

## Article 23

### WORKLOAD AND WORKLOAD EQUIVALENTS

#### A. ACADEMIC FACULTY

##### 1. REGULAR Teaching Faculty~~ACULTY~~

###### a. Workload Hours

~~For all ACADEMIC FACULTY MEMBERS,~~ The full workload for the academic year shall not exceed twenty-four (24) workload hours (with twelve (12) workload hours as standard for a term). In no event shall more than fifteen (15) workload hours be assigned in any one (1) academic term unless overload as provided for in this Agreement is paid. Laboratories, studios, clinics, and field and activity courses shall be equated on the basis of three (3) contact hours being equal to two (2) workload hours for that period of time which is actually spent in such work. Where such types of courses also include lecture hours, each hour of scheduled lecture is to be considered a workload hour.

~~However, Each~~ contact hour in laboratories in chemistry, biology, physics, allied health science and earth science shall be assigned ~~one (1),~~ 666666 workload hour.

###### b. Preparations

No more than three (3) preparations per academic term shall be assigned unless such additional preparations are compensated in accordance with the formula contained in Article 25, Section B. Preparations shall be defined and assigned in accordance with the definition of preparation contained in Article 25, Section B. However, where an overload course(s) is assigned in accordance with subsection 1.a. above, the additional courses(s) assigned may carry an additional preparation(s).

###### c. Office Hours

Teaching FACULTY MEMBERS shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times as will accommodate the needs of the students. The schedule of office hours for each FACULTY MEMBER shall be posted in such manner so as to be easily observed by the students.

###### d. Graduate Teaching

A ~~FACULTY MEMBER~~ regular teaching faculty member who teaches graduate courses shall have the following considered a maximum full workload in any academic term beyond which overload shall be paid:

- (1) Nine (9) workload hours if only graduate courses are taught; or
- (2) Twelve (12) workload hours for any combination of graduate and undergraduate courses involving less than nine (9) workload hours of graduate courses.

Supervision of ~~one (1) three (3)~~ Master's theses shall be equated with ~~one-third (1/3) of a workload hour. Supervision of ~~one (1)~~~~ Doctoral dissertation shall be equated with one (1) graduate workload hour. ~~Graduate workload for such supervision shall be cumulative until it reaches three (3) graduate workload hours and then it shall be counted toward the FACULTY MEMBER'S workload. However, if the three (3) workload hours are not accumulated within two (2) years, the FACULTY MEMBER shall be granted the workload equivalent or the compensation for the workload hours which he/she has earned within that period.~~

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e. Internships/Cooperative Education

(1) A University supervisor of student interns or cooperative education students shall supervise a maximum of ~~one hundred twenty (120)seventy-two (72)~~ students during a year.

(2) When an ~~ACADEMIC FACULTY MEMBER~~regular teaching faculty member carries a mixed load of teaching and supervision of student interns/cooperative education students, the ~~ACADEMIC FACULTY MEMBER'S~~ regular teaching faculty member's workload shall be calculated on the basis of each student intern/cooperative education student being equivalent to ~~one third (1/3)~~one-fifth (1/5) of a workload hour.

(3) No workload hour equivalent shall be granted unless the internship program/cooperative education program has been approved by the Curriculum Committee and the President.

f. Supervisors of Student Teachers

(1) A University supervisor of student teachers shall supervise up to a maximum of forty (40) student teachers during a two (2) semester academic year, and be responsible for practicum, where applicable. The maximum shall not exceed twenty (20) student teachers during any one (1) semester of the academic year. In making an actual assignment, the President or his/her designee shall, in consultation with the student teacher supervisors, take into consideration the number of schools involved and the distances required to be traveled from one school to another by the student teacher supervisor.

A student teacher supervisor's actual schedule of days to be worked during the academic year shall be determined by the President or his/her designee. It is contemplated that such days shall not necessarily be limited by the University calendar, but rather, the President or his/her designee shall take into consideration the needs of student teachers being supervised and of the school district(s) involved.

