**

120 Non-instructional workload, including both service and professional development, shall be
121 quantified according to the following formula:

122
123 10 hours of non-instructional work = 1 workload unit

124 125 Quantifying Service

126 For service duties whose work occurs primarily in meetings, workload shall be calculated based on
127 approximate meeting hours per year. For service duties whose work occurs primarily outside of
128 meetings, workload shall be calculated based on approximate hours of work per year. In either case,
129 WLU correspond to the non-instructional workload formula above, where 10 hours of non-
130 instructional work = 1 WLU.

131 Additionally, in recognition that chairing a committee creates additional workload, chairing a
132 committee shall count as an additional 0.1 WLU per meeting (that is, an extra hour of work for
133 every meeting).

134
135 To ensure institutional equity in workload assignments, major university-wide service shall be
136 divided into three categories: high-commitment service (> 20 hours per year), mid-commitment
137 service (10-20 hours per year), low-commitment service (< 10 hours per year).

138

139 In addition to major university-side service, other non-instructional duties as assigned by a
 140 department and according to departmental needs shall be calculated according to the non-
 141 instructional workload formula. Department chairs shall justify their classification of departmental
 142 service workload in their annual workload reports. This list shall be revisited each June by
 143 departments and OT-AAUP.

144
 145 Student advising workload shall be capped at 50 advisees per faculty member and shall follow the
 146 non-instructional workload formula, where 10 hours of work = 1 WLU. That formula shall be
 147 applied specifically to advising in the following way.

148
 149 < 15 students = not quantified
 150 15 students = 0.5 WLU/quarter
 151
 152 30 students = 1 WLU/quarter
 153 31-40 students = 1.5 WLU/quarter
 154 41-50 students = 2.0 WLU/quarter
 155

156 Service work in the form of program director shall receive a minimum of 3 WLU per term. Other
 157 departmental service such as scheduling, program assessment, retention and recruitment
 158 coordinator, shall receive commensurate recognition of work according to the workload formula in
 159 this section.

160
 161 Quantifying Professional Development.

162 In recognition of the disciplinary expertise of individual departments, professional development
 163 shall be quantified at the departmental level in accordance with the non-instructional workload
 164 formula. For example, a department may determine that presenting at a regional conference is worth
 165 .5 WLUs while presenting at a national conference as worth 2 WLUs, etc. Such determinations shall
 166 be justified in both the annual Faculty Objectives Plan and in the department's annual workload
 167 reports.

168 169 **Section 6. Maintaining Full FTE**

170 In the event of course cancellation for insufficient enrollment, the Department Chair shall work
 171 with the affected faculty member to determine if it is possible to replace the course assignment with
 172 an equivalent course assignment within the same appointment period and academic year.

173 If it is not possible to replace the course assignment within the same appointment period and
 174 academic year, the department may provide an equivalent, alternative non-instructional assignment
 175 consistent with the department's workload policy. Examples of such work include but are not
 176 limited to the following: advising; determining course equivalencies for transfer credit; assessment
 177 projects; curriculum development; recruiting. The equivalent, alternative assignment must be
 178 assigned and realistically completed during the same term the cancelled course was scheduled.

179 180 **Section 7. Overload and Overload Compensation**

181 Any work—instructional or non-instructional—performed by faculty members beyond their 36
 182 WLU full-time workload shall be considered overload. In recognition that overload work is work
 183 outside of a faculty member's regular annual contract, performing instructional or non-instructional
 184 work outside of 36 WLUs (i.e., workload of 37 WLUs or above) shall never be mandatory and shall

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185 always be compensated. To maintain departmental flexibility with workload assignments, overload
 186 shall be formally calculated at the end of spring term and paid on June 30th. The June 30th overload
 187 will be added to the faculty salary calculation for retirement benefits.

188
 189 Overload shall be compensated per WLU at 1.5 times the bargaining unit member's annual base
 190 salary, as determined by the following workload overload formula:

191
 192 $\text{Salary divided by total annual WLU} = \text{pay per workload unit (WLU)}$
 193 e.g. $9\text{-month salary divided by } 36 = \text{pay per workload unit (WLU)}$
 194 $12\text{-month salary divided by } 48 = \text{pay per workload unit (WLU)}$

195
 196 Example A:
 197 $9\text{-month salary } (\$54,000) \text{ divided by } 36 = \$1500.00/\text{WLU}$
 198 $\$1500/\text{WLU} \times 1.5 = \$2250/\text{WLU}$ (overload pay per WLU)

199
 200 Example A Overload Compensation:
 201 $6 \text{ WLU} \times \$2250/\text{WLU} = \13500

202
 203 Example B:
 204 $9\text{-month salary } \$72000/36 \text{ WLU} = \$2000/\text{WLU}$
 205 $\$2000 \text{ WLU} \times 1.5 = \$3000/\text{WLU}$ (overload pay per WLU)

206
 207 Example B Overload Compensation:
 208 $6 \text{ WLU} \times \$3000/\text{WLU} = \18000

209
 210 No faculty member shall be forced to take on overload work; overload must always be voluntary.
 211 Overload shall be distributed in such ways that faculty shall have equal opportunities to fulfill
 212 responsibilities needed for tenure and/or promotion, and instructional and non-instructional
 213 workload should not disadvantage faculty members' promotion and/or tenure process (e.g., faculty
 214 who are deficient in non-instructional criteria should not be encouraged to overload in instructional
 215 workload, etc.).

216
 217 Externship overload shall be calculated according to the following formula: \$60 per student-basis
 218 per credit hour.

219
 220 Hybrid or online courses shall be loaded equivalently to face-to-face/traditionally delivered courses.
 221 All other loading procedures in this Article shall apply.

222 **Section 8. Course Caps**

223
 224 Course caps (maximum number of students) shall be determined in consultation with departmental
 225 faculty, and these caps shall be based primarily on established disciplinary and pedagogical best
 226 practices. Course caps shall be clearly communicated to bargaining unit members at least at the time
 227 of course scheduling or earlier, whenever possible.

228
 229 A course can only be over-enrolled with the explicit voluntary consent of the faculty, in exceptional
 230 circumstances, and compensated at pro-rated workload units (for example, a course loaded as a 3

231 WLU with an established cap of 20 students, shall be loaded as a 6 WLU course if a faculty agrees to
232 teach the course with 40 students in it).