

AGREEMENT

Between

THE UNIVERSITY OF VERMONT and

**UNITED ACADEMICS (AAUP/AFT)
(PART-TIME UNIT)**

September 23, 2015– June 30, 2018



TABLE OF CONTENTS

ARTICLE 1 – RECOGNITION	1
ARTICLE 2 – DEFINITIONS	2
ARTICLE 3 - UNION SECURITY	3
ARTICLE 4 - BOARD RIGHTS AND RESPONSIBILITIES.....	5
ARTICLE 5 - ANTI-DISCRIMINATION	5
ARTICLE 6 - ACADEMIC FREEDOM AND RESPONSIBILITY	6
ARTICLE 7 - FACULTY GOVERNANCE	7
ARTICLE 8 - ACCESS TO UNIVERSITY FACILITIES AND RESOURCES	8
ARTICLE 9 - RIGHT TO INFORMATION	9
ARTICLE 10 - PROFESSIONAL RESOURCES AND SUPPORT	10
ARTICLE 11 – SUPPORT FOR UNION BUSINESS.....	11
ARTICLE 12 – GRIEVANCE AND ARBITRATION PROCEDURE	12
ARTICLE 13 – DISCIPLINE AND SANCTIONS	17
ARTICLE 14 – APPOINTMENTS AND ASSIGNMENTS.....	20
ARTICLE 15 – EVALUATIONS AND PROMOTIONS	25
ARTICLE 16 – WORKLOAD	33
ARTICLE 17 – PERSONNEL FILES	36
ARTICLE 18 – COMPENSATION	38
ARTICLE 19 – PROFESSIONAL DEVELOPMENT FUNDS.....	40
ARTICLE 20 – BENEFITS	41
ARTICLE 21 – SAFETY AND HEALTH.....	46
ARTICLE 22- INTELLECTUAL PROPERTY POLICY	46
ARTICLE 23 – EXTERNAL EMPLOYMENT.....	46
ARTICLE 24 – NO STRIKE	47
ARTICLE 25 – EFFECT OF AGREEMENT.....	47
ARTICLE 26 – SEPARABILITY	47
ARTICLE 27 – DURATION.....	48
SIDE LETTER OF AGREEMENT	48
APPENDIX A.....	49

Article 1 RECOGNITION

The Board of Trustees of the University of Vermont and State Agricultural College recognizes the United Academics, AAUP-AFT as the exclusive representative of all part-time Lecturers including Lecturers in the Division of Continuing Education employed by the University of Vermont. Also included in the unit are all Extension faculty, Clinical faculty, Library faculty, and Research faculty who hold less than a 0.75 FTE appointment and part-time faculty emeriti/ae. Notwithstanding the above, excluded from the unit are all faculty members whose primary appointment is in the College of Medicine, or in the Department of Microbiology and Molecular Genetics.

Bargaining Unit Status – Lecturers

Bargaining Unit Entry - Lecturers enter the bargaining unit and Home Department at the beginning of their second semester of teaching a three-credit hour course for a department or school, provided the Lecturer already taught a minimum of one (1) three-credit course during a Fall or Spring semester offered or approved by that same department or school within a two-year period.

Bargaining Unit Exit- Lecturers leave the bargaining unit following any complete September to August period in which they have not taught at least one (1) three-credit course assigned or approved by the Home Department. (*e.g.* If someone teaches in the Fall of 2015, he or she stays in the unit and Home Department until August 31, 2017 even if he or she has not taught one (1) three-credit course during that period.)

Bargaining Unit Re-entry - A Lecturer immediately re-enters the bargaining unit and former Home Department if he or she has an assignment in the Home Department, or is approved by the Home Department chair, to teach one (1) three-credit course or more within twelve months of the August 31 exit date, *i.e.* the September to August period immediately following the Lecturer's exit from the unit. There is no need to re-qualify, as would be the case for initial entry. The Lecturer's previous rank, prior instructional credits towards promotion and seniority is retained in this situation.

Entry into and continuation of bargaining unit membership shall not be affected by transition or uncertainties in their Home Department assignment.

In addition, the Lecturer who is re-entering the unit and former Home Department will receive his/her prior rate of pay or be brought up to the minima for his/her rank, whichever is higher.

Note: When a new Home Department is established for the Lecturer he/she will retain his/her previous rank, prior instructional credits towards promotion and seniority. His/her salary will be set per the provisions of Article 18.

Bargaining Unit Status – Non-Lecturers

Clinical, Extension, Research or Library faculty members on 9, 10 or 12 month appointments are included in the unit.

Research, Clinical, Extension and Library faculty shall lose their bargaining unit status as soon as they fail to receive an appointment.

UVM emeriti/ae faculty hired on 9, 10 or 12 month appointments who are hired to perform duties similar to a PT Clinical, Extension, Library or Research faculty member are included in the unit.

UVM emeriti/ae faculty hired to teach any credit bearing course during the Fall or Spring semester are included in the unit. Emeriti/ae faculty shall lose their bargaining unit status as soon as they fail to receive an appointment.

Excluded: Members of the full-time faculty bargaining unit; faculty who teach solely non-credit courses or solely independent studies; visiting faculty in the first or second year of an initial employment with the University; department chairs, Assistant Deans, Associate Deans, and Deans; professional, administrative, technical and clerical employees whose primary assignment or appointment is to a staff position; blue collar, maintenance, security and other non-professional employees; all full-time employees regardless of position; adjunct faculty who hold a joint appointment with and who are employed by an affiliated medical facility, and all other confidential, supervisory and managerial employees. Also excluded are Graduate Teaching Assistants, Graduate Research Assistants, Graduate Assistants, Pre-Doctoral and Post-Doctoral Fellows and Associates enrolled at UVM, and other students enrolled at UVM. However, enrollment in a course or courses at UVM by a bargaining unit member will not operate to exclude such person from the unit unless they assume one of the above cited titles.

Article 2 DEFINITIONS

- 2.1. Board: The term “Board” as used in this Agreement refers to the Board of Trustees of the University of Vermont and State Agricultural College acting on its own or through the University administration.
- 2.2. University: The term “University” as used in this Agreement refers to the Board and/or the administration of the University of Vermont and State Agricultural College. The University “Contract Administrator” shall be the authorized agent of the University for purposes of receipt of all notices and documents referenced in this Agreement unless otherwise expressly provided.
- 2.3. Union: The term “Union” as used in this Agreement refers to the United Academics AAUP-AFT, acting on its own or acting through its officers or agents. The Union President shall be the authorized agent of the Union for purposes of receipt of all notices and documents referenced in this Agreement unless otherwise expressly provided.
- 2.4. Faculty Member or Faculty: The terms “faculty member” and “faculty” are used interchangeably in this Agreement to refer to an individual or individuals who are represented by the bargaining unit, except when the context specifically provides otherwise.
- 2.5. Days: The term “days” as used in this Agreement refers to calendar days, provided that, when a time period would otherwise begin or expire on a weekend or University holiday, the time period begins or ends respectively on the next University business day.

Article 3
UNION SECURITY

- 3.1. Subject to the provisions of this Article and applicable law, the University agrees to deduct equal amounts of regular union dues on a semi-monthly basis in accordance with the Constitution and By-laws of the Union from the salaries of each faculty member who voluntarily authorizes such deduction in writing in accordance with check-off authorization forms the Union provides. Such deductions shall begin with the first payroll period after receipt of the check-off authorization form, and said monies shall be transmitted on a monthly basis by mail no later than the 10th of each month to the Union Treasurer or other Union designee. Such deductions shall continue until instruction to cease payroll deductions is given in writing by the faculty member to the Human Resource Services Office.
- 3.2. Should the Union seek to change the manner of assessing dues from the current straight percentage of salary which members must now pay, it shall give the University notice of such a planned modification, and the parties will negotiate the impact of that change and whether it is reasonable for the University to continue to comply with the terms of this Article.
- 3.3. The Union shall indemnify, defend and otherwise hold the University harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action the University takes pursuant to this Article.
- 3.4. Pursuant to 3 VSA Section 902 (19) and 963 (10), the Union will implement an agency fee for non-members, subject to the following conditions:
 - A. The agency fee will apply to all faculty members who are not dues-paying members of the Union. The agency fee will also apply to any dues-paying member who subsequently withdraws his or her request for member status.
 - B. A new hire under this Agreement shall be provided a form with his or her appointment letter on which he or she shall check off either Union dues or agency fee. If the new faculty member does not return the signed form with the executed appointment letter, then the University will automatically begin deducting agency fee amounts beginning with first pay period. For faculty members who are identified for inclusion in the bargaining unit after the beginning of the semester and who do not return the signed form, the University will automatically begin deducting agency fee amounts beginning in the next available pay period.
 - C. The amount of the agency fee shall not exceed 85% of the amount payable as dues by the Union members.
 - D. Prior to the implementation of the agency fee, the Union must establish and maintain a procedure to provide non-members with the following:
 - i. an audited financial statement that identifies the major categories of expenses and divides them into chargeable and non-chargeable expenses; (to be provided by United Academics every even numbered year)
 - ii. an opportunity to object to the amount of the agency fee sought, with any amount reasonably in dispute placed in escrow; and
 - iii. prompt arbitration by the VLRB to resolve any objection over the amount of the agency fee.
- 3.5. The agency fee shall be deducted from the pay of non-members in the same manner as regular Union dues.

- 3.6. The Union shall indemnify, defend and otherwise hold the University harmless against any and all claims, demands, suits or other forms of liability that shall arise out of the implementation or administration of an agency fee.
- 3.7. If a faculty member leaves the bargaining unit for any reason, the University shall stop deducting dues or fees previously authorized. If a faculty member leaves the unit and then returns to the unit at some future point, he or she will automatically revert to his or her status upon leaving the unit in terms of check-off or exemption unless the faculty member completes a new form with new instructions. Faculty members moving from the part-time to the full-time faculty unit or from the full-time unit to the part-time unit will retain the same status in terms of checkoff for union membership or agency fee as was the case in the previous unit, unless the faculty member completes a new form with new instructions.

Article 4
BOARD RIGHTS AND RESPONSIBILITIES

- 4.1. Unless otherwise modified by this Agreement, all the customary rights, powers, functions and responsibilities of the University shall be retained by the University and, in its discretion, may be exercised by the Board acting directly or through its authorized agents, including University Officers of Administration. Such rights and responsibilities shall include those rights and powers that have been reserved to the Board through legislative acts and state and federal regulations and include all matters relating to: a) the establishment and number of positions and vacancies and the filling of those positions and vacancies; b) appointment, reappointment, and promotion; c) assignment and scheduling of work, location of work assignments and transfer of employees; d) governance; e) organizational structure and the establishment of schools, colleges, centers, institutes, departments, divisions and other units of the University; f) reorganization, enlargement, reduction or discontinuance of a function, position, or department or other unit of the University, or transfers of such functions, positions, departments or units; g) discipline, suspension or termination; h) curriculum, programs and degrees; i) the making of such rules, regulations and policies as needed, including those relating to matters of budget, financial procedures and personnel provided they do not conflict with the Agreement; j) such actions necessary to carry out the mission of the University in cases of emergency.
- 4.2. The exercise of any rights in a particular manner shall not preclude the University from exercising such right or function in any other manner that does not violate this Agreement. The University's failure to exercise any right or function reserved to it shall not be deemed a waiver of its right to exercise same.
- 4.3. In addition, the parties acknowledge that written department policies (and college, school, division or CDE written policies in those academics units with no departments) relating to reappointment, assignments, promotion and evaluation are incorporated by reference into this Agreement, provided such policies are submitted to and approved by the deans and Provost following ratification of this Agreement and provided further that such policies are consistent with College and University policies and do not establish lesser obligations or standards than stated elsewhere in this Article. Unless the dean or Provost raises objections to such policies within six (6) months of submission, they shall be deemed incorporated by reference into the Agreement.
- 4.4. Provisions of the University and University Officer's Manual, or its successor, that deal with bargainable topics under the State Employees Labor Relations Act do not apply to members of the bargaining unit unless specifically incorporated by reference into this Agreement.

Article 5
ANTI-DISCRIMINATION

- 5.1. The University and the Union, to the extent of their respective authority and responsibility, agree not to discriminate against a faculty member with respect to the application of the provisions of this Agreement because of race, creed, color, sex, gender identity or expression, age, disability, religion, ethnicity or national origin, veteran status as defined and protected by the Uniform Services Employment and Re-employment Act, sexual orientation, political beliefs or affiliation or membership or non-membership in the Union, or other unlawful criteria as those terms are defined under applicable law.
- 5.2. The parties also agree that sexual and other discriminatory harassment based on protected status is a form of discrimination and will not be tolerated.

Article 6
ACADEMIC FREEDOM AND RESPONSIBILITY

- 6.1. Institutions of higher education operate for the common good to ensure the preservation and advancement of knowledge through its creation and dissemination and not to further the interest of either the individual faculty member or the institution as a whole. The common good thus depends upon the free search for truth and its free exposition.
- 6.2. Academic freedom is essential to these purposes and applies to both research and teaching. Freedom in research is fundamental to the search for truth, and academic freedom, in its teaching aspects, is fundamental for the protection of the rights of the faculty member in teaching and of the student to freedom in learning.
- 6.3. Academic freedom carries with it the equally demanding concept of academic responsibility. Faculty are expected to carry out their teaching and research responsibilities faithfully, in a manner consistent with the traditions of academic freedom and professional excellence.
- 6.4. The 1940 AAUP Statement of Principles on Academic Freedom provides:
 - A. Faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the University.
 - B. Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.
 - C. Faculty are citizens, members of a learned profession, and officers of the University. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the University.
- 6.5. Full freedom in research and in the publication of the results applies to the use of electronic media for the conduct of research and the dissemination of findings and results, as it applies to the use of more traditional media.