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(2) Workload for student teacher supervisors when carrying a mixed load of teaching and supervision of student teachers shall be calculated on the basis that each student teacher assigned shall be equivalent to .600000 workload hour.

(3) ~~FACULTY MEMBERS~~Regular teaching faculty members assigned full-time to supervision of student teachers shall be available for office consultations for five (5) hours per week. The place of the office consultation may be the school where the student is assigned, provided that this arrangement is approved by the appropriate Dean prior to each academic semester assignment.

(4) A student teacher supervisor shall be provided with a vehicle when available in accordance with STATE SYSTEM/UNIVERSITIES regulations. When a STATE SYSTEM/University vehicle is not available, he/she must use his/her own vehicle, and he/she shall be reimbursed pursuant to Article 32, TRAVEL EXPENSES.

(5) A student teacher supervisor who is customarily and regularly required by the STATE SYSTEM/University to travel fifteen (15) miles or more from his/her regular campus or work site, and whose work assignment requires that he/she remain away therefrom during his/her normal lunch period, shall be reimbursed for actual out-of-pocket lunch expenses not to exceed, including sales tax, two dollars and thirty-five cents (\$2.35).

## 2. Temporary Teaching Faculty

### a. Workload Hours

The full workload for the academic year shall not exceed thirty (30) workload hours (with fifteen (15) workload hours as standard for a term). In no event shall more than fifteen (15) workload hours be assigned in any one (1) academic term unless overload as provided for in this Agreement is paid. Laboratories, studios, clinics, and field and activity courses shall be equated on the basis of three (3) contact hours being equal to two (2) workload hours for that period of time which is actually spent in such work. Where such types of courses also include lecture hours, each hour of scheduled lecture is to be considered a workload hour.

Each contact hour in laboratories in chemistry, biology, physics, allied health science and earth science shall be assigned .666666 workload hour.

b. Preparations

No more than four (4) preparations per academic term shall be assigned unless such additional preparations are compensated in accordance with the formula contained in Article 25, Section B. Preparations shall be defined and assigned in accordance with the definition of preparation contained in Article 25, Section B. However, where an overload course(s) is assigned in accordance with subsection 1.a. above, the additional courses(s) assigned may carry an additional preparation(s).

c. Office Hours

Full-time temporary teaching FACULTY MEMBERS as defined in this Article shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times and locations as will accommodate the needs of the students. Temporary teaching FACULTY MEMBERS not defined as full-time, shall maintain a prorated number of office hours each week, at a minimum of twenty-five (25) minutes for each workload hour taught, at such days, times and locations as will accommodate the needs of the students. The schedule of office hours for each temporary teaching faculty member shall be posted in such manner so as to be easily observed by the students.

d. Graduate Teaching

A faculty member who teaches graduate courses shall have the following considered a maximum full workload in any academic term beyond which overload shall be paid:

- (1) Twelve (12) workload hours if only graduate courses are taught; or
- (2) Fifteen (15) workload hours for any combination of graduate and undergraduate courses involving less than twelve (12) workload hours of graduate courses.

Supervision of one Master's theses shall be equated with one-third (1/3) of a workload hour. Supervision of one (1) Doctoral dissertation shall be equated with one (1) graduate workload hour.

e. Internships/Cooperative Education

- (1) A University supervisor of student interns or cooperative education students shall supervise a maximum of one hundred fifty (150) students during a year.

(2) When a temporary teaching faculty member carries a mixed load of teaching and supervision of student interns/cooperative education students, the faculty member's workload shall be calculated on the basis of each student intern/cooperative education student being equivalent to one-fifth (1/5) of a workload hour.

