Faculty Alliance of Miami, AAUP-AFT Proposal to Miami University

December 19, 2023

Departmental Workload Policies

1. General Provisions and Procedures
   - 1.1. Faculty time is the University's most precious resource. While observing departmental and disciplinary standards, faculty may undertake different types and mixes of professional activities and must still be reasonably and equitably rewarded for helping to fulfill Miami's mission.
   - 1.2. Each department must develop through democratic procedures a policy regarding faculty working conditions and workload to ensure that all faculty have reasonable and equitable working conditions and the resources necessary to: support the teaching program that is at the core of the university; to ensure transparency and equity in faculty professional and instructional activities; and to recognize that faculty at different points in their career and rank may benefit from varying mixes of teaching, scholarship (including, for example, the scholarship of teaching and learning), creative activity, and service, (including, as appropriate, professional development).
     - 1.2.1. Department workload policies must assure that metrics or methods for evaluating faculty working conditions and workload are consistent with the appropriate departmental, divisional, and university promotion and evaluation policies.
     - 1.2.2. Department policies must include provisions and procedures for course releases and other reductions in workload in one or several areas to allow bargaining unit members flexibility in carrying out professional or educational activities.
       - 1.2.2.1. Faculty who demonstrate research/scholarship/creative activity and/or service activity that exceeds department norms commensurate with their academic rank shall be assigned lower teaching loads or other commensurate reductions in professional activities, including service.
       - 1.2.2.2. Department policies may allow for adjustments in a faculty member's working conditions or workload to encourage the initiation of a program of research/scholarship/creative activity or other professional activity.

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1.2.2.3. A faculty member can adjust their workload balance multiple times during an academic year to appropriately reflect the demands upon and responsibilities of the faculty member.

1.2.3. Departmental workload and merit pay policies (See Article ___ Pay and Compensation) must make it sufficiently clear that all professional activities undertaken by the unit member are eligible for merit pay and other forms of recognition.

1.2.4. The university shall assure that sufficient resources are devoted to implementing these policies.

1.2.5. It is the responsibility of chairs, deans, and the provost, to ensure both reasonable and equitable workloads across faculty, departments, and divisions, respectively as consistent with this CBA. The maximum and normative size of each class section shall be established according to disciplinary standards and department policy.

1.3. Appeals. Department workload policies must provide for a process within departments for discussion and possible resolution of disputes over workload policies and their implementation. This does not preclude bargaining unit members from appeal for relief by other means including but not limited to grievance, shared governance procedures, formal arbitration, or litigation.

2. Differential Elements of Departmental Workload Policies.

2.1. Departmental workload policies must ensure reasonable and equitable workloads among unit members and must account for the full range of professional work undertaken by unit members. Within and between academic divisions and departments, differences in working conditions must reflect the differing experiences and commitments to teaching, research, service, and other professional and educational activities of the faculty, as well as the differing market conditions, accrediting standards, and academic traditions of the disciplines. For example, faculty who provide clinical supervision as part of their responsibilities must reflect the labor required to provide such clinical supervision.

2.2. Working Conditions for Tenured and Tenure-Track

2.2.1. Tenured and tenure-track faculty generally engage in instruction/teaching (which may include traditional classroom teaching; informal teaching/instruction; and/or academic advising); research, scholarly, or creative activity; and service, which may include professional development.

2.2.2. Probationary tenure-track faculty are entitled to teaching workload reductions.

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2.3. Working Conditions for TCPL faculty

2.3.1. TCPL faculty are generally expected to engage in instruction/teaching (which may include teaching, informal instruction and/or academic advising) and service, which may include professional development.

2.3.2. Research, scholarly, and creative activity may be included in TCPL work plans at the option of the faculty member and consistent with department policy, accreditation requirements, or disciplinary standards.

2.4. Departmental Policies for Reduction in Instructional Workload

2.4.1. Departmental Workload policies must include provisions for individuals to have lower course loads, or lower working loads in other areas of professional activities, than the University or Department norm when those individuals are engaged in activities such as (but not limited to) the following:

2.4.1.1. Research activity.

2.4.1.2. Courses granting more than three credit hours or requiring more than three contact hours.

2.4.1.3. Significant engagement with students outside of formal courses, including but not limited to, for example, undergraduate or graduate student advising; formal or informal mentoring; supervising graduate or undergraduate lab work, research, or training, etc.

2.4.1.4. Supervision of students (e.g., interns) assigned to outside organizations

2.4.1.5. Supervision of independent study or honors projects.

2.4.1.6. Supervision of and committee membership for Masters theses, Comprehensive Exams & Doctoral Dissertations.

2.4.1.7. Teaching of studio and laboratory classes.

2.4.1.8. Direction or involvement in artistic performance (e.g. music ensembles, theater performances, etc.)

2.4.1.9. Clinical supervision of students.

2.4.1.10. Courses with larger than usual grading requirements (for example, writing intensive classes).

2.4.1.11. High-enrollment classes (especially those without teaching assistants)

2.4.1.12. Other activities, not otherwise enumerated above, which contribute to student success and student retention.

2.4.1.13. Innovative pedagogies that require unusual time investments.

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2.4.1.14. Service beyond department norms (e.g. membership, chairing, or participation in faculty, department, division, or university committees; administrative roles/positions; or other activities important for the department, division, or university).

2.4.1.15. Service to the community (e.g. Consultation/support to outside community agencies, community engagement, board membership in a community organization).

2.4.1.16. Service to the profession (e.g. Editor or significant review activities for journal or publisher).

2.4.1.17. Continuing education in the area of expertise and/or teaching and scholarly activities that build instructional currency and support teaching.

2.4.1.18. Number or variety of course preparations in a given term.

2.5. Department Overload Policies

2.5.1. When a department or the University has a need for service or teaching or other work that cannot be assigned within the usual departmental workload policies, the department may request that a faculty member teach additional hours or engage in additional professional activities to meet that need.

2.5.2. For all bargaining unit members in a department, overload teaching or other professional activity is equally available to those qualified, though department policy may determine priorities and preferences. If no bargaining unit members are willing or qualified, other instructional faculty may be requested to perform the overload on an as needed basis.

2.5.3. Unit members shall not be requested to take on responsibilities above departmental norms without being offered commensurate reductions in expectations for professional activities. A faculty member may decline the request and shall not be subjected to any form of discipline or retaliation.

2.5.4. The department must have a policy for such overloads, including options for compensation, which must be at the choice of the faculty member. The options for compensation must include:

2.5.4.1. Reduced teaching or other responsibilities in current or future semesters; and / or,

2.5.4.2. Overload pay, which must conform to the minimum overload compensation provisions of this CBA

2.5.5. An overload and its compensation must be agreed to in writing by the faculty member and the Chair. In the case of compensation or reduced responsibilities in a future semester, the agreement must specify the

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amount of the reduction and the semester in which it will occur. Once made, such an agreement may not be altered except by mutual consent of the parties.

2.5.6. The University shall not permit the use of overload teaching nor any form of extra compensation as a recruiting inducement.

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