Teaching may occur in any location, real or virtual, in which instruction occurs. In all these different types of classroom locations, the protections of academic freedom shall apply.
- 6.6. In their capacity as citizens, faculty should be free to engage in political activity so far as they are able to do so consistently with their University obligations. Certain kinds of political activity (such as campaigning for elective office, serving in the State Legislature, or holding a limited-term appointment in a full-time governmental position) may require a unit member to seek a leave of absence from the University. Such leave requests will be addressed pursuant to this Agreement.

Article 7
FACULTY GOVERNANCE

- 7.1. While the Board, acting directly or through its authorized agents, retains final authority as to all matters of institutional governance, it is recognized that the faculty, acting through the Faculty Senate and its Committees (“Faculty Senate”), is responsible for the review and establishment of policy in those areas specified in the Faculty Senate Constitution and Bylaws, subject to the approval processes therein specified. These currently include:
- A. all curricular matters, including establishment, dissolution and substantial changes of degree programs;
 - B. research and scholarship;
 - C. admissions standards and prerequisites;
 - D. requirements for regular certificates and degrees;
 - E. regulations regarding attendance, examinations, grading, scholastic standing and honors;
 - F. teaching quality;
 - G. professional standards and criteria for positions accorded academic rank;
 - H. other academic matters referred to it by the Board of Trustees, the University administration, the faculty of a school, college, department, Extension or the Libraries or other members of the University community;
 - I. approval of the academic calendar prepared by the Registrar.
- 7.2. While the Board, acting directly or through its authorized agents, retains final authority as to all matters of institutional governance, it is recognized that the faculty, acting through the Faculty Senate and its Committees (“Faculty Senate”), shall review, recommend and participate in the formulation of policy with regard to:
- A. institutional priorities;
 - B. the allocation and utilization of the University’s human, fiscal and physical resources;
 - C. academic organization, including the establishment or elimination of colleges and departments and the reorganization of the general University and college academic structure;
 - D. admissions procedures and quotas;
 - E. student financial aid;
 - F. the library, the academic computing center, instrumentation and model facility, audiovisual center, University store, the museum, supporting services, etc. as they affect scholarly activities and research;
 - G. administrative procedures and organizational structures;
 - H. the appointment and promotion of academic and policy-level administrative officers, including all those at the budget management level whose functions are University-wide;
 - I. the selection of the University President, Provost and Vice Presidents whenever those
 - J. offices become vacant or are created;
 - K. the regulations concerning, and the awarding of honorary degrees;
 - L. the distribution of unrestricted funds made available to the University for discretionary allocation in support of research or scholarly work.
- 7.3. The parties recognize that the participation of all faculty in the institutional life of the University strengthens the institution, and therefore Departments, Schools and Colleges shall be encouraged to incorporate part-time faculty colleagues into governance. However, bargaining unit members shall be eligible to be members of and participate, by voting or otherwise, in College, School or Department meetings and governance only if, and so far as, authorized by the By-laws and other applicable guidelines of those colleges, schools or departments. Members of this unit shall be notified of the time and place of department meetings simultaneously with notice to the full-time faculty. Members shall also have access to minutes of all department meetings. Neither a bargaining unit member nor the Union may file a grievance over the membership, participation, and/or voting eligibility specifications set by a Department, College, or School.

- 7.4. Bargaining unit members shall be eligible to be members of and participate in (by voting or otherwise) the Faculty Senate and its Committees only if, and insofar as, authorized by the Faculty Senate in its Constitution and By-laws as of the date of ratification of this Agreement. Neither a bargaining unit member nor the Union may file a grievance over the membership, participation and/or voting eligibility specifications set by the Faculty Senate.
- 7.5. It is further recognized that United Academics, as the elected bargaining agent, retains the exclusive right to negotiate on terms and conditions of employment for members of the bargaining unit.
- 7.6. In all cases under Sections 1 and 2 of this Article, the Board or the administration and the Faculty Senate may, if not otherwise specified by University policy, indicate a reasonable time by which the recommendation or advice shall be rendered by the Faculty Senate. Should the administration and the Faculty Senate be unable to reach agreement within one (1) week on what shall be a reasonable time to respond, the administration may set the timetable. Should the recommendation or advice not be rendered by the deadline, the University reserves the right to act without consideration of such recommendation or advice.
- 7.7. At least once each semester, the President of United Academics and the Provost, or their designees, shall meet and discuss matters related to the administration of the Agreement or other matters of mutual interest or concern. Such discussions shall neither substitute for, nor circumvent, the contractual grievance procedure, consultation mechanisms specified elsewhere in the Agreement or otherwise applicable University policy or protocols. Furthermore, such discussion shall not be used for negotiations of any contract Articles.

Article 8
ACCESS TO UNIVERSITY FACILITIES AND RESOURCES

- 8.1. The Union, its officers and members, may engage in union activities on University property and utilize University facilities as long as such use does not interfere with or interrupt normal University operations or the obligations and duties of faculty members or other employees and subject to any University rules, regulations and procedures regarding the use of such facilities. The Union shall not use bulletin boards for organizing purposes.
- 8.2. The Union shall be entitled to reasonable use of campus mails in accordance with the University Campus Mail Use Policy and United States Postal Service Regulations. The Union shall be entitled to reasonable use of electronic mail (“e-mail”), in accordance with University rules, regulations and procedures.
- 8.3. The Union shall have the right to reasonable use of University meeting space and media equipment in accordance with University rules, regulations and procedures.
- 8.4. At the beginning of each academic year, the Union shall provide the University with a list of all of its officers and representatives, including their official mailing and e-mail addresses and phone numbers. If there are changes in these positions, the Union will advise the University of such changes as soon as possible.
- 8.5. The University agrees to provide twenty (20) printed copies of this Agreement to the union at no cost to the union or its members. The union and the University may order additional copies at their own individual expense. The union may distribute this Agreement to its members through campus mail. The University agrees to post this Agreement on its website.

Article 9
RIGHT TO INFORMATION

9.1. Upon receipt of a written request from the Union, the University shall make available any information within its possession or control not exempted by law that is relevant and necessary for the Union to meet its collective bargaining responsibilities or to administer this Agreement. All Union requests for information must be directed to the University's Contract Administrator. Such information shall be made available within fourteen (14) calendar days of the Union's request unless otherwise agreeable to the parties; if such information is not readily available within said fourteen (14) calendar days, the University shall so notify the Union and shall make the requested information available as soon as reasonably possible. Said information may include, but not be limited to, salary history by College, Department, rank, type of appointment (e.g. research, clinical, library), sex and length of contract (fiscal year, academic year or other), employment history including promotions, benefit participation and workload information. When practicable, information shall be provided in computer file format. In requesting materials from faculty members' Academic Record Files the Union shall follow the procedures of Article 17, Personnel Files.

Notwithstanding the above, the University may withhold from disclosure information where confidentiality or privacy considerations are in issue and need to be protected. These include but are not limited to employee medical and other personal information, confidential student information under Family Educational Rights and Privacy Act (FERPA), and the names of complaining students or employees in discrimination and harassment cases during the investigatory stage.

9.2. The Union shall provide the University a list of officers, members of the delegate assembly, and department representatives, a biennial agency fee audit and other information specified elsewhere in this Agreement.

Such information shall be made available within fourteen (14) calendar days of the University's request. If such information is not readily available within fourteen (14) calendar days, unless otherwise agreeable to the parties, the Union shall so notify the University and shall make the requested information available as soon as reasonably possible.

The Union, while protecting the rights and confidentiality of its members, shall also provide the University any requested information or data within its possession that is relevant to the administration of the Agreement, necessary for the University to otherwise carry out its legal obligations or as may be required as part of the Union's obligations under the law. All University requests for information must be directed to the Union President. Such information shall be made available within fourteen (14) calendar days of the University's request; if such information is not readily available within said fourteen (14) days, the Union shall so notify the University and shall make the requested information available as soon as reasonably possible.

9.3. The University shall make available via the UVM website, a copy of minutes of the official meetings of the Board of Trustees. A designee of the Union shall have an opportunity at reasonable times to view any public documents in support of the board's minutes on file. The University shall also make available, the Annual Budget Request and other official budget and financial documents to the extent they are public, and the Annual Audited Financial Report.

9.4. Receipt of any particular information in no way prohibits the Union from requesting additional information at some future date.

9.5. Within forty-five (45) calendar days after the commencement of each semester, the University shall provide to the Union a list of all represented faculty members, indicating any new faculty members from the previous semester. After transmittal of these lists, during the remainder of each semester, the University will notify the Union through transmission of the dues/fees form of any new faculty appointees who are eligible for union membership. The University shall also provide a list of all withdrawals from the unit and any other changes of faculty status.

Article 10
PROFESSIONAL RESOURCES AND SUPPORT

- 10.1. Any rights or privileges under this Article must be consistent with University, college/ school/division and department policies, priorities, and procedures on use of resources, including but not limited to those involving use of facilities, equipment and services. Priorities on access and use are determined in the sole discretion of the department chairperson or dean/director. Part-time faculty may also discuss their own particular professional resources needs with their chairs at any time, and the chairs will take such discussions into account in department planning.
- 10.2. For the purposes of carrying out their assigned professional responsibilities, faculty members will be provided with reasonable access to:
- available secretarial assistance;
 - duplicating equipment and services;
 - office supplies;
 - telephones;
 - voice mail;
 - computer with University-license software and email resources;
 - separate mailboxes or other private location for mail.
- 10.3. CATCard and Library Card. Faculty holding a clinical, library or research appointment will be eligible for a non-temporary CATCard simultaneous with the start of the faculty member's appointment.

A lecturer is eligible for a non-temporary CATCard at the start of the semester in which she or he gains entry into the bargaining unit. Procedurally, this is implemented once the Lecturer I status is set up in the Peoplesoft system, and the faculty member's directory listing (displayed at uvm.edu/directory) reflects the title Lecturer I.

A lecturer whose listing at uvm.edu/directory does not reflect the Lecturer I title should e-mail hrsinfo@uvm.edu requesting that the system be updated with the Lecturer I title. The faculty member should await a confirming email from Human Resource Services and, following receipt of that message, check that her or his listing at uvm.edu/directory displays the Lecturer I title prior to going to the CATCard office to receive a non-temporary card.

Should there be a delay in the above process that results in the Lecturer I needing to again be issued a temporary CATCard the email from Human Resource Services will include specific issuing instructions to the CATCard office. When the circumstances are attributable to the University, the instructions shall include the issuance of the temporary CATCard to the Lecturer at no cost to the faculty member.

A faculty member who needs a library card prior to receiving a non-temporary CATCard may bring her or his letter of appointment to the library and shall be issued a temporary library card.

Obtaining the CATCard or temporary library card as described above is the responsibility of the faculty member.

- 10.4. Office Space. If requested, the department chair (or dean/director) will identify at least one office or conference room that may be shared, with adequate desks and chairs for part-time faculty's work with students in that department. Faculty members will also be provided with bookshelf space and a lockable file drawer upon request. As space permits, a good faith effort will be made to first have the space reasonably close to department services, or if necessary, otherwise centrally located on campus. The final decision on location of office space is not grievable, although faculty members are free to discuss alternative arrangements with their chairs.

- 10.5. Transportation reimbursement. The University will reimburse faculty members for mileage expenses, consistent with University policies on travel reimbursement, whenever a faculty member must undertake University business in a location other than their primary work site.
- 10.6. Indemnification. Faculty members will be indemnified in accordance with the University policy on indemnification of faculty and employees as current at the time of ratification of this Agreement.
- 10.7. Instructional Space.
- A. The scheduling of classes and assignment of instructional space is the responsibility and prerogative of the University. The University will assign instructional space consistent with policy including considerations of accessibility, technological and pedagogical needs and class size.
- B. Faculty may request health-related accommodations pertaining to the assignment of instructional space that may or may not fall under the Americans with Disabilities Act (ADA). Requests should be submitted in writing to the Human Resource Services office where staff will review the request and, if approved, work with the registrar and others as appropriate to make reasonable accommodations and/or space assignment. Denial of any non-ADA requests shall not be grievable.

Article 11 SUPPORT FOR UNION BUSINESS

- 11.1. Each semester, the University shall provide the Union with the value of a three- credit course at Lecturer I minimum rates to be provided to a Union officer, or faculty member designated by the Union, or split among more than one Union officer or persons so designated by the Union, for purposes of conducting Union business, including but not limited to contract administration, grievances, and participation in the governance of its state and national affiliates.
- 11.2. During the academic year preceding the expiration of the Collective Bargaining Agreement, the University shall provide the Union with the value of two (2) three credit courses at Lecturer I minimum rates to be provided to a Union officer, or split among more than one Union officer, or faculty designated by the Union for the purposes of preparation for and attendance at negotiations.
- 11.3. The Union shall notify the Dean's office, with a copy to the Provost's Office, of the particular faculty member(s) who shall receive such funds and will be conducting Union business.

Article 12
GRIEVANCE AND ARBITRATION PROCEDURE

- 12.1. The parties acknowledge that it is desirable for problems to be resolved where possible through free and informal communication. The parties, as well as individual faculty members and their immediate supervisors, are therefore encouraged to resolve problems in this manner.

Any faculty member or group of faculty members shall have the right at any time to present complaints to their supervisors informally and to have such complaints considered in good faith with or without the intervention of the Union provided that settlements arising out of such interaction shall not be inconsistent with the terms of this Agreement, unless the Union and Provost have approved the exception in writing.

If an issue cannot be resolved through informal discussion, the procedures presented below shall be instituted.

No provision of this Article shall infringe upon the right of the Union to act as the sole and exclusive collective bargaining agent as provided in Article 1, Recognition, of this Agreement, including the right, if so requested by the faculty member(s), to furnish non-attorney representation as advocate and representative of the faculty member(s) at each step of this procedure.