(3) No workload hour equivalent shall be granted unless the internship program/cooperative education program has been approved by the Curriculum Committee and the President or his/her designee.

f. Supervisors of Student Teachers

(1) A University supervisor of student teachers shall supervise up to a maximum of fifty (50) student teachers during a two (2) semester academic year, and be responsible for practicum, where applicable. The maximum shall not exceed twenty-five (25) student teachers during any one (1) semester of the academic year. In making an actual assignment, the President or his/her designee shall, in consultation with the student teacher supervisors, take into consideration the number of schools involved and the distances required to be traveled from one school to another by the student teacher supervisor.

A student teacher supervisor's actual schedule of days to be worked during the academic year shall be determined by the President or his/her designee. It is contemplated that such days shall not necessarily be limited by the University calendar, but rather, the President or his/her designee shall take into consideration the needs of student teachers being supervised and of the school district(s) involved.

(2) Workload for student teacher supervisors when carrying a mixed load of teaching and supervision of student teachers shall be calculated on the basis that each student teacher assigned shall be equivalent to .600000 workload hour.

(3) Temporary teaching faculty members assigned full-time to supervision of student teachers shall be available for office consultations for five (5) hours per week. The place of the office consultation may be the school where the student is assigned, provided that this arrangement is approved by the appropriate Dean prior to each academic semester assignment.

(4) A student teacher supervisor shall be provided with a vehicle when available in accordance with STATE SYSTEM/UNIVERSITIES regulations. When a STATE SYSTEM/University vehicle is not available, he/she must use his/her own vehicle, and he/she shall be reimbursed pursuant to Article 32, TRAVEL EXPENSES.

(5) A student teacher supervisor who is customarily and regularly required by the STATE SYSTEM/University to travel fifteen (15) miles or more from his/her regular campus or work site, and whose work assignment requires that he/she remain away therefrom during his/her normal lunch period, shall be reimbursed for actual out-of-pocket lunch expenses not to exceed, including sales tax, two dollars and thirty-five cents (\$2.35).

32. Library FACULTY

- a. Subject to the provisions hereof, all members of the professional library staff shall enjoy full FACULTY status with all the rights, privileges and responsibilities pertaining thereto. For administrative purposes, the professional librarians shall constitute a department.
- b. Library FACULTY in the performance of their duties shall be scheduled for no more than thirty-five (35) hours per week, and Library FACULTY also shall be expected, as are other FACULTY MEMBERS, to assume committee assignments and other campus responsibilities.
- c. A Library FACULTY MEMBER'S schedule shall be based on library needs as determined by the President or his/her designee in consultation with members of the Library FACULTY.
- d. APSCUF shall conduct an election among all of the members of the Library FACULTY to designate a chairperson who shall act in a representational role for the department. The chairperson shall reflect the view of the members of the Library FACULTY in their consultations with the President or his/her designee on matters of appointment of FACULTY, renewal and non-renewal of FACULTY, FACULTY development and evaluation, promotion, tenure and Library FACULTY MEMBER'S schedules.

The library Department Chairperson shall receive a stipend in accordance with the following schedule:

DEPARTMENT SIZE	STIPEND
1-5	\$500.00
6-10	\$700.00
11-15	\$900.00
16-20	\$1,200.00
21-25	\$1,400.00
26 or more	\$1,600.00

This chairperson shall not be subject to provisions of Article 6, Sections B.1.a., C., and D.

4. Counseling FACULTY

a. Subject to the provisions hereof, all Counseling FACULTY providing behavior health counseling services to students shall enjoy full FACULTY status with all the rights, privileges and responsibilities pertaining thereto.

b. Counseling FACULTY in the performance of their duties shall be scheduled for thirty-five (35) hours per week, twenty-four (24) hours of which shall be direct counseling services, and Counseling FACULTY also shall be expected, as are other FACULTY MEMBERS, to assume committee assignments and other campus responsibilities.

c. A Counseling FACULTY MEMBER'S work schedule shall be based on the needs of the university as determined by the President or his/her designee in consultation with members of the Counseling FACULTY.

