

Article ___: Workload

Section 1. Unless on approved leave, bargaining unit members shall be available for assignment of, and engaged in, professional duties for the entire period of their appointment. Professional duties are recognized to include instructional activities, research, scholarship, and internal service to the University and external service to their profession, community, and University mission.

Section 2. Oregon Tech has the sole and exclusive right under Article ___: Management Rights to assign faculty instructional and non-instructional workload. The bargaining unit member's total assignment shall be based on the member's contributions in each of the three areas: teaching, research and scholarship, and service.

Section 3. Workload Requirement. The full-time base instructional and non-instructional workload requirement of a bargaining unit member on a 9-month appointment is fifteen (15) workload units per term or a total of forty-five (45) per academic year. For those bargaining unit members on an 11 or 12-month appointment, the base instructional and non-instructional workload requirement is fifteen (15) workload units per term or a total of sixty (60) per academic year.

Section 4. Tenured/Tenure-Track Faculty Workload. Each College will attempt, whenever possible, to maintain a fair and equitable distribution of faculty workload. Exceptions to the following must be approved by the Provost.

- A. Instructional Workload.** The full-time instructional workload for tenured and tenure-track bargaining unit members on a 9-month appointment shall be thirty-six (36) workload units per academic year and forty-eight (48) for those on 11 or 12-month appointments. A bargaining unit member's teaching assignment may include any modality (remote, online face-to-face, and or hybrid).
- B. Non-Instructional Workload.** The full-time non-instructional workload for tenured and tenure-track bargaining unit members on a 9-month appointment shall be nine (9) workload units per academic year and twelve (12) for those on 11 or 12-month appointments. Non-instructional workload shall be for scholarship, research, and internal service to the University and external service to their profession and community consistent with the University's mission.
- C. Reduction in Instructional Workload.** Instructional workload may be reduced with approval of the college Dean. Where the bargaining unit member has been assigned a teaching load of less than twelve (12) workload units in a term, the member must prepare and submit to the Dean appropriate documentation of how

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the assignments made in lieu of teaching were satisfactorily completed. Failure to submit such documentation may be grounds for disciplinary action. Bargaining unit members assigned non-teaching assignments shall still be considered full-time teaching faculty for purposes of Promotion and Tenure.

Section 5. Non-Tenure Track Workload.

- A. Instructional Workload.** The full-time instructional workload for non-tenure track bargaining unit members on a 9-month appointment shall be forty-two (42) workload units per academic year and fifty-six (56) for those on 11 or 12-month appointments. A bargaining unit member's teaching assignment may include any modality (remote, online face-to-face, and or hybrid).
- B. Non-Instructional Workload.** The full-time non-instructional workload for non-tenure track bargaining unit members on a 9-month appointment shall be three (3) workload units per academic year and four (4) for those on 11 or 12-month appointments. Non-instructional workload shall be for scholarship, research, and/or internal service to the University and external service to their profession and community, consistent with the University's mission. Alternatively, a non-tenure track bargaining unit member may be assigned additional instructional workload units in lieu of non-instructional workload.
- C. Reduction in Instructional Workload.** Instructional workload may be reduced with approval of the College Dean. Where the bargaining unit member has been assigned a teaching load of less than fourteen (14) workload units in a term, the member must prepare and submit to the Dean appropriate documentation of how the assignments made in lieu of teaching were satisfactorily completed. Failure to submit such documentation may be grounds for disciplinary action.

Section 6. Overload.

(A). An overload or out-of-load assignment is an assignment of no more than one (1) course (up to four (4) credits) in any modality per academic term in excess of the maximum instructional workload units stated above that is mutually agreed to between the bargaining unit member and the Department Chair or appropriate administrative supervisor with approval of the Dean. Any exception will require approval by the Dean and Provost.

(B). Bargaining unit members may request that overload or out-of-load compensation take the form of class release in future terms of same academic year.

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Bargaining unit members who have been awarded release time may not receive overload or out-of-load for teaching.

(C). Compensation for work performed on sponsored agreements or matching funds, both of which must be approved by the Provost or designee, during all or any portion of such period are not to exceed the bargaining unit member's base salary rate.

(D). Appointments for which compensation is paid, in whole or in part, with federal funds may be ineligible for overload appointment or compensation. A bargaining unit member may receive compensation that exceeds his/her base salary rate so long as the extra appointment and its compensation is approved specifically by the granting agency and does not exceed twenty percent (20%) of member's base salary for the period.

Section 7. Student Consultation Hours.

(A). All bargaining unit members shall be available for student consultation. Student consultation sessions, student contacts and communication are a necessary part of teaching a course and no additional workload units are awarded for student consultation. Full-time bargaining unit members shall establish and maintain a minimum of five (5) scheduled student consultation hours per week in their offices outside of class, each term they are teaching. These five (5) hours should be distributed over at least three (3) different days per week. Student consultation sessions should occur at the campus location(s) where bargaining unit members are assigned, and be a minimum of one (1) hour in length. These hours may not occur during assigned course times. Those bargaining unit members with less than full-time appointments shall establish minimum consultation hours in proportion to their part-time appointment. Bargaining unit members teaching online classes shall be required to publish and hold office hours in proportion to the assigned online teaching workload.

(B). Each bargaining unit member shall post the schedule of office hours outside the bargaining unit member's office for student viewing, include it on each syllabus and submit a copy to the Department Chair or appropriate administrative office and Dean. Established office hours should be convenient to the students, not just the bargaining unit member.

Section 8. Student Advising. Recognizing the importance of student advising and its place among the principal responsibilities of all bargaining unit members, the Department Chair or appropriate administrative officer will assign advisees to tenured and tenure-track bargaining unit members. Non-tenure track bargaining unit members may be

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assigned advising duties. Student advising is a necessary part of instruction and no additional workload units are awarded for student advising.

Section 9. Librarians Workload. Bargaining unit members employed in University libraries have appointment with primary duties in the University libraries. Full-time (1.0 FTE) librarian bargaining unit members shall work a forty (40) hour week on a schedule established by the University and develop library systems and resources to support the educational and applied research mission of the University, such as: reference service, library research, information literacy instruction, collection development, and bibliographic organization and control. Librarians shall meet faculty and student needs consistent with standards of quality recognized by program and institutional accreditation commissions.

Section 10. Summer Term. For nine (9) month bargaining unit members, Summer Term appointments are for varying lengths of time and are additional appointments when program needs and available resources provide opportunities for summer employment. Summer Term appointments are recommended by Department Chairs or appropriate administrative officer and approved by the Dean. The mode of course delivery will be assigned by the Department Chair or appropriate administrative officer with approval from the Dean.

Section 11. Course Modality and Capacities.

Course capacity and instructional modality of any course will be determined by the Department Chair or appropriate administrative officer and approved by the Dean.

For the Article on Definitions:

Academic Year. Academic year shall consist of three (3) terms including two weeks before the beginning of the academic year and one week following the academic year but not including scheduled holidays.

Summer Term. Summer Term is the time that occurs between the end of the Spring term and the start of the Fall term.

Work Year. For nine (9) -month faculty the work year shall consist of three (3) terms including two weeks before the beginning of the academic year and one week following the academic year but not including scheduled holidays, Thanksgiving Break, Winter Break and Spring Break, as defined by the current academic calendar.

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For twelve (12) -month faculty the work year shall consist of twelve (12) months but not including scheduled holidays. Accrued vacation leave shall be used for any break between terms.

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