- 12.2. For the purposes of this Article, a grievance shall be defined as an allegation, filed by a faculty member, a group of faculty members, or the Union that there has been a violation, misinterpretation, or misapplication of a specific provision of this Agreement. Effective upon ratification of this Agreement, the definition of a grievance shall also include any allegation that there has been a violation, misinterpretation or misapplication of any formal Memorandum of Agreement (MOA) executed between the parties with regard to an agreed upon interpretation or modification of this Agreement, or with regard to a settlement of a grievance affecting a particular faculty member or members. It does not include separation or severance agreements between the University and any particular faculty member who is no longer employed by the University as a bargaining unit member. This Article shall provide the exclusive means and procedures by which any of the parties identified in this Section may grieve an alleged violation, misinterpretation or misapplication of the Agreement.

A formal filing of a grievance shall in every case and at every step specify:

- A. the nature of the grievance, including a brief statement of pertinent facts and a history of the grievance process to date;
- B. the provision(s) of the Agreement alleged to have been violated, misinterpreted, or misapplied (or discriminatorily applied);
- C. the remedy sought by the grievant.

- 12.3. Faculty shall have the right to have a non-attorney Union representative present at all stages of the grievance process provided that the University shall in no way be obligated to inform the faculty member of such a right. Neither the grievant or the Union nor the University may be represented by legal counsel at any grievance step prior to the Labor Board step, unless otherwise mutually agreed. At the Labor Board, however, the grievant or Union, as well as the University, may be represented by legal counsel.

- 12.4. The term “days” when used in this Article shall refer to calendar days, provided that, when a time period would otherwise begin or expire on a weekend or University holiday, the time period begins or ends respectively on the next University business day. In addition, when the time period under this Article ends during the Thanksgiving break it shall be due no later than the following Wednesday. When the time period ends on or between December 23 - January 2 then the time period shall be

extended for two days after January 2. The counting of days under the time limitations cited below shall commence the day after the filing of the grievance or response.

All grievances and responses to grievances shall be filed by a signed hard copy and by e-mail on the same day. The date of the hard copy shall be the relevant date for the purposes of the time limits under this Article.

All communications regarding grievances shall be copied to the University's Contract Administrator and the Union President and/or his or her designee. The parties shall promptly inform each other in writing should there be a change in the designated recipient. If an individual faculty member files a grievance, the University shall inform the Union within two (2) days of such filing and shall send a copy of said grievance to United Academics within five (5) days.

- 12.5. The grievance procedure is designed to attempt to resolve a grievance to the mutual satisfaction of all parties at the lowest possible step level.
- 12.6. If the grievance involves allegations that the University has discriminated on the basis of race, creed, color, sex, gender identity or expression, age, disability, religion ethnicity, national origin, veteran's status, or sexual orientation it will be processed in the same manner as any other grievance, except that either the University or the Union may forward such a grievance to the University's Office of Affirmative Action (AAEO) after it has been initially filed.

In such a case, the processing of the grievance by the initial recipient will be suspended pending completion of the investigation by AAEO of the factual issues surrounding the grievance. The investigation by AAEO will be limited to the findings of facts, and, absent extenuating circumstances, will be completed within thirty (30) days of AAEO's receipt of the grievance. In cases where the Union has filed a grievance on behalf of an individual faculty member or members, the Union shall have the right to be present at any interview of such faculty member or members during the investigation by the AAEO.

Upon receipt of the investigation, AAEO will send a report to the initial recipient of the grievance, the grievant, the University through its Contract Administrator and the Union. Upon receipt of the AAEO report the initial recipient will schedule the appropriate grievance meeting as provided herein.

- 12.7. A faculty member whom a grievance names as having committed a discriminatory act does not have the right to file a grievance under this Article unless the University imposes some form of discipline against the faculty member, in which case the faculty member may file a grievance regarding the University's imposition of discipline in accordance with Article 13 of this Agreement.
- 12.8. Formal Procedure: Whether or not a grievant attempts to resolve a concern through informal discussion, a formal grievance must be filed at the appropriate step within thirty (30) days following the time at which the faculty member and/or the Union were or reasonably should have been aware of the existence of the situation that is the basis for the grievance.

STEP ONE: In accordance with the requirements of formal filing listed in Section 2 of this Article, the grievance must be presented in writing to the appropriate assignment Department Chair. (If the grievant is in an administrative unit with no chair, then this step is omitted.) As an exception to this requirement that grievances commence at Step One, a grievance may first be presented at Step Two or Three of this procedure if the action being grieved originated with the Dean or Provost respectively.

Within ten (10) days of receipt of the grievance, the Chair will hold a meeting with the grievant and the Union representative. In cases where the Union has filed the grievance, the meeting shall include the particular faculty member or members named in the grievance and a Union representative. If such

faculty member is unable to attend the meeting the Union may designate a second Union representative to be present at the meeting.

In cases where no individual faculty member is named in the grievance, and the Union is acting as the grievant, then the Union may designate two (2) representatives to the meeting.

For all meetings, the parties shall inform each other at least 24 hours in advance of the meeting as to those who will be participating in the meeting. The Chair, at his or her option, may have another administrator or support staff member at the meeting. If the grievance is not resolved at this meeting, then within ten (10) days of the meeting, the Department Chair shall forward a written response to the grievance to the grievant, with a copy to the Union.

STEP TWO: If not resolved at Step One, then within ten (10) days of the receipt of the Step One answer, the grievance may be filed at Step Two with the Dean of the school or college (or decanal equivalent). Within fifteen (15) days of receipt of the grievance, the Dean or his or her designee, will hold a meeting with the grievant and the Union representative. In cases where the Union has filed the grievance, the meeting shall include the particular faculty member or members named in the grievance and a Union representative. If such faculty member is unable to attend the meeting the Union may designate a second Union representative to be present at the meeting.

In cases where no individual faculty member is named in the grievance, and the Union is acting as the grievant, then the Union may designate two (2) representatives to the meeting.

For all meetings, the parties shall inform each other at least 24 hours in advance of the meeting as to those who will be participating in the meeting.

The Dean at his or her option may have another administrator, such as a department chair, or a support staff member, at the meeting. If the grievance is not resolved at this meeting, then within fifteen (15) days of the meeting, the Dean or his or her designee, shall forward a written response to the grievance to the grievant, with a copy to the Union.

STEP THREE: If not resolved at Step Two, then within ten (10) days of receipt of the Step Two answer, the grievance may be advanced by the grievant to Step Three which shall be the Provost or his or her designee. Within twenty (20) days of receipt of the Step Three grievance, the Provost or his or her designee, will hold a meeting with the grievant and the Union representative. The Provost may at his or her discretion have another administrator or support staff member present at such meeting.

In cases where the Union has filed the grievance, the meeting shall include the particular faculty member or members named in the grievance and a Union representative. If such faculty member is unable to attend the meeting the Union may designate a second Union representative to be present at the meeting.

In cases where no individual faculty member is named in the grievance, and the Union is acting as the grievant, then the Union may designate two (2) representatives to the meeting.

For all meetings, the parties shall inform each other at least 24 hours in advance of the meeting as to those who will be participating in the meeting.

If the grievance is not resolved at this meeting, then, within fifteen (15) days of the meeting, the Provost or his or her designee, shall forward a written response to the grievance to the grievant, with a copy to the Union.

As an exception to the above process, in any grievance involving the denial of promotion or a claimed violation of academic freedom or professional competence, the Provost will, prior to conducting the Step Three meeting, first refer the case to a faculty hearing panel for its recommendation on the

grievance. The hearing panel shall be composed of three (3) members. The Provost shall select one administrator with faculty rank; the Union shall select one bargaining unit member and the President of the Faculty Senate shall select one bargaining unit member, who shall serve as chair of the Panel.

The Provost, or his or her designee, shall forward a copy of the grievance to the President of the Faculty Senate within five (5) days of receipt of the grievance, and will copy the Union President that it has been forwarded.

Within ten (10) days thereafter, the Senate President, the Provost, and the Union will have selected the panel members, and notified one another of the selections.

The panel will be jointly convened by the University Contract Administrator and the Union Grievance Officer within ten (10) days of the appointment of the three panel members. At this initial meeting, the panel will begin its review of the grievance.

The panel shall meet with the grievant and a representative of the Union to hear the grievance allegations. The panel shall separately meet with the Department Chair and/or Dean or Director involved in the decision giving rise to the grievance. The panel shall state its opinion as to whether or not the Collective Bargaining Agreement has been violated in view of the bases for grievances set forth in Section 2 of this Article in any way. The panel shall also make a written recommendation, incorporating its reasoning, to the Provost as to the disposition of the grievance within twenty (20) days of convening the panel.

A copy of the panel's recommendation shall be supplied to the faculty members named in the grievance, the Union, and the University Contract Administrator.

Within twenty (20) days of receipt of the panel's recommendation, the Provost or his or her designee will hold the Step Three meeting with the grievant and the Union representative. The Provost may, at his or her discretion, have another administrator or staff member present at such meeting. Members of the hearing panel may also attend and participate in such meeting.

STEP FOUR: If not resolved at Step Three, then in order to advance the grievance for further consideration, within thirty (30) days of the receipt of the Step Three answer the grievant and/or the Union representative must file the grievance with the Vermont Labor Relations Board ("VLRB"). At this stage, the VLRB will process the matter in accordance with the State Employees Labor Relations Act and associated rules and regulations. Each party shall bear the expense of preparing and presenting its own case. Both sides shall retain whatever rights they may have under law to challenge the decisions of the VLRB. Unless otherwise mutually agreed, each arbitration hearing shall deal with not more than one grievance.

In resolving grievances arising out of this Agreement, the VLRB shall have no power to add to, subtract from, modify, amend, or disregard any of the provisions of the Agreement.

Where the provisions of this Agreement call for the exercise of judgment, the VLRB shall not substitute its judgment for those of the University official(s) making such judgments, but shall be confined to a determination of whether the Agreement has been followed.

- 12.9. Failure of the grievant and/or the Union to comply with the time limitations of this procedure at any of the Steps, including the initial filing of the grievance, shall constitute a forfeiture of the right to pursue the grievance and shall preclude any further processing of the grievance. Failure by the University to respond to a grievance within the time limitations set forth shall allow the grievance to be processed automatically to the next step. All time limits may be extended by mutual agreement evidenced by a written document to that effect signed by both parties and/or their duly authorized representatives.

- 12.10. Grievances involving faculty members in more than one school or college may be initiated under Step Three. Grievances involving two or more faculty members from different departments may be initiated at Step Two instead of Step One. Grievances involving two or more faculty members from different schools or colleges may be initiated at Step Three instead of Step One or Step Two.
- 12.11. If United Academics alleges a grievance affecting two or more unit members it may file at the appropriate step on behalf of those unit members with or without their consent. United Academics may file a grievance at Step Three if it alleges that a contractual violation of its rights as the sole and exclusive collective bargaining agent has occurred.
- 12.12. This procedure shall be followed for all grievances except for those involving termination, as defined in Article 13, Discipline and Sanction. In the case of a grievance regarding termination, the grievance procedure shall commence with Step Three with filing no later than fifteen (15) days of the effective termination date.
- 12.13. At no step in the Grievance Procedure shall a settlement be reached that is inconsistent with the provisions of this Agreement, unless the Provost or his/her designee and United Academics concur in writing. Any resolution of a grievance must be memorialized by a written document signed and dated by the Union representative and the University step respondent specifying the nature of the resolution, a copy of which must be sent to the Union President and the University Contract Administrator. The withdrawal of a grievance by the Union or a faculty member must be communicated in writing to the University Contract Administrator. The withdrawal of a grievance prior to Step Four shall have the same effect with respect to precedent as if no grievance had been filed at all.

Article 13
DISCIPLINE AND SANCTIONS

- 13.1. No faculty member shall be disciplined or terminated without just cause. It is understood that, in any case involving discipline or termination under this Article, the University bears the burden of proving that there was just cause for such action. This Article contains the only process through which a faculty member can be disciplined.

Any University policy that deals in whole or in part with potential disciplinary matters shall not contravene the Collective Bargaining Agreement. The previous statement shall appear on the University's "Policies" introductory web page.

13.2. Definitions and Limits

- A. As used in this Agreement, "discipline" shall include only:
- i. Written letters of reprimand. Any such letter must state specifically that it is a "letter of reprimand" in order to be considered a disciplinary action under this sub-section. Such letter of reprimand shall be sufficiently specific to allow adequate preparation of the faculty member's defense.
 - ii. Ineligibility for professional development funds.
 - iii. Suspensions without pay of varying length.
 - iv. Reductions in assignments or FTE workload.
 - v. Termination.
- B. As used in this Agreement, "termination" shall refer to the discharge of a faculty member prior to the expiration of his or her appointment with the University due to the faculty member's dereliction of duties, professional incompetence, gross misconduct or academic dishonesty.
- C. Demotion in rank may not be used as a form of discipline.
- D. Termination of faculty prior to the expiration of their appointment for financial, programmatic or other administrative considerations, shall not be covered by the just cause provision of the Article.
- E. "Discipline" shall not include oral counseling or oral reprimands nor shall it include performance evaluations or other performance reviews. Such matters are not grievable under this Agreement. While individual instances of oral counseling or oral reprimands shall not be construed as falling under discipline as defined by this Article, any faculty member may discuss such actions with the dean if he or she believes them to be excessive.

- 13.3. Where appropriate and justified, the University may also require as part of a disciplinary action restitution, appropriate training or counseling, or other remedial action. The University reserves all rights to itself and/or third parties to initiate civil actions or criminal prosecutions for conduct or misconduct that is believed to constitute a violation of law.