53. Laboratory School FACULTY

a. Laboratory school FACULTY shall have FACULTY status and rank in the same manner as any other FACULTY MEMBER.

b. Laboratory school FACULTY'S workload and academic year assignments shall be made by the President or his/her designee in consultation with the laboratory school FACULTY and shall be consistent with the needs of the students in the laboratory school and the requirements of the school district(s) involved. Laboratory school FACULTY shall be expected, as are other FACULTY MEMBERS, to assume committee assignments and other campus responsibilities.

c. Laboratory school FACULTY shall have a lunch period of at least one-half (1/2) hour, which shall be free of all other duties.

d. By mutual consent, evidenced by a written document duly executed by the parties to this Agreement, the provisions of this Section may be modified or changed at local meet and discuss.

4-6. ACADEMIC FACULTY MEMBERS whose basic responsibilities lie outside of the classroom setting shall have their weekly workload equated to the workload hour provisions of Section A.1.a. of this Article. Any teaching performed by these FACULTY MEMBERS shall be prorated on that basis and they shall be paid overload in accordance with Article 25, OVERLOAD, or their nonclassroom responsibilities shall be proportionately reduced.

B. ADMINISTRATIVE FACULTY

1. ADMINISTRATIVE FACULTY who are on academic-year contracts shall not have to be present on campus during periods when the UNIVERSITIES are not in session unless they have specific assigned professional responsibilities. The assignment of such responsibilities shall be based on the needs of the University as determined by the

President or his/her designee in consultation with the ADMINISTRATIVE FACULTY MEMBERS.

2. The President shall make appropriate workload reduction for those ADMINISTRATIVE FACULTY MEMBERS who are assigned to teach a course in accordance with Article 7, PERFORMANCE OF BARGAINING UNIT WORK. ADMINISTRATIVE FACULTY MEMBERS may also be assigned overload pursuant to Section C. of this Article and Article 25, OVERLOAD, Section A., for teaching courses outside of their regularly scheduled work day.

3. ADMINISTRATIVE FACULTY MEMBERS in this unit shall not be subject to any workload or overtime compensation provisions contained in this Agreement, except as provided in the last sentence of Section B.2. above.

C. Mixed Workloads

The workload for FACULTY who perform mixed work assignments shall be calculated on a proportional basis, using the appropriate workload definitions for the type of work performed. Any workload equivalents granted in this Agreement will be equated to workload hours for load purposes.

D. Coaching and Athletic Administration

1. The minimum workload equivalents to be granted for coaching intercollegiate sports and athletic administration are listed below as total workload hours for the academic year. These workload hours may be assigned in any proportions during the academic year.

Minimum Workload Hours  
For Academic Year

Archery	3
Baseball	
Head Coach	6
Assistant Coach(es)	3
Badminton	3
Basketball	
Head Coach	9
Assistant Coach(es)	6
Cross-Country	
Head Coach	3
Assistant Coach(es)	3

Field Hockey		
Head Coach		6
Assistant Coach(es)		3
Football		
Head Coach		9
Assistant Coach(es)		6
Gymnastics		
Head Coach		6
Assistant Coach(es)		6
Golf		
Head Coach		3
Assistant Coach(es)		3
Lacrosse		
Head Coach		3
Assistant Coach(es)		3
Rifle		
Head Coach		3
Soccer		
Head Coach		6
Assistant Coach(es)		3
Softball		
Head Coach		6
Assistant Coach(es)		3
Judo		
Head Coach		3
Squash		
Head Coach		3
Assistant Coach(es)		3
Swimming		
Head Coach		6
Assistant Coach(es)		6
Tennis		
Head Coach		3
Assistant Coach(es)		3

Track – Winter	
Head Coach	3
Assistant Coach(es)	3
Track – Spring	
Head Coach	6
Assistant Coach(es)	3
Wrestling	
Head Coach	9
Assistant Coach(es)	6
Volleyball	
Head Coach	3
Assistant Coach(es)	3
Any Other Intercollegiate Sports	
Head Coach	3
Director of Intramurals	6
Director of Equal Opportunity in Sports	6
Trainer	
Head Trainer	12
Assistant Trainer(s)	6

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2. For the purpose of the exhibit in subsection 1. above, an intercollegiate sport is defined as a sport that is recognized by the University President as having varsity or junior varsity status and whose teams engage in competition with similar teams at other institutions.

