

BOT-UFF POLICY 2: ASSIGNMENT OF RESPONSIBILITIES

I. Purpose

To describe principles and considerations governing assignment of professional responsibilities for employees.

II. Policy

A. Professional Obligations

An employee's professional obligation comprises both scheduled and non-scheduled activities. It is a part of the professional responsibility of employees to carry out their duties in an appropriate manner and place. For example, while instructional activities, office hours, student advising, and certain other duties and responsibilities, may be required to be performed at a specific time and place, other non-scheduled activities are more appropriately performed in a manner and place determined by the employee in consultation with their supervisor.

B. Annual Assignments

The annual assignment period shall run from the start of the summer semester to the end of the spring semester.

1. Process

- a) Prior to January 15th, in the current academic year, each employee shall submit a proposal for their next year's assignment noting the department/unit's expectations commensurate with the assigned effort/position to the person responsible for making their assignment. Prior to March 5th, each employee shall be apprised in writing of their annual assignment, except for the initial assignment. This document shall be made available to the employee in the faculty activity reporting system.

- b) The employee shall be granted, upon request, a conference with the person responsible for making the assignment to express concerns.
- c) If the conference with the person responsible for making the assignment does not resolve the employee's concerns, the employee shall be granted, upon written request, an opportunity to discuss those concerns with an administrator at the next highest level.
- d) No employee's annual assignment, or changes thereof, shall be imposed arbitrarily or unreasonably. If an employee believes that assignment has been so imposed, or the issue has not been resolved in steps (B) and (C), the employee may proceed to address the matter through the expedited procedure contained in the Neutral, Internal Resolution of Policy Disputes (NIRD) process.
- e) If the employee has concerns or believes that the annual assignment has been imposed arbitrarily or unreasonably, all the steps to address the concerns or to complete the expedited NIRD process.
- f) When a chair assigns a faculty member a course that entails substantive syllabus preparation outside of their normal 9-month appointment in order to comply with state syllabus requirements, the faculty member shall receive compensation in the amount of \$700 per course. Faculty members working on syllabus preparation related to thesis/dissertation supervision, directed individual studies, supervised research/teaching, and the supervision of student interns are not eligible for this compensation. Faculty must receive written approval prior to any work being performed.

2. Contents

- a) The person responsible for making the employee's assignment shall include the duties and percentage of assigned effort for teaching, research, service, and/or administrative assignment, where applicable. Specifically:
- i. Teaching assignments should include the percentage of effort, number of course equivalents (aligned with the department/unit's DAPS), and the specific courses assigned.

- 77 ii. In the event a faculty member's AY salary is compensated, in
78 part or in whole, from a contract or grant, the terms and
79 conditions associated with that contract or grant shall be noted
80 in the faculty member's annual assignment.

81
82 **3. Change in Annual Assignment**

- 83
84 a) Should it become necessary to make changes in an employee's
85 assignment, the person responsible for the employee's assignment
86 must notify the employee in writing of the change in assignment,
87 provide a reason for the change, and any updated percentages of
88 effort. Wherever possible, any change to the assignment shall be
89 made in agreement with the employee.

- 90
91 b) The University properly has the obligation constantly to monitor and
92 review the size and number of classes and other activities, to
93 consolidate inappropriately small offerings, and to reduce
94 inappropriately large classes. The University commits to notifying
95 faculty of any such changes at least one (1) week prior to the
96 beginning of a semester.

97
98 **C. Considerations in Assignment**

- 99
100 1. Although the Legislature has described the minimum full academic
101 assignment in terms of twelve (12) contact hours of instruction or
102 equivalent research/scholarship and service, the professional
103 obligation undertaken by an employee will ordinarily be broader
104 than that minimum. In making assignments, the University has the
105 right to determine the types of duties and responsibilities that
106 comprise the professional obligation and to determine the mix or
107 relative proportion of effort an employee may be required to expend
108 on the various components of the obligation, in line with criteria a-e
109 listed below.

- 110
111 a) The needs of the program, department/unit, school/college, or
112 university.

- 113
114 b) The employee's qualifications and experiences, including
115 professional growth and development and preferences.

- c) The rights and responsibilities articulated under BOT-UFF Article on Academic Freedom and Responsibility
 - d) The opportunity to fulfill applicable criteria for tenure, promotion, successive fixed multi-year appointments, post-tenure review, and merit salary increases.
 - e) The department/unit's approved "differential assignment policies."
- 2. The period of an instructional assignment during an academic year shall not exceed an average of seventy-five (75) days per semester, and the period for testing, advisement, and other scheduled assignments shall not exceed an average of ten (10) days per semester. Within each semester, activities referred to above shall be scheduled during contiguous weeks with the exception of spring break, if any.
 - 3. Teaching schedules shall be established, if practicable, so that the time between the beginning of the first assignment and the end of the last for any one day does not exceed eight (8) hours.

D. Differential Assignment Policies

- 1. All assignments shall accord with the written policies and/or procedures developed by each department/unit and approved by the university ("Differential Assignment Policies").
 - a) Such policies shall include:
 - i. Expectations and definitions of teaching, research, clinical, service, and administrative activities assigned within the department/unit.
 - ii. Generally expected articulations of teaching, research, clinical, service, and administrative effort, including number of course equivalents assigned, within the department/unit.
 - iii. Teaching activity multipliers that serve as the formal recognition and incorporation that some assigned classes take additional effort beyond those normally expected within the

department/unit. This shall be expressed in the form of field/discipline appropriate departmental/unit modifiers.