- 13.4. In cases where the administration and/or AAEO (Office of Affirmative Action and Equal Opportunity) is conducting an investigatory interview, it will notify the faculty member in writing at least 24 hours prior to any investigatory meeting as to what is being investigated and that it may potentially lead to discipline and that the faculty member shall have the right to have a union representative at that meeting.

- 13.5. If a faculty member under investigation by the administration and/or AAEO indicates in writing that he or she wishes to be represented by the Union during the process, or if the Union indicates in writing, with a

copy to the faculty member, that the faculty member wishes to be represented by the Union during the process, then all future administration and/or AAEO communications to the faculty member during the process shall be copied to the Union. The faculty member may revoke this request in writing and the administration and/or AAEO will cease copying UA after the written revocation is received.

- 13.6. When a faculty member is a witness to a matter pending before the administration and/or AAEO and is called to an investigatory interview by the administration and/or AAEO, the administration and/or AAEO will inform the faculty members that he or she has the right to consult with UA about his or her role as a witness. If the faculty member reasonably believes that such interview may result in disciplinary action to him or her, the faculty member may indicate in writing that he or she wishes to be represented by the Union during the process and may arrange to have a Union representative be present at the investigatory interview. In such cases, all future administration and/or AAEO communications to the faculty member during the process shall be copied to the Union. The faculty member may revoke this request in writing and the administration and/or AAEO will cease copying UA after the written revocation is received.
- 13.7. Once the University has been informed of any alleged acts that may form the basis for discipline, except those that would constitute a crime, it shall have ninety (90) days after knowledge of the acts to complete any necessary investigation and commence disciplinary proceedings. In the case of disciplinary action resulting from sexual harassment or other unprofessional conduct, it shall have two-hundred-and-seventy (270) days to complete any necessary investigation. The parties may mutually agree to extend the time periods for any investigation under this section. Disciplinary procedures may be initiated by management through the chair, dean and/or Provost.
- 13.8. In any case under this Article, where the University is contemplating termination of a faculty member, the suspension without pay of any faculty member or reduction in assignments or FTE workload, the following procedures will be used:
 - A. The dean (or decanal equivalent) will first provide written notification to the faculty member that termination or suspension without pay or some other disciplinary action other than a written letter of reprimand is being contemplated. The union shall be informed of all such cases. Such statement shall include a summary of the basis for the contemplated action, and, when such basis includes allegations of violations of policy or procedure, a reference to any such policy or procedure. Such written notification shall be delivered by hand, by certified mail or by overnight delivery.
 - B. The faculty member shall be provided with an opportunity to formally respond to the dean in writing. Except in extenuating circumstances, such a response must be made within ten (10) days of the dean's notification letter.
 - C. The faculty member shall be provided with an opportunity to meet with the dean to discuss the contemplated action. He or she shall be entitled to have a Union representative or attorney present at such meeting, provided that the University may have an attorney present in the event the faculty member or Union chooses to do so. Such meeting shall be held within three weeks of the written statement referred to in Section 8.a of this Article.
 - D. Within seven (7) days following such meeting, the dean shall notify the faculty member by letter of the final action taken. If a Union representative or attorney accompanied the faculty member at the meeting referred to in Section 8.c of this Article, then such representative or attorney shall receive a copy of the letter. In cases involving issues of professional competence, the dean must consult with the Faculty Standards Committee prior to final action. In such cases, the time limits between the meeting referred to in Section 8.c of this Article and the final action shall be extended to fourteen (14) days.
 - E. Upon receipt of the letter indicating what final action was taken, the faculty member may exercise

his or her rights under the grievance procedure. Any challenge by a faculty member to the disciplinary action must be processed under the grievance and arbitration provisions of this Agreement.

- 13.9. The procedures of Section 8 of this Article will not apply in cases where the chair, dean or decanal equivalent or Provost issues a written letter of reprimand. Such letters of reprimand may be grieved, however, under the just cause standard.
- 13.10. "Just cause" in a termination case shall be defined as dereliction of duty, professional incompetence, gross misconduct or academic misconduct.
- 13.11. At any time during an investigation into misconduct, or while contemplating disciplinary action, or while pursuing the disciplinary procedures of this Article, the University may place a faculty member on a paid administrative leave of absence where continued active employment poses an unreasonable risk of harm to the faculty member, other employees, students or others, or poses an unreasonable risk of disruption of University programs and/or operations. In the sole discretion of the University, such leave may or may not include specific work responsibilities that could be performed away from campus. The length of the administrative leave will correspond with the investigation and/or disciplinary time periods under Sections 7 and/or 8 of this Article. If a faculty member is placed on such leave, the faculty member will be informed that they have the right to contact the Union.

Any such paid administrative leave or alternative work arrangements under this section shall not itself be considered a disciplinary action.

Where a faculty member has been placed on an administrative leave as described above, and no discipline is imposed, the faculty member has the right to meet with the provost (or designee) within 30 (thirty) days following cessation of the administrative leave to discuss any adjustments that he or she believes need to be made in any scheduled evaluations because of the possible adverse impact of the administrative leave. The faculty member may have a union representative attend any such meeting.

Article 14
APPOINTMENTS AND ASSIGNMENTS

Note: For purposes of this Article only, the word “assignment” shall refer to the work for which a unit member receives compensation (a.k.a. workload). The word “appointment” shall refer to a unit member’s status while in the bargaining unit.

- 14.1. All appointments for members of the bargaining unit will be documented by a letter of appointment. The letter of appointment shall, at a minimum, document the length and type of the appointment; FTE percentage where applicable or will indicate course assignments; salary; web addresses for the location of the Agreement and for the Union; and bargaining unit status. The appointment letter shall also identify the Home Department that is primarily responsible for offering and/or approving the faculty member’s courses. The stated terms and conditions of the appointment become effective when the letters are returned to the University signed by the candidate.

Appointment letters issued by a College or School will provide contact information for the Department Chair, or Dean’s designee, in units without departments. It shall also include the date and location of new Faculty orientation in the Fall.

When a faculty member is offered an appointment and assignment, he or she shall indicate acceptance of such by signing the appointment letter and returning it prior to thirty (30) days before the start of the assignment, unless otherwise approved by the dean or director. If the terms and conditions of employment change as a result of a personnel action, a new letter will be issued.

The following two paragraphs shall apply to appointments starting with those in the 2016-2017 Academic Year:

A bargaining unit Lecturer who has taught a total of 24 credits or more as a bargaining unit Lecturer (subsequent to the Fall semester of 1996) at the University and has been a member of the bargaining unit for greater than two consecutive years shall be eligible for an annual, academic year appointment and assignments equal to a minimum of the average number of credits taught in the Lecturer’s Home Department over the Lecturer’s two prior academic years of service, distributed between the Fall and Spring semesters similarly to the Lecturer’s prior two years of service, or as mutually agreed. If the specific assignment for the Spring semester is not known at the time that the annual appointment letter is issued, the assignment for the Spring semester shall be provided at least 45 days prior to the beginning of the Spring Semester.

Lecturers who have taught fewer than 24 credits at the University or who have spent less than two consecutive years in the bargaining unit shall ordinarily be hired through a single-semester appointment. At the Dean’s sole discretion, a Dean (or the Dean’s designee) may offer a one-year appointment to a Lecturer prior to the completion of 24 credits of teaching or before the completion of the Lecturer’s third year.

In all cases, the departments, schools, and Continuing and Distance Education (CDE) reserve the right to first assign or to otherwise give preference in assignments to full-time faculty, department chairs, administrators, other non-faculty employees of the University, and adjunct faculty who hold a joint appointment with and who are employed by an affiliated medical facility prior to offering any courses to part-time faculty. In addition, departments and schools reserve the right to first assign or to otherwise give preference in assignments to Senior Lecturers and Lecturers who are covered by the recall rights provision of the full-time faculty Agreement prior to offering any courses to part-time faculty. Following such assignments, remaining available work will be handled under the following sections of this Article.

14.2. **Appointments for Clinical, Extension, Library, Research and Emeritus Faculty**

Unit Faculty appointed as Clinical Educators I, II and III, Extension Assistant Professors, Extension Associate Professors, Extension Professors, Research Associates, Research Assistant Professors, Research Associate Professors and Research Professors; Library Assistant Professor, Library Associate Professors and Library Professors and Emeritus Faculty members hired to perform clinical, extension, research or library work will be appointed for one or more years. Such appointments will be for terms of 9, 10, or 12 months. Emeritus/ae Faculty members who teach shall be limited in duration to a specific semester or academic year.

Appointments and reappointments for Research faculty and Emeritus Faculty members hired to perform research work are contingent upon research funding. If the restricted funding ceases or if there is a significant change in the nature of the funded activity, the appointment may be terminated or reduced in FTE provided written notice is received by the faculty member at least thirty (30) days before the expiration of the funding. If such thirty (30) day notice is not given, the faculty member will receive pay for whatever notice has not been provided.

14.3. **Appointments for Lecturers**

A. Lecturers I, II and III will be appointed to a specific academic department, or where the department structure does not exist, to a specific school. Although Lecturers may hold appointments in more than one academic department or school, a single department (or school in those units without departments) will be deemed to be the Lecturer's primary Home Department. Secondary appointments to other departments will be limited to the semester in which the Lecturer is teaching.

Notwithstanding the other provisions of this Article, nothing shall preclude the department chair or dean/director, at his or her sole discretion, from making an assignment to a Lecturer for a full academic year. For Lecturer IIs and IIIs (who are eligible for one-year appointments as set forth in Article 14.1 above), a Home Department, with prior approval by the Dean, may make an assignment for two or more academic years. Each semester and summer, the relevant unit (academic department, colleges or schools or Continuing and Distance Education (CDE)) shall determine which courses need to be filled by part-time faculty and when such courses shall be offered. Such assignments shall be documented by a letter of appointment as outlined in Section 14.1 of this Article.

B. **Teaching Availability Form**

- i. To assist in the planning of such assignments for forthcoming semesters and or the summer sessions, Lecturers I, II and III shall fill out a teaching availability form. Such form shall be posted on the Provost's Office and College/School/CDE web sites and may be downloaded by the faculty member. A Lecturer who is interested in any assignments for an upcoming academic year OR SUMMER must fill out the form and include the following information:
 - a. Availability by days of the week and times of the day to teach in the forthcoming academic year or summer. While not required to do so the part-time Lecturer may also indicate preference as to which days of the week and times of the day he or she would prefer to teach and any other relevant considerations.
 - b. Indication of any courses which the Lecturer may be interested in teaching.
 - c. Indication of how many credits or courses the part-time Lecturer is interested in teaching.
 - d. Contact information including address, e-mail address and telephone number.
- ii. The availability form must be submitted to the Home Department chair (or dean in those schools without departments) no later than December 1 for the next academic year, (Fall and Spring). Summer session availability forms must be sent no later than September 25 for the following summer to the Dean of CDE but with a courtesy copy to the Home Department chair. When the completed forms are turned in by the lecturer, they will be date stamped, and a copy will be put in the Lecturer's Academic Record File.

- iii. It will be the responsibility of the Lecturer to submit the availability form to the appropriate administrator by the stated deadline. If the Lecturer fails to submit the form in a timely fashion, any assignment he or she may receive is at the discretion of the chair or dean/director.
 - iv. The teaching availability form will be considered by the department chair, or dean/director, in planning assignments for a forthcoming academic year or summer. It is understood that the distribution and receipt of a teaching availability form by the faculty member does not obligate the department/school or CDE in any way to provide a particular assignment to the faculty member. Prior to completing and submitting the teaching availability form a Lecturer may obtain information from the department or CDE about courses that need to be taught in the subsequent academic year but have not been filled.
 - v. Nothing herein will prevent the Home Department chair (or dean in those schools without departments) from engaging in an in-person workload consultation with bargaining unit faculty in lieu of completing the form.
- C. When the factors below are considered equivalent by the department chair or dean, the department or unit, in deciding who will receive an assignment, will give preference for an assignment, of a minimum of six (6) credits a semester to a Senior Lecturer or Lecturer who is covered by the recall rights provision of the full-time faculty Agreement over a Lecturer III, II or I, and shall give preference to a Lecturer III over a Lecturer I or II or new hires and shall give preference to a Lecturer II over a Lecturer I or new hires. These factors are: (1) the curriculum and programmatic instructional needs of the department or unit; (2) financial considerations; (3) the credentials and qualifications (including sub-specialties and areas of particular expertise) of both current unit members and other available faculty members from within and outside the University; (4) the teaching experience of both current and other available faculty members from within and outside the University; (5) evaluations and work performance of unit faculty members; and (6) the seniority of unit faculty members and their stated availability. Within the Lecturer I, II, and II categories, due regard will be given to seniority. A Lecturer who does not receive an assignment may file a grievance under the conditions described in Section 14.3.G. below.
- D. The term “seniority” as used in Section 14.3.C. above shall be based upon the total number of credits taught by the faculty member at the University. Credit accumulation for purposes of this Article will be calculated from the Fall semester of 1996 only as recorded in the archive of course listings maintained by the Registrar’s Office (<http://www.uvm.edu/academics/courses>), unless the faculty member can independently verify and document other teaching credits at the University.
- E. Assignment Notification and Acceptance
Lecturers who receive an appointment and assignment for a given period shall be notified no later than forty-five (45) days prior to the start of the assignment if it is for the Fall Semester or Summer Session and no later than the Monday following the student registration week in November prior to the start of the Spring Semester. It is provided, however, that once the proposed schedule of courses has been submitted to the Registrar for an upcoming semester or Summer Session, a faculty member is free to contact his or her department chairperson, or dean or director, for information about tentative course assignments but information about such tentative scheduling shall not be deemed a contractual commitment to the faculty member.

The forty-five (45) day requirement of prior notification shall be waived if:

- i. A faculty member refuses an assignment and the department or CDE chooses to offer it to some other unit member.
- ii. New and additional sections of that particular course become necessary.
- iii. A faculty member provides less than forty-five (45) day notice of his or her inability to teach a course for which he or she previously indicated acceptance of assignment.