3. As of fall 1985, the existing workload equivalents of the Athletic Director and the Assistant/Associate Director(s) of Athletics at the various UNIVERSITIES shall be considered minimums, but the President or his/her designee at each University shall have the right to increase these workload equivalents pursuant to Section I of this Article.

4. Should the President or his/her designee decide, based on comparability of sport, and/or based on the existence of an inequitable opportunity for participation in the intercollegiate sport program, as defined by the Title IX Implementing Regulations, that there is a need for an assistant coach in any intercollegiate sport sponsored by the University, he/she shall assign an Assistant Coach to the sport and the Assistant Coach shall receive a workload equivalent of at least three (3) workload hours, which may be assigned in any proportions during the academic year.

E. Directing Music Activities

In developing a plan for granting workload equivalents for directing music activities, a distinction is to be made between a music school in which a given activity is part of the regular instructional program in the music curriculum, and a non-music school in which the activity is actually extracurricular or outside the curriculum.

1. If the activity is recognized as part of the regular curriculum, the director shall be granted workload equivalents under the plan adopted for determining teaching workloads for classroom or laboratory instruction.
2. If a music activity is actually extracurricular, the following workload equivalents shall be granted:

	Minimum Yearly Allowance	Minimum Per Contact Hour For Average Weekly Assignment
Band - Concert or Marching	25%	6 1/4%
Assistant Band Director	12 1/2%	3 1/8%
Orchestra	25%	6 1/4%
Ensembles and Smaller Instrumental Groups	12 1/2%	3 1/8%
Choir or Chorus	25%	6 1/4%
Smaller Vocal Groups	12 1/2%	3 1/8%

F. Directing And/Or Advising Forensics, Dramatics and Journalism:

	Minimum Yearly Allowance	Minimum Per Contact Hour For Average Weekly Assignment
Director of Forensics	25%	6 1/4%
Director of Dramatics	25%	6 1/4%
Director (Advisor) of Student Newspaper	25%	6 1/4%

Advisor to Other  
Student Publications                      12 1/2%                      3 1/8%

G. With respect to Sections E.2. and F. above, the President or his/her designee shall determine the amount of time to be spent on the activity by the FACULTY MEMBER each week, and the FACULTY MEMBER shall have the right to choose between the workload equivalent alternatives.

H. Instead of offering a workload equivalent to the FACULTY MEMBER for any of the above, the President or his/her designee shall have the right, in consultation with the FACULTY MEMBER and APSCUF, to assign the work on an overload basis.

I. The President or his/her designee shall have the right to increase, in writing, the workload equivalents listed in Sections D., E., and F. of this Article. These increases shall be presented for informational purposes at local meet and discuss.

J. Workload equivalents not identified in the Collective Bargaining Agreement may be granted, in writing, by the President of the University or his/her designee and shall be presented for informational purposes at local meet and discuss. Such workload equivalents will be equated to workload hours for load purposes. The acceptance of such assignments shall be voluntary.

K. Calendar

If a calendar system other than the two (2) academic term systems of fifteen (15) teaching weeks each is established by appropriate means during the term of this Agreement, a mathematical equivalent shall be established for the above workload requirement.

L. 1. The State President and the Vice-President of APSCUF shall each receive up to a 100% workload reduction. APSCUF shall reimburse the STATE SYSTEM/UNIVERSITIES for all salary, benefits and related costs arising from this arrangement.

2. The local President of APSCUF shall receive a minimum of a 25% workload equivalency per semester. Existing workload equivalencies in excess of 25% shall not be reduced under this contract.

M. The parties shall Meet and Discuss during the term of this Agreement at the state level aspects of this Article that are of mutual interest.