- b) Faculty retain the rights under BOT-UFF Article 5: Academic Freedom and Responsibility to make individual pedagogical decisions within their courses, even if these choices are not reflected in assigned effort.
 - c) Faculty are expected to update their course materials within their normal teaching assignment and in accordance with expectations within their discipline/field.
 - d) Faculty assigned to develop a new course shall be assigned effort to do so.
2. The employees of each department/unit who are eligible to vote in department/unit governance shall participate in the development of these policies and shall recommend implementation by vote of a majority of at least a quorum of those employees.
 3. The proposed policies, or revisions thereof, shall be first reviewed and approved at the College level by the Dean for consistency with College missions and goals. Once approved by the Dean, the policies shall advance to the Provost or designee for review and approval. If the Dean determines that the recommended or existent policies are not consistent with the missions and goals of the College, University, The BOT-UFF Agreement, or relevant University policies, the proposal shall be referred to the department/unit for revision with reasons for non-approval or need for changes expressed in writing.
 4. The proposed policies, or revisions thereof, shall be finally reviewed and approved by the Provost or designee to ensure that they are consistent with the mission and goals of the University and that they comply with the BOT-UFF Agreement and all relevant University policies. If the Provost or designee determines that the recommended or existent policies are not consistent with the missions and goals of the University, the BOT-UFF Agreement, or relevant University policies, the proposal shall be referred to the department/unit for revision with reasons for non-approval or need for changes expressed in writing. Upon final approval of the Provost

or designee, the policies will become effective at the beginning of the next evaluation period unless otherwise agreed.

5. All approved policies, and revisions thereof, shall be kept on file in the department/unit office and placed on the University website for access by employees and the UFF-FIU chapter.

E. Equitable Opportunity

1. Each employee shall be given assignments that provide equitable opportunities, in relation to other employees in the same department/unit, to meet the required criteria for tenure, promotion, successive fixed multi-year appointments, post-tenure review, and merit salary increases.

- a) For the purpose of applying this principle to promotion, assignments shall be considered over the entire period since the original appointment or since the last promotion, not solely over the period of a single annual assignment. The period under consideration at this University shall not be less than four years.

- b) For the purpose of applying this principle to tenure, assignments shall be considered over the entire period of tenure-earning service and not solely over the period of a single annual assignment.

2. If it is determined that an employee was not provided an equitable opportunity for tenure or, as described in this section, the employee may be awarded an additional period of employment requiring the University to provide the equitable opportunity as described herein. In ensuing assignments, the Provost or designee must enforce the decision regarding equitable opportunity.

F. Place of Employment

1. Principal

Each employee shall be assigned one principal place of employment, as stated in the initial letter of offer. Where possible, an employee shall be given at least nine (9) months' notice of a change in principal

place of employment. Voluntary changes and available new positions within the department shall be considered prior to involuntary changes.

2. Secondary

Each employee, where possible, shall be given at least ninety (90) days written notice of assignment to a secondary place of employment, more than fifteen (15) miles from the employee's principal place of employment. The employee shall be granted, upon written request, a conference with the person responsible for making the change to express concerns regarding such change. If the assignment to a secondary place of employment is made within a regular full-time appointment, the supervisor shall make an appropriate adjustment in the assignment in recognition of time spent traveling to a secondary place of employment. Necessary travel expenses, including overnight lodging and meals for all assignments not at the employees' principal place of employment shall be paid at the State rate and in accordance with the applicable provisions of State law. In the event the BOT establishes a new campus, center or similar worksite, either party may request that the provisions of this Policy may be reopened for further bargaining.

G. Resources

1. Equipment and Materials

When equipment and materials (e.g., photocopies) and/or other resources are reasonably required for classes or to perform other assigned responsibilities there shall be sufficient resources, equipment and materials to allow the performance of assigned responsibilities and to accommodate the students assigned to classes.

2. Research Space

Employees who require research space for performance of their assigned responsibilities shall be allocated suitable research space as determined by the University. Every new employee who is promised research space under the terms of his or her letter of offer shall be provided space within the time designated in his or her letter of offer. If

occupation of the space is not available within the agreed upon time, the University will provide monthly progress reports to the employee, department chair and Dean with expected availability dates. Employees will be provided at least six (6) months' notice of the need to vacate assigned research space. Tenure-earning employees will retain allocated research space for the first three (3) years of tenure eligibility unless another location is mutually agreed upon.

3. Instructional Support

Faculty who have a teaching assignment shall receive University support in creating and facilitating that assignment. For the purpose of this subsection only, "University support" shall mean:

- A. Access to and use of readily available technology (i.e., laptops, video/audio recording) and information technology support;
- B. FIU Online instructional design services (i.e., Course design and pedagogical consultation, best practice recommendations, capacity building, course formatting and maintenance support);
- C. Access to training and development opportunities, including those provided by FIU Online;
- D. Any support related to structural course requirements as determined by the Board of Governors, Board of Trustees, or relevant accrediting agencies.

H. Workweek

Scheduled hours of all assigned duties for all employees shall not normally exceed forty (40) hours per week. Time shall be allowed within the normal working day for research, teaching, or other activities required of the employee, when a part of the assigned duties. The BOT-UFF Policy on Leaves shall govern schedule adjustment for holiday assignment.

I. Instructional Overload Compensation

When an employee is assigned to teach a face-to-face, a hybrid course, or an online as an overload assignment, being a course for credit in addition

317 to their full regular assignment, the compensation for the overload
318 assignment will be a minimum of \$1,000.00 per credit hour for the course.
319

320 **III. Dispute Resolution**

321
322 Unless otherwise articulated, all parts of this article are subject to the Neutral,
323 Internal Resolution of Disputes (NIRD) Policy process.