- iv. The University has a need to appoint a faculty member to an assignment in a situation that was unanticipated.

When a faculty member is offered an appointment and teaching assignment, he or she shall indicate acceptance of such offer by signing and returning the appointment letter prior to thirty (30) days before the start of the teaching assignment. Failure to return the offer within this deadline shall constitute a forfeiture of the offer, unless the university in its sole discretion extends the deadline. Except in the case of a personal or family medical emergency or catastrophic event, if an assigned faculty member withdraws from teaching one (1) or more courses less than thirty (30) days prior to the beginning of a semester or the summer, he or she may be ineligible for consideration for a teaching assignment for the subsequent semester. The university is under no obligation to offer a teaching assignment to that faculty member in the subsequent semester. This decision shall be left to the discretion of the Chair and Dean.

F. Course Cancellation

A faculty member who has accepted an assignment to teach a credit-bearing course in accordance with the processes outlined in Section 14.3.E. of this Article shall receive a cancellation fee of 20% (gross) of the established salary if they are notified of a class cancellation two (2) weeks or less before the first class of the fall semester or summer session and not later than the first business day following the holiday break prior to the spring semester. If the class is cancelled after the start of classes, the faculty member shall receive a cancellation fee of 20% of the payment for the course plus a prorated portion of his or her payment for that course based on the number of classes taught out of the total number of classes scheduled.

A Lecturer who has accepted an annual appointment in accordance with the processes outlined in Section 14.1 of this Article shall receive a comparable work assignment or cancellation fee of 20% (gross) of the established salary for any course assignment canceled less than two (2) months before the first day of class (e.g. if an appointment letter included a 6-credit assignment for the Spring semester, any portion of those credits not assigned would be paid at 20%).

G. Grievance Rights

A Lecturer who does not receive an assignment may file a grievance claiming Section 14.3.C of this Article has been violated or that the Anti-Discrimination or Academic Freedom Article has been violated or that there has been an alleged procedural violation in the review process of Article 15, Evaluations, that materially and adversely affected the outcome of the case. Lecturer IIs and IIIs may also grieve any failure to be assigned work that has the consequence of elimination of the individual from the bargaining unit on the grounds that such decision was arbitrary or capricious.

The decision as to the assignment of faculty to particular courses will be reserved to the sole discretion of the department Chair or Dean/director and shall not be subject to the grievance and arbitration provisions of this Agreement.

14.4. Research Faculty Bridge Funding

In cases where external funding will terminate, bridge funding by the University of up to six (6) months of compensation may be available for the Research faculty members as described below.

In all cases, the Dean shall decide in his or her discretion whether or not to offer bridge funding, and if so, to what extent.

- A. A Research faculty member who has served six (6) or more consecutive years at the University as a Research faculty member and who has made demonstrable progress toward the attainment of new grant funding, or is named as an expected member of a proposed grant team, and believes he/she meets the criteria in Section 14.4.E below may request bridge funding.

- B. As soon as practical after it is known that bridge funding would be needed, and before expiration of the faculty member's funding, the Research faculty member shall meet with the department chair or equivalent to determine what continuing or alternative duties that could be performed during a bridge period would best serve the University.
- C. Requests shall be submitted to the Dean's office (or equivalent) no later than sixty (60) days prior to the expiration of the grant funding. The faculty member's request should take the form of a brief written narrative to the dean that addresses each of the following:
- i. A discussion of the circumstances which have led to the need for bridging support;
 - ii. A description of the Researcher's proposed program of research for the next two (2) years;
 - iii. A statement of the amount of time for which the bridge funding will be needed;
 - iv. The extent of the bridge funding requested;
 - v. A description of the Researcher's role in acquiring and implement grants received over the last six (6) years (title of project, sponsor, amount, duration);
 - vi. A list of pending internal/external proposals submitted by the faculty member or other Researcher as an expected member of a proposed grant team (present title of project, sponsor, amount, duration, anticipated decision date);
 - vii. A description of the work the Researcher intends to undertake during the period for which bridging support is requested; and
 - viii. A statement of support from the Chair or equivalent that includes the relationship between the Researcher's proposed research directions, the priorities of the Department, College/School and/or University that addresses the commitment of the employing unit to the continued employment of the applicant if external resources are made available.
- D. In the event of an unexpected withdrawal or termination of grant funding, the Research faculty member should submit his/her request as soon as possible.
- E. The following criteria shall be considered by the Dean in evaluating bridging support requests:
- i. The quality and significance of the Researcher's work;
 - ii. The Researcher's history of evaluations
 - iii. The Researcher's past experience in obtaining external support for his or her work
 - iv. The Researcher's potential for obtaining such support in the future
 - v. Evidence that the applicant has submitted a grant application for which a funding decision is expected within six (6) months by an external agency or is named on a pending grant application
 - vi. Evidence that the Researcher's work is in keeping with the unit and/or institutional priorities, and
 - vii. The significance of the continuing or alternative duties to be performed during the bridge period proposed by the faculty member and Chair (or equivalent).
- F. Notification of funding decisions will be made within four (4) weeks of receipt of the request in the Dean's office. Bridging support may be approved to replace all or a portion of the faculty member's expired external funding. The length of the bridging period may be extended at any time at the discretion of the Dean. The Faculty member's workload assignment will be modified by the Chair or equivalent so as to be consistent with the funding source. Such bridging shall cease when external funding is secured or the period of the bridge funding expires, whichever occurs first. Should external funding not be secured by the faculty member by the expiration of the bridge period, the portion of the appointment financed by the bridge funding will be terminated.

Article 15
EVALUATIONS AND PROMOTIONS

For purposes of this Article, references to departments also encompass academic units without departments and the references to chairs also encompass deans or directors in units without departments, or their designees.

15.1. **Lecturers**

A. **Annual Reviews**

Lecturers shall be reviewed by their department chairs, on an annual basis.

The relevant department shall be the department that approves the course resulting in entry into the bargaining unit or where the department structure does not exist in the specific school. In cases where the Lecturer teaches in more than one department, the University shall determine the primary department for purposes of evaluation and shall notify the Lecturer at the beginning of any appointment.

The chair shall review all student evaluations from the previous year and shall summarize the review in writing. The chair may add further comments based upon any direct observation of work performance or class instruction and based on any written input from colleagues (including program directors and the Dean of CDE) and students.

Annual reviews will focus on the performance of the faculty member during the previous two (2) semesters or the previous twelve (12) months.

The chair's summary and written comments from the colleagues and students, if any, shall be entered into the faculty member's Academic Record File. Copies of the Chair's written summary will be provided to the faculty member. The faculty member is free to file a rebuttal to any such written summary within thirty (30) days of the date the copy was provided to the faculty member and have that rebuttal placed in his or her Academic Record File.

B. **Formal Review.** A Lecturer who wishes a more formal review shall notify his or her chair by February 1. In such cases, the chair will be required to summarize the review in writing and shall meet with the Lecturer to communicate to that Lecturer his or her assessment of performance, progress, and areas of strength and weakness. The Lecturer and chair shall mutually agree upon the areas of performance that will be evaluated as well as the process the evaluation shall follow. Results of any such formal review shall be placed in the faculty member's academic record file. Unless the faculty member and chair agree, there cannot be a more formal review more often than every four (4) years.

C. **Evaluative Criteria.** Lecturers will be evaluated on their assigned teaching and, if assigned and agreed to, advising. Evaluative criteria for Lecturers are provided in Sections 8.A-C of this Article.

D. **Promotion.** The University shall apply the procedures for promotion to Lecturer II or III as delineated below.

- i. Credit accumulation for purposes of this section will be calculated from the Fall semester of 1996 only, unless the faculty member can independently verify and document prior teaching credits at the University.
- ii. A Lecturer I shall be eligible for promotion review to Lecturer II after the Lecturer I has either completed six years and 36 credits, or taught 60 total credits over any period of time.
- iii. A Lecturer I must notify his or her department chair of his/her Home Department and the

University's Contract Administrator no later than the start of the semester in which they want to be reviewed for promotion (i.e. October 1 for a Fall semester promotion review or February 10 for a Spring or Summer semester promotion review). The Lecturer I must be on active appointment for the semester in which they want to be reviewed. Once the Lecturer I submits a dossier for promotion review, in accordance with any department-established procedures, the review will take place and be completed within that semester, except that Summer promotions will be completed in the Fall.

- iv. Details about the dossier to be presented may be found at: <http://www.uvm.edu/~facsrcs/?page=rpt.html&sm=submenu2.html>. The review will follow the procedures outlined in the University's guidelines and any department-established procedures that may exist. At the completion of the departmental review, the chair shall make a recommendation to the dean. The dean shall make the final decision on promotion.
- v. Any promotion will take effect in the next semester or summer when there is an active assignment.
- vi. The process for the promotion from Lecturer II to III shall be the same as for promotion from Lecturer I to II as outlined in Article 15.1.D.i-v. except with eligibility thresholds at ten years and 60 credits of active teaching service at the University and/or 100 credits compensated by the University (except for PEAC).
- vii. After receiving notification from the Lecturer II in accordance with Article 15.1.D.vi, the Chair may recommend to the Dean that the preparation of the dossier and/or the second review process for Lecturer III be waived if the Lecturer II has met the above criteria and has already gone through the promotion process for Lecturer II. The dean will consider the chair's recommendation and may decide, in his/her discretion, to waive preparation of the dossier and/or the second review process and grant the promotion to be effective in the next semester or summer when there is an active assignment.

15.2. **Clinical Faculty**

- A. **Annual Reviews.** Clinical faculty shall be reviewed by their department chairs on an annual basis. In cases where the faculty member has an active appointment as a clinical faculty in more than one department, the University shall determine the primary department for purposes of evaluation and shall notify the faculty member at the beginning of any appointment.
- B. **Reappointment and Promotion.** Clinical faculty shall be evaluated for reappointment and promotion based upon the candidate's record of performance in the assigned areas of teaching and, if assigned and agreed to, advising.

Procedures described in departmental or college/school guidelines for part-time clinical faculty shall apply to part-time clinical faculty being reviewed for reappointment. The University shall apply the procedures for promotion to Clinical Educator II or III as delineated below. Details about the dossier to be presented may be found at <http://www.uvm.edu/~facsrcs/?Page=RPT.html&SM=submenu2.html>.

Part-time clinical faculty who are new to the unit will be appointed as a Clinical Educator I.

A Clinical Educator I will initially be eligible to be considered for the rank of Clinical Educator II following six-years of active service within the most recent eight-year period of 0.25 FTE or greater service as a clinical faculty member in the bargaining unit, or as a clinical faculty member in the full-time faculty unit, or combination of years in such units.

A Clinical Educator II will initially be eligible to be considered for the rank of Clinical Educator III

following ten-years of active service within the most recent fourteen-year period of 0.25 FTE or greater service as a clinical faculty member in the bargaining unit, or as a clinical faculty member in the full- time faculty unit, or combination of years in such units.

A Clinical Educator must notify his or her department chair no later than November 15 of the year in which they want to be reviewed for promotion.

The review process will follow procedures in Section 15.1-15.4 of this Article. At the completion of the departmental review the chair shall make a recommendation to the dean. The dean shall make the final decision on promotion. Any promotion will take effect in the following academic year. The faculty member will simultaneously be reviewed for reappointment. If a negative reappointment decision is made, the promotion process will terminate.

C. Evaluative Criteria.

The criteria listed in Sections 8.A–C of this Article shall apply to Clinical Faculty in terms of assessing effectiveness in teaching and, if assigned and agreed to, advising.

15.3. **Research Faculty**

A. Annual Reviews. Research faculty shall be reviewed by their department chairs on an annual basis. In cases where the faculty member has an active assignment in more than one department, the University shall determine the primary department for purposes of evaluation and shall notify the faculty member at the beginning of any appointment.

B. Reappointment. Procedures described in departmental or college/school guidelines for non-tenure track faculty shall apply to Research faculty of all ranks being reviewed for reappointment.

C. Promotion. The quality and significance of the research faculty member's work must be evaluated by full-time tenured and tenure-track faculty members of the department as well as the department chairperson, or in academic units without chairpersons, the dean. In addition, the department must solicit evaluations from acknowledged scholars and practitioners in the discipline of the candidate at other institutions, nationally or internationally.

The University shall apply the same procedures for promotion, including the standards and processes related to "arm's length evaluators", to such individuals as may exist in the full-time faculty Collective Bargaining Agreement to the extent pertinent.

D. Evaluative Criteria. The criteria in Section 8.d of this Article shall apply to research faculty members provided that such faculty shall be reviewed only relative to the quality of performance in scholarship/research work and other duties expressly assigned in accordance with the FTE allocations in the workload agreement.

15.4. **Extension Faculty**

As of the ratification of this Agreement, there are no part-time Extension faculty members in the bargaining unit. In the event the University shall appoint anyone to a part-time bargaining unit Extension faculty member, the University shall apply the same procedures for appointments, reappointments, evaluations and promotion to such individuals as may exist in the full-time faculty Collective Bargaining Agreement to the extent pertinent.

15.5. **Library Faculty**

A. Annual Review. The procedures described in the libraries approved performance review guidelines shall apply, together with the additional procedures described here.

Area administrators and/or department chairpersons shall review annually the performance of each Library faculty member in his or her unit. The findings of that review will be communicated to the

faculty member in writing with special emphasis given to areas of needed performance improvement. Before deciding on the recommendations for reappointment, the area administrator or department chairperson shall consult with members of the department and/or other appropriate groups or individuals. Performance appraisal criteria in Section 5.c. below shall guide this review. The area administrator and/or department chairperson will make a written recommendation on reappointment to the dean of the libraries. The dean shall make a final decision on reappointment.

- B. Reappointment and Promotion. Recommendations for promotion may be forwarded at any time after a Library faculty member has met the standards for the proposed rank. Library faculty shall be evaluated for promotion according to their own criteria.

In reviewing library faculty for promotion the department must solicit evaluations from acknowledged scholars and practitioners in the discipline of the candidate at other institutions, nationally or internationally. The University shall apply the same procedures for promotion, including the standards and processes related to “arm’s length evaluators”, to library faculty as may exist in the full-time faculty Collective Bargaining Agreement to the extent pertinent.

Library faculty shall be reviewed for reappointment and promotion in accordance with the standards and criteria outlined in Section 8.F of this Article.

15.6. **Non-reappointment**

Notice of non-reappointment, or of intention not to recommend reappointment, shall be provided in writing to Clinical, Research and Library faculty members. The following schedule of notification shall be based upon consecutive years of uninterrupted service (excluding period of approved leave) as a faculty member at the University.

A. Clinical Educators

Notice of non-reappointment of a Clinical Educator after one (1) or more consecutive years in the institution shall be no later than April 15 of the year in which the appointment is ending.

B. Library faculty

Not later than March 1 of the first academic year of service if the appointment expires at the end of that appointment year or, if a one-year appointment expires during an academic year, at least three (3) months before its expiration.

By December 15 of the second academic year if the appointment expires at the end of that appointment year or, if an initial two-year appointment expires during an academic year, at least six (6) months before its expiration.

At least 12 (twelve) months before the expiration of an appointment after two (2) or more years in the institution.

C. Research faculty

Notice of non-reappointment for any Research faculty member shall be no less than thirty (30) days before the expiration of an appointment.

- 15.7. Nonrenewal of an appointment does not carry with it implication of incompetence or misconduct on the part of the faculty member. In addition to the right of the University to not reappoint any faculty member for individual performance reasons, such decisions may be based on a variety of reasonably derived administrative, financial or policy reasons.

A faculty member who is denied appointment, reappointment or promotion may grieve alleged procedural violations in the review process that materially and adversely affected the outcome of the case.

For unit members who are not Lecturers, a decision not to reappoint a faculty member shall be in the University's discretion and shall not be subject to the grievance and arbitration provisions of this Agreement, unless the faculty member alleges that the decision was in violation of the Anti-Discrimination or Academic Freedom Articles of this Agreement or that there has been an alleged procedural violations in the review process of Article 15, Evaluations, that materially and adversely affected the outcome of the case.

Non-lecturers with six (6) years of bargaining unit service may also grieve any non-reappointment that has the consequence of elimination of the individual from the bargaining unit on the grounds that such decision was arbitrary or capricious.

15.8. Evaluative Criteria

A. Teaching

Effectiveness in teaching is an essential criterion for further appointments. The prime indicators of effective teaching include, but are not limited to:

- intellectual competence, integrity and independence;
- evidence of knowledge of the field;
- evidence of a willingness to consider suggestions that emerge from peer review of one's teaching;
- evidence of the ability to work with other faculty members in designing and delivering;
- evidence of the ability to present course materials clearly and effectively;
- evidence of the capacity to structure the course and its assignments in ways that promote student learning;
- evidence of the employment of strategies to assess students' learning and adjust one's teaching in light of the findings of those assessments;
- evidence of an ability to stimulate students' intellectual interest and enthusiasm.

Any additional criteria developed at the college, school and department level shall supplement the above list.

B. Advising

Academic advising entails advising students about their program of academic study and is an important part of the mission of the University. It includes assisting them in course and program selection, but it does not include supervising academic work, such as independent study, theses, or dissertations. Interest and skill in the general guidance and academic advising of students, however, shall only be a consideration further appointments or reappointments or promotion, if such work was assigned.

C. Measures and Methods

The parties recognize that no single set of measures and methods can be prescribed to evaluate the quality of teaching and advising. Some of the measures and methods, however, include but are not limited to:

- i. Assessments by members of the candidate's department and department chair or equivalent, particularly if based on examination of course materials, team teaching experiences, observations of the candidate's teaching through class visitations, attendance at lectures given by the candidate or on the results of the candidate's teaching in courses prerequisite to those of other department members.
- ii. Evaluations of teaching or advising by students, appropriately documented and interpreted, for example through the use of student course evaluations, advising questionnaires, post-graduate surveys, etc. Faculty are required to provide students with a department or other approved evaluation form in their courses.

- iii. Development by the candidate of new and effective techniques of instruction or assessment and instructional materials, including textbooks, particularly when evidenced by acceptance at other colleges or universities. This may also include the development and assessment of web-based courses and the effective transfer of current courses to a web-based format.
- iv. Publications by the candidate on the teaching of his or her discipline in respected journals.
- v. Recognitions and awards for distinguished teaching.
- vi. Evaluations from service-learning partners.
- vii. Evaluation of teaching by a co-instructor.

D. Scholarship/Research/Creative Activity

Substantial and sustained scholarship/research/creative activity of high quality is an essential criterion for reappointment and promotion.

Account shall be taken of the type and quality of creative activity normally expected in the candidate's field. Documented evidence must be provided of genuine scholarship, productivity and creativity in the forms such as published research or recognized artistic production, engineering designs, and the like.

In certain fields, such as art, music, literature and theatre, distinguished production may be evidence of scholarship in much the same way as analytical research is in other disciplines. In evaluating artistic creativity, the candidate's merit should be assessed against criteria such as originality, scope and depth of creative expression.

Publication of any research or other creative accomplishment must be evaluated, not merely listed, in reviewing the performance of a candidate for reappointment or promotion. In disciplines in which competitive grant and contract support is available, acquisition of external funding and a record of continuing support may be an indication of recognized research competence and productivity. In some instances, professional activities, such as service as editor of a professional journal or service as a major officer of a professional organization, may be considered as recognition of scholarly achievement. Textbooks, reports, published research on pedagogy in the discipline and similar products connected with teaching or public service may be considered scholarly work insofar as they present new ideas or incorporate the candidate's scholarly research, assuming these contributions are validated through external review. The utilization of a candidate's scholarship by practitioners in the field should be considered if documented evidence of the impact of the work is provided. Works in progress should be assessed whenever possible.

The University strongly supports collaborative and cross disciplinary research; however, when published work in joint authorship (or other product of other joint endeavor) is considered, it is the responsibility of the candidate to document his or her role in the joint effort and of the department chairperson to establish as clearly as possible and evaluate the role of the candidate in the joint effort.

Appraisals of publications and other work in the scholarly and critical literature may be considered.

If the record of a candidate includes publication of journal articles, it is the responsibility of the department chairperson to document clearly in the review information regarding the publication and the standards of the journal and its standing in the discipline. If the record of the candidate includes publication of a monograph, it is the responsibility of the department chairperson to document clearly in the review the reviewing policies of the press and to report reviews published subsequent to the appearance of the work. If the record of the candidate includes presentations, invited and/or subject to

peer evaluation, it is the responsibility of the department chairperson to document clearly in the review the standards involved.

- E. Service to the University, and in their capacity as scholars, to the community and the profession. Service to the University, and in their capacity as scholars, to the community and their profession is an essential part of the University's mission and faculty performance expectations. In certain contexts, such as Extension work (agriculture and natural resources), clinical practice (health disciplines), and field assignments (education or social work), service may be a principal component of faculty responsibility and performance assessment. In such circumstances the quality of the service must be addressed through evaluations from those served.

Faculty may engage in service through effective committee or other activity relating to their department or program, college or school, the University, or the Union. Faculty may make contributions through effective participation in community, state, national or international outreach or other endeavors relevant to their professional discipline, such as through service on governmental boards, commissions or task forces; accreditation teams, editorial boards, or peer review panels; professional organization committees or boards; community partnerships; and the like.

Professional service activities shall be reviewed for evidence of demonstrated achievement, such as effective and innovative service and leadership. A faculty member must provide evidence of the quality of the service rendered, which may include evaluation by the officials or agencies served.

F. **Library Faculty - Evaluation Criteria**

- i. General considerations. Library faculty must demonstrate effective performance in carrying out the responsibilities and goals applicable to his or her assignment. The goals of the libraries are the development of collections and services to support the educational programs of the University; the application of a rational system for the organization, management and use of the collections and services; the creation of essential bibliographic records; and the instruction in use of the libraries.

The basic quality that must be evident for reappointment or promotion of Library faculty is strong professional performance in areas that contribute to the educational, research and service missions of the University and the libraries. These areas include library resource access, collection and service development, and organization of resources. In considering Library faculty for initial appointment or promotion it is recognized that progressive experience contributes to the more successful fulfillment of the requirements of a position and to the potential for promotion.

The following criteria form a framework within which judgments are made on the quality of performance of Library faculty. In evaluating the faculty member's qualifications in these areas, reasonable flexibility shall be exercised, balancing, where the case requires, heavier assignments and responsibilities in one area against lighter assignments and responsibilities in another.

- ii. Specific criteria for reappointment and promotion. Documentation submitted in support of appointment, reappointment or promotion in order to describe achievement in educational, scholarly or service missions shall follow the following criteria:
- a. *Educational mission.* Contributions to the educational mission of the University and libraries are evaluated on the basis of the following general criteria, as applicable: (1) the ability to interpret bibliographic systems and library collections and in assisting and training students in the use of library resources and services; (2) competence in the theory and practice of bibliographic description and subject analysis of library materials; (3) the ability to present effectively, by lecture and demonstration, specific aids to literature searching, based on the officer's knowledge of the library's collections in subject areas and on the application of automated systems and bibliographic networks to identify materials in

the University library and at other institutions; (4) effective exercise of professional and academic judgment in the acquisition and development of library resources and services to support instructional and research needs; (5) the ability to administer and manage complex library operations requiring professional and academic judgment; and (6) the ability to provide leadership and foster cooperation and to relate and interpret the goals, objectives and operations of the library to the University community.

- b. *Scholarship and creative activities.* Scholarship and creative activities must demonstrate continued excellence in, and significant contribution to, the field of librarianship. Contributions to the professional literature bibliographic studies of a subject field, or research reports of library services and operations are evidence of scholarly achievement pursued independently of supervision or direction. Scholarly and creative activities also include but are not limited to presenting at professional conferences, producing reports that provide creative solutions to professional problems and issues and creating data bases or other computer systems. Continuing evidence of studies, investigations or scholarly contributions is expected.

The following guidelines shall be used in judging the significance of the faculty member's activities in this area: (1) impact of the work in the assigned area of responsibility; (2) professional judgment of the value of the work by colleagues in his or her own and related fields; (3) breadth, originality and accuracy of the work; (4) pertinence of the activity in solving problems.

- c. *Service.* The same service criteria set forth in Section 8.E. of this Article shall apply.

Article 16 WORKLOAD

- 16.1. Department chairs shall be responsible for the workload or the scheduling and assignment of all faculty members under their direction, subject to the approval of the dean or director. In units where there are no chairs, the dean or director, or their designees, will be responsible for workload or scheduling and assignments.
- 16.2. It is recognized that, given the diverse nature of faculty work, the varying types of faculty appointments and the needs of the departments and academic units, the weighting of assignments and the particulars of individual assignments will vary both between and within individual departments and academic units.

The parties recognize that, in making workload assignments, the chair will consider various factors, including, but not necessarily limited to, the workload demands of specific assignments; availability of teaching support, such as teaching or graduate assistants; the number of classroom contact hours, class size and the total number and type of students taught by the faculty member; the times at which classes are scheduled; the number of new course preparations; approved distributions of individual effort among criteria relevant to the specific faculty appointment (such as teaching, scholarly activity and service), demands and requirements of externally funded contracts and grants and the nature of the academic program, which may require flexibility in assignments to maintain program quality. It is further recognized that, in making workload assignments, chairs and deans will also take into account fiscal considerations, the overall needs and mission of the school or college and the University, and sound pedagogical practices.

A faculty member may grieve his or her overall work expectations on the grounds that the department chair, or dean, has acted arbitrarily or capriciously in the application or non-application of the factors such as those described in this Section.

- 16.3. Nothing shall preclude a department chair or dean or director or the Dean of CDE from modifying the work expectations or schedules of faculty members as may be necessary prior to or during the academic year or other appointment period provided he or she first discusses such changes with the faculty member and provided the changes are not arbitrary or capricious. A faculty member is free to discuss his or her work assignment with his or her chair at any time however, any changes in responsibilities or assignments must be approved in writing by the chair and dean.

16.4. Lecturers

- A. A Lecturer is free to discuss his or her tentative workload assignments and expectations with the chair or, in schools or units without chairs, with the dean or director either before or after the proposed schedule of courses has been submitted to the Registrar for an upcoming semester, academic year or Summer Session.
- B. Lecturers are expected to perform teaching duties in accordance with the requirements of the assignment unit. Such work shall include instructional activities, and related responsibilities, availability to students for consultation and reasonable office hours. Any additional work expectations with regard to the course(s) that the Lecturer member is teaching shall be delineated in the appointment letter, or in some other written communication from the chair, dean and/or the dean of CE. A copy of the appointment letter or any other written communication regarding work expectations, or any modification of such work expectations, will be placed in the individual's Academic Record File.

16.5. Clinical, Research, Extension and Library Faculty

- A. In the case of Clinical faculty, Research faculty, Extension faculty, and Library faculty, workload expectations shall be set forth in writing by the department chair, dean or director, or their designees, following consultation with the faculty member. Such consultation will normally take place in the spring semester for the following fiscal or academic year and will include a discussion of schedule as

well as workload expectations. The faculty member is free to present his or her preferences regarding work expectations and assignments prior to or at such meeting. A copy of this written record of work expectations, and any modifications of such work expectations, will be placed in the individual's Academic Record File.

- B. The general workload responsibilities of Clinical faculty shall include patient care and/or the supervision and instruction of professional students in clinical or educational settings but do not include the research or service responsibilities of tenure-track faculty.
- C. The general workload expectations of Research faculty are to engage in creative scholarship and research in their field. Typical duties include, but are not limited to: engaging in scholarly and research work related to the academic unit; communicating scholarly endeavors through refereed journal articles, manuscripts, monographs, books, funding requests and reports to granting agencies; oversight and management of research grants; supervision of technical staff; and mentoring of graduate and undergraduate students engaged in scholarship under their supervision. Participating in grant review panels and study sections and service activity related to scholarship and research can also constitute a minor portion of the workload.

Subject to the customary approval by the chair, a Research faculty member's workload shall reflect proportionately the level of effort expended on work in which s/he engages pursuant to the grant or contract. The principal investigator and sponsored projects administration personnel will initially and, as necessary, or appropriate, periodically review committed, actual or certified effort to ensure compliance with sponsor requirements and/or guidelines.

- D. The general responsibilities of Extension faculty are the development and delivery of non-credit educational extension programming to various audiences. Specific activities will be set forth in the annual Extension plan of work approved by the Extension Director. Typical duties include but are not limited to: preparation of course materials, publications, newsletters, Articles, radio, computer and television programs; facilitation of groups and workshops; addressing requests of individuals for advice and information; and communicating with other professional groups and advisors. Extension faculty workloads may also be subject to federal funding requirements and guidelines, and thus workload expectations and written memorialization thereof must be consistent with any such requirements and guidelines.

The general responsibilities of the Library faculty shall be set by the Dean of the Library and appropriate supervisors and will vary depending on the particular position held. They may include but shall not be limited to library services, reference services, circulation services, technical services, University and professional service, teaching in library subject matter, supervision of library staff employees and activities that foster professional growth, including creative activity and research. These responsibilities shall be set by the Dean of the Library and appropriate supervisors and will vary depending on the particular position held.

- E. Library faculty will be assigned work by their supervisors and will be expected to work in accordance with a schedule established by their supervisors, subject to the approval of the Dean. Scheduling of Library faculty will take into account the needs of the library, and library users including students and faculty, and the librarian's professional specialization and areas of responsibility. Any changes in scheduling from those established at the time of hire will be discussed between the supervisor and the faculty member at least two weeks prior to implementation.

16.6 Emeriti Faculty. The general responsibilities of emeriti faculty hired to perform duties included under Sections 4 and 5 above shall be those enumerated in this Article.

16.7. In all cases, faculty members will adhere to all department, college/school, division, CE and University rules, regulations, guidelines and policies.

16.8. Faculty members who serve on nine-month academic year appointments will be available for work assignments no later than one week before the Fall Semester and up to one week after Commencement throughout the academic year, except for official University holidays, and the time from December 23 to January 2. Faculty members who serve on ten-month appointments normally begin their appointments at the same time as nine-month faculty and end their appointments one-month later than nine-month faculty. However, nothing shall preclude individual arrangements mutually agreed upon between a faculty member supported by the general fund, the chairperson and the dean or director under which some of the faculty member's work is performed during the summer. In such instances the payment of compensation shall continue to correspond with the traditional nine- or ten-month payment schedule under which the faculty member is otherwise paid and will not be paid during the summer work time.

Faculty members who are appointed on a semester basis will be available for work assignments on the first day of scheduled courses, or, if assigned to non-teaching duties, as otherwise specified in their appointment letter. Faculty will be available for work assignments through the last day of exams but in all cases must comply with required reporting of grades or other such required information even if such work extends beyond the last day of the semester.

16.9. Faculty who serve on twelve-month appointments must be available for work assignments throughout the calendar year except for scheduled vacations and official University holidays. The annual vacation for bargaining unit members on a twelve-month appointment of .50 FTE or greater is twenty-two (22) days each year, pro-rated to FTE assignments, to be scheduled with and approved by their Chair or supervisor in advance. Further information is available in Article 20, Benefits.

16.10. The schedule of payment of compensation for research faculty who serve on appointments of less than 9-months shall correspond with the period of the appointment.

16.11. If giving an exam on the last Friday of exam week, teaching faculty shall not be required to provide final grades for students other than seniors earlier than Tuesday of the following week.

16.12. Unit members may attend new faculty orientation customarily held at the start of the Fall semester. Either separately or as part of the new faculty orientation, the University will conduct an annual orientation for part-time faculty and will provide the union a half hour presentation during the meeting. Part-time faculty participation shall be voluntary.

16.13. Effective with courses offered for the Summer 2015, and in order to allow students to make more informed choices on course selection, all faculty members are expected to develop and post Expanded Section Descriptions for courses that they will be teaching. Such ESDs may provide a more in depth description of courses than that listed in the University Catalog. They should be available no less than two weeks prior to the start of the advising period.

16.14. Effective with courses that will be offered in the Summer 2015, and in order to allow students to make more informed choices on courses before the Add-Drop period, all faculty members will be required to make syllabi available to students for courses no later than the first day of classes.

Article 17
PERSONNEL FILES

- 17.1. The University will maintain three official files on each unit member: a Payroll/Human Resources File, an Academic Record File, and where relevant, a medical documentation file. This shall not preclude the existence of duplicative or unofficial files but such files shall not be considered the official record of the faculty member. Any documentary materials required under this Agreement that might be housed elsewhere than as provided within this Article shall, however, be maintained and made available to bargaining unit members as provided herein.
- 17.2. The Payroll/Human Resources File shall contain documents relative to appointments, hiring, salary, benefits and benefit plan enrollment, leave status, taxes and similar non-academic aspects of the bargaining unit member's employment relationship with the University. Any medical information will be maintained in a separate file kept in the Human Resource Services Office in a manner consistent with applicable laws with respect to the confidentiality of medical records.
- 17.3. Only one official Academic Record File will be kept for each unit member and it will be maintained in the academic College, School or Division associated with the faculty member's primary home department. The contents of this file shall be determined by the dean, or equivalent administrator, and minimally will contain copies of curriculum vitae, official correspondence with the faculty member, appointment letters, record of disciplinary actions, letters of commendation or complaint, documentation of workload expectations, any evaluations and observations, including peer evaluations, summaries of student evaluations, all formal peer review documentation, forms and other documents relevant to the faculty member's professional and performance record while employed as a faculty member at the University. The Dean shall decide whether the original student evaluations shall be kept at the department level or at Continuing Education, and the faculty member will be informed of their location upon request. Summary statistics of such evaluations shall be included in the Academic Record File and on-line when the capacity becomes available at the University.
- 17.4. Faculty members are encouraged to review their official files periodically. Faculty members shall have the right to examine these files, including any separate medical documentation file, at reasonable times during normal business hours and shall have the right to request and receive copies of any item in the files at the applicable institution rate per copy. However, faculty members do not have a right to see pre-hire recommendation letters. With regard to external evaluator letters provided as part of any formal peer review process, faculty members may read the text of such letters, but prior to being made available to the faculty member, any parts of the letter that would reveal directly or indirectly the identity of the evaluator shall be excised.
- 17.5. Faculty members shall be entitled to include in the files any rebuttal or explanation of any item in the files.
- 17.6. In addition to the unit faculty member, only University administrators and staff members and other individuals authorized by administrators to do so for institutional purposes may access the official files of a unit faculty member. Except for those occasions where faculty members are carrying out their formal peer review functions, faculty members may not review the files of other faculty members, within or outside the bargaining unit. On those occasions when faculty are carrying out such formal evaluative functions, such faculty will only have access to the file under review and not the entire Academic Record File of the candidate. Once a file has been reviewed at all evaluative levels and a final decision on evaluative matter has been made, the promotion or evaluation file will become part of the faculty member's permanent Academic Record File.
- 17.7. The Union may also request and obtain copies of information contained in faculty academic record files that is relevant and necessary for the Union to meet its collective bargaining responsibilities or to

administer this Agreement. In such cases, the Union shall file its request with the University's contract administrator and shall send a copy of the request to the faculty member (s) whose file material is requested. Such information shall be made available in accordance with Article 9.1. In addition, a representative of the Union may have access to a faculty member's file, provided written authorization has been granted by the faculty member to the custodian of the file.

- 17.8. The University shall not include in any official personnel file any anonymous material, except for student evaluation forms and evaluations furnished by outside evaluators for promotion purposes in accordance with the guidelines established in Article 15, Evaluations.
- 17.9. Faculty may in writing request the dean to remove from the Academic Record File any document that the faculty member alleges to be factually untrue or inaccurate. The faculty member shall have sixty (60) days to make such a request following the time that he or she became aware or reasonably should have been aware of the existence of the document. Should the dean deny the request, the faculty member may file a grievance over whether the document is factually untrue or inaccurate.
- 17.10. Except for student evaluations, in the absence of written permission of the faculty member, no written material may be used for review or evaluative purposes that were not contained official Academic Record File at least one week prior to the date announced by the department chair (or dean or director in schools or units without department chairs) for the initiation of department and/or chair review of the faculty member.
- 17.11. Whenever documents are removed from a personnel file, a note must be placed in the file that lists the documents removed, the date of removal, and the name of the person in possession of the documents.
- 17.12. This Article is subject to any applicable state or federal laws or regulations regarding access to records and disclosure required in connection with administrative or judicial proceedings.

**Article 18
COMPENSATION**

Note: References to “credits” in this Agreement refer in all cases to credits compensated by UVM unless otherwise noted.

- 18.1. Credit Hour Minimum Rates. The credit hour rates in this Section are minimum rates and a college, school, CDE or other academic unit is free to pay part-time faculty at a higher rate.

Effective	Fall 2015	Fall 2016	Fall 2017
Lecturer I	\$1808	\$1862	\$1909
Lecturer II	\$1911	\$1968	\$2017
Lecturer III	\$2014	\$2074	\$2126

Credit hour minimums for emeriti/ae faculty and Senior Lecturers who enter the bargaining unit under the retreat rights provision of the full-time faculty agreement shall be the same as the Lecturer III rates. Credit hour minimums for Lecturers who enter the bargaining unit under the retreat rights provision of the full-time faculty agreement shall be the same as the Lecturer II rates.

- 18.2. Bargaining unit Lecturer appointments and assignments for Emeriti Faculty who teach do not carry an FTE regardless of the length of the appointment. Similarly, a clinical, library, or research faculty member who also may teach a course or courses will separately contract for such work with either CDE or the department/school as appropriate. Teaching courses will not be considered part of such faculty member’s FTE for the year and will be separately compensated.

- 18.3. If a faculty member teaches less than an entire course (e.g. teaching for only a portion of the semester), payment for the course will be pro-rated from the course rates.

- 18.4. For supervising independent studies, unit members shall receive 15% of the faculty members’ per-credit hour rate established by a college, school, CDE or other academic unit for each credit hour taught up to a maximum of four credits per student enrolled. The total salary paid to faculty shall not exceed what the faculty member would be paid if teaching a standard 4 credit course.

18.5. Promotion Increases

Upon promotion, a faculty member will be raised to the minimum for the new title or receive a \$25 per credit increase to his/her current rate, whichever is greater.

Promotion to the rank of Clinical Educator II will result in a promotional salary increase of \$600 over the Clinical Educator I salary for the faculty member at 0.25 FTE for nine-months. This amount will be prorated accordingly to FTE and term.

Promotion to the rank of Clinical Educator III will result in a promotional salary increase of \$600 over the Clinical Educator II salary for the faculty member at 0.25 FTE for nine-months. This amount will be prorated accordingly to FTE and term.

18.6. Salary Increases

Bargaining unit Lecturers I, II and III, and Emeriti/ae who are paid by the credit-hour will receive the following increases over their previous academic year’s credit hour rate or be raised to the minimum per credit rate, whichever is greater. Lecturers I, II or III or Emeriti/ae must actively teach at least one course in any complete year (i.e. September – August period) to be eligible for an increase.

AY2015-16	3.25%
AY2016-17	3%
AY2017-18	2.5%

All other bargaining unit faculty (i.e. 9-, 10- or 12-month appointments at less than 0.75) who were in the unit on February 1 and are still employed in the bargaining unit on July 1 shall be eligible for the following increases:

FY16	3.25%
FY17	3%
FY18	2.5%

- 18.7. It is understood that those unit members who are grant-funded, in whole or in part or are paid under income/expense budgets, or are paid under gifts of any sort, are not eligible to receive the increases provided for in this Article for that portion of their salary that is grant-funded or income/expense or gift-funded, unless such support funds or external state or federal funds are available in the specific institute, grant, contract or other external budget for the year in which payment is to be made. Therefore, to the extent possible, grants should be written and gifts negotiated to reflect the compensation agreed to in this Article. Further, any such awards under this Article must also be consistent with effort reporting requirements and federal cost principles.

Additional Compensation

- 18.8. Faculty participation in any official University function or activity that falls outside the appointment period shall be voluntary. Faculty who are requested and agree to participate in such functions or activities, will be compensated at the rate of \$175/day or at the rate of \$100 for a period of three (3) hours or less. The Provost shall identify those functions or activities eligible for such additional compensation.
- 18.9. All faculty members are required to attend periodic training sessions on topics of significant relevance to the professional and legal obligations to which they are subject. Faculty will be compensated for all such University sponsored training if offered outside the appointment period at the rate of \$175 per day, or at the rate of \$100 for a period of three (3) hours or less.
- 18.10. Nothing shall preclude a department chair, dean or director from approving additional compensation to faculty members for additional duties such as supervision of projects (including private music lessons), guest lecturers, maintenance of labs or studios, non-credit performance or artistic direction of students.
- 18.11. Compensation may be provided for work performed as part of a University incentive program (e.g. Instructional Incentive Grant) that is established by the University in its sole discretion and approved by the Office of the Provost. The University shall provide monetary compensation based on the nature of the program and the amount of work done.
- 18.12. Faculty who perform work for a non-academic unit of the University, other than CDE, will separately contract with that other unit (e.g. Athletics Dept.). Rates of compensation will follow established rates for the specific body of work
- 18.13. Sponsored Activities. Faculty members shall be eligible for additional compensation as expressly provided in a University-approved grant or contract, and subject to any limitations imposed by the grantor or contractor. Subject to the customary approval by the chair, a faculty member's additional assignment shall reflect proportionately the level of effort expended on work in which s/he engages pursuant to the grant or contract. The principal investigator and sponsored projects administration personnel will initially and, as necessary or appropriate, periodically review committed, actual, and certified effort to ensure compliance with sponsor requirements and/or guidelines.
- 18.14. Faculty who perform non-credit work for CDE, will separately contract with CDE for such approved additional work and compensation, and will be subject to CDE's rules, regulations and policies.

- 18.15. Award Compensation: The University may in its sole discretion establish recognition programs (e.g. Kroepsch-Maurice Teaching Award, Kidder Award, University Scholar Award) under which faculty are eligible to receive monetary awards. Such programs must be approved by the Provost. All faculty members receiving a particular award shall receive monetary compensation as determined by the program.
- 18.16. In no instance may a faculty member contract directly with another faculty member or render decisions regarding assignments or related compensation for other faculty members. Such decisions shall be the purview of administration.

Article 19
PROFESSIONAL DEVELOPMENT FUNDS

- 19.1. The University will establish of fund of \$15,000 per fiscal year for professional development of bargaining unit faculty members. This fund will be available only for those unit members who are classified as Lecturer III, Lecturer II, or a Lecturer I who has taught a total of eighteen (18) credits or more.

A Lecturer III, Lecturer II or Lecturer I qualified as set forth above shall have the right to apply for such funds for authorized expenses incurred in travel for professional development or for other professional development purposes. Faculty seeking such funds shall apply to their dean or director who shall make a recommendation to the Provost on the merits of the request. Final decisions on faculty applications as to whether to approve funds or not will be made by the Provost or his or her designee, taking into account availability of funds, competing applications for support, and the relevance and benefit, short and long term, of the proposed travel or other professional purpose to the faculty member and college/school and University. Any additional criteria and procedures for application shall be developed by the faculty at the college or school level.
- 19.2. Nothing shall preclude a dean in his or her discretion from authorizing additional college or school funds to be used for professional development purposes consistent with any University resources and budgetary guidelines. In such cases, the dean shall make final decisions on faculty applications as to whether to approve funds or not, taking into account availability of funds, competing applications for support, and the relevance and benefit of the proposed travel or other professional purpose to the faculty member the department and school or college. The dean, in his or her discretion, may form faculty advisory committees to establish additional criteria and/or recommend approval of individual professional development proposals at the school or college level.
- 19.3. Nothing shall preclude the Provost in his or her discretion from also disbursing or otherwise allocating University funds to departments or colleges or schools for use by faculty for professional development consistent with any University resources and budgetary guidelines.
- 19.4. In all cases where a faculty member receives professional development funds from the sources identified above he or she must follow established University policies and procedures for institutional expenditure.
- 19.5. All funds not encumbered or expended by May 1 of each academic year shall become part of a resource pool for redistribution by the Provost to other faculty who demonstrate special needs, including unreimbursed professional expenses. No funds may be rolled over into the next fiscal year.
- 19.6. Faculty holding external grants are expected to use grant funds specifically designated for professional development purposes to applying for the funds described in this Article.
- 19.7. In no instance may professional development funds be used for salaries.

Article 20 BENEFITS

General Terms and Conditions

The provisions of this Article constitute a summary of benefits available to bargaining unit members. In the event of a conflict between the provisions of this Article and the specifications of a provider's plan documents, the latter prevails. Provider plan documents may be obtained from the University Human Resource Services Office.

Subject to any additional applicable terms and conditions of eligibility stated in this Article and/or plan descriptions, eligibility for benefits, including insurance coverage, is based upon faculty status.

20.1. Health Insurance

A. Federal Patient Protection and Affordable Care Act ("ACA")

The University will comply with the requirements of the ACA. The University ultimately reserves the right to determine whether it is in compliance with the requirements of the ACA and the Union reserves its right to challenge whether the University is in compliance with the requirements of the ACA.

All unit members who work an average of 30 hours or more per week (130 hours per month) during the 12-month measurement period will be offered University-sponsored medical insurance for the 12-month stability period. Insurance will be offered to employees, who may also choose to cover their eligible dependent children. Spousal coverage will not be provided.

Determination of hours for unit members who are assigned a full-time equivalent (FTE) in PeopleSoft will be calculated on a 37.5 hour week, pro-rated for FTE and length of the paid appointment.

For unit members not assigned a full-time equivalent (FTE) in PeopleSoft, the University will use the "safe harbor" method which ACA permits, however 3.33 hours per week will be assigned for each credit hour taught, to cover classroom time, student advising and related work. After calculating teaching hours in this way, the University will assign one (1) additional hour per week for department or other University business, such as faculty meetings.

Any other compensated work by unit members not included in either of the above methods of assessing hours will be recorded on the basis of the actual hours specified on the payroll documents submitted to the Payroll Office.

More information regarding the ACA is available on the Human Resource Services Office website: <http://www.uvm.edu/hrs/>.

B. "Grandparented" benefits

Faculty members who, at the time of ratification of this Agreement, are receiving medical and dental insurance benefits under the grandparenting clause set forth in the Collective Bargaining Agreement between the UA and UVM (part-time unit) in effect from April 14, 2006 to June 30, 2009 shall continue to be eligible for medical and dental insurance benefits in accordance with the eligibility rules and benefit policies in effect on the date of ratification of this Agreement or as such rules and policies may be modified until such time as he/she leaves the part-time bargaining unit, drops below the group "E" or "F" benefit-eligible threshold, or otherwise has a break in service.

C. Exclusions

The health insurance benefits described in this Section do not apply to any faculty member who is receiving benefits under Medicare, or under any other University health insurance plan for active employees or retirees.

20.2. Dispute Resolution

Denial of eligibility for coverage in any benefits plan described in this Article is grievable. Adjudication of claims is handled by the health insurance carriers through their respective dispute resolution processes.

20.3. COBRA Rights

Unless otherwise expressly provided in the terms and conditions of the applicable plan or policy, University benefits coverage ends at the close of business on the effective date of termination of appointment unless extended under the Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”). This law allows qualified beneficiaries to continue medical and dental insurance if a qualifying event occurs. Those who choose to extend insurance coverage for a specified period of time may be charged for the extended benefit as allowed by law. A qualifying beneficiary is a spouse, civil union partner, or dependent child covered by the University’s medical or dental plan or a faculty member who loses coverage due to termination or reduction in appointment. To be eligible for COBRA options, a faculty member undergoing a change of status that affects benefit eligibility (reduction in appointment or termination of employment), or a dependent whose dependent status is ending, must notify the Human Resource Services Office in writing within sixty (60) days following such event.

All provisions above are subject to legislation as it may from time to time be amended. The University will continue to administer COBRA as prescribed by law. More comprehensive information about the rules governing COBRA administration is available through the Human Resource Services Office.

20.4. Changes in Insurance Carrier Options

The University has sole discretion to select the insurance carriers or administrators for its medical insurance plans and may change carriers or administrators or elect to self-insure or self-administer such plans at any time, provided that the University must notify the union in writing at least 30 (thirty) days prior to effecting such change. The University shall negotiate with the union the impact of such changes on the scope of plan coverage and/or faculty cost. Nothing in this Agreement shall preclude the University from, in its sole discretion, adding medical insurance plan options. Nothing in this Agreement shall preclude the University from, in its sole discretion, deleting medical insurance plan options, provided that the University must notify the union in writing at least thirty (30) days prior to effecting such change. The University shall negotiate with the union the impact of such changes on the scope of plan coverage and/or faculty member cost.

20.5. Plan Modifications

With 30 (thirty) days’ advance notice to the union, the University may unilaterally modify the details of its medical insurance plans as long as the modifications do not cause substantial reduction in benefits or substantial increase in costs to faculty. Prior to instituting any such modifications, the University shall provide the union with specific information regarding prospective plan changes and a summary of the differences pre and post-modification. The union shall be entitled to grieve whether or not the modifications are “substantial.” If the changes are “substantial,” the University shall negotiate with the union the impact of such changes.

It is also understood and agreed that carriers may on occasion unilaterally modify the terms of their plans and policies. In such instances, faculty enrolled in such plans will be subject to any such modifications, provided that the University shall negotiate with the union the impact of substantial changes in plan coverage and/or cost to faculty.

20.6. Workers Compensation

Pursuant to state law, the University maintains workers' compensation insurance covering faculty who, in the course of their University employment, sustain accidental bodily injuries or occupational illnesses and lose work time as a result. Faculty must report an actual or apparent work-related injury or illness to the department chair (or Dean in units without departments) within twenty-four (24) hours of the incident, and the chair (or Dean in units without departments) must submit a first report of injury to UVM's Risk Management and Safety Department with a copy to the Dean, within seventy-two (72) hours of receipt of the report. All workers' compensation claims are subject to investigation and continuing assessment by the University and/or its insurance carrier.

The University pays the full premium cost of workers' compensation insurance. Payment of medical expenses associated with such injuries or illnesses is administered through UVM's Risk Management and Safety Department, and not faculty medical insurance plans. Payments in lieu of salary during a period of temporary disability due to illnesses or injuries incurred under this provision are made through the workers' compensation program.

Details regarding the workers' compensation program may be obtained through UVM's Risk Management and Safety Department or at <http://www.uvm.edu/~riskmgmt/>. Also, information regarding workers' compensation may be obtained at the state's website: <http://www.state.vt.us/labind/wcindex.htm>.

20.7. Subject to the rights of faculty members under the non-discrimination article, or state or federal disability laws, and any medical leave policies and benefit plans for which this Agreement provides, the University may terminate a faculty member who is unable to perform the essential requirements of his or her faculty appointment with or without reasonable accommodation due to physical or mental disability ("disability"). When a dean or decanal equivalent following consultation with the department chair has a reasonable basis to believe that termination may be necessary under this standard, he or she may request the faculty member to undergo a medical assessment. If, based upon the results of an assessment and such other assessments as the University may reasonably request in follow-up to the initial assessment, the dean concludes that termination due to a disability is necessary, the dean will make such recommendation to the provost in writing, with a copy to the faculty member and the union. The provost will provide the faculty member an opportunity to meet within ten (10) days of issuance of the dean's recommendation. The faculty member is entitled to have a union representative or attorney present during such meeting, provided the University is entitled to have an attorney present as well if the faculty member chooses to do so. Within ten (10) days of the meeting, or within 14 days of issuance of the dean's recommendation if no meeting is requested, the provost will make a final determination on whether termination is appropriate. Refusal of a faculty member to undergo a requested medical assessment may, in the University's sole discretion, result in termination under this article.

20.8. Unemployment Compensation

The University is subject to the provisions of the Vermont unemployment compensation law. To draw unemployment compensation benefits, a faculty member must meet state eligibility requirements and serve any applicable disqualification periods. Details regarding conditions of eligibility for unemployment compensation benefits may be obtained from the Vermont Department of Employment and Training.

20.9. Retirement Savings Plans

Unit members may make voluntary personal contributions on a tax-deferred basis into a 403(B) on an after-tax basis into a Roth 403 (B) retirement savings plans available through the University in accordance with IRS regulations and on the terms and conditions set forth by the accounts selected by the faculty member pursuant to the applicable UVM plan documents. More detailed information may be obtained from the UVM Human Resource Services Office or its website.

Periods of service as a part-time unit member will not count towards the waiting periods for University contributions for unit members who transfer to a University position eligible for Group A, B, C or D

benefits. Further, a UVM retirement savings account established by a unit member with personal contributions will not qualify as a vested account for purposes of waiving the waiting period.

A Faculty member may access funds from personal contributions subject to applicable law.

20.10. Tuition Remission

Once a Lecturer has taught a total of 24 credits (i.e. eight (8) three-credit hour courses) for the University, or once a clinical, research, or library unit member has had two consecutive annual contracts at a 0.5 FTE or greater, then such unit member will be eligible for tuition remission as described below.

Once eligible, a Lecturer I, II or III may receive three (3) credits of tuition remission for each three (3) credit course he or she has taught in any complete September-August period at the University, up to six (6) credits maximum per September-August. Tuition remission waivers must be utilized no later than twelve (12) months after being earned and may be applied to summer sessions.

Once eligible and when actively employed, the clinical, research, or library unit member on annual contracts of 0.5 FTE or greater may receive tuition remission of six (6) credit hours per September-August period. Tuition remission waivers must be utilized no later than twelve (12) months after being earned and may be applied to summer sessions.

Eligible faculty members must submit tuition remission benefit applications to the Human Resources Services Office each semester or summer session to avail themselves of this benefit.

The University will pay the comprehensive fee and summer session registration fees associated with the courses which will receive tuition remission benefits. Special or incidental fees, such as a non-refundable registration fee, music fee, special laboratory or course fees, books, supplies, and parking fees are not included.

20.11. Unexpected Absences and Illness

In case of accident, illness or other cause beyond the faculty member's control, he/she must notify his or her immediate supervisor as soon as possible, so the latter can make adequate arrangements. In addition, Clinical, Research and Library faculty who have a 0.5 FTE appointment will receive twelve (12) sick days per year pro rated to a percentage of FTE and length of term. These sick days will not be tracked in PeopleSoft and will not accrue ("use it or lose" per year) but will be tracked by the employee's department.

20.12. Payment During Absence

In any case where because of a serious extended personal illness or injury a bargaining unit Lecturer cannot complete his/her duties related to the lecturer's course assignment(s) he/she shall continue to receive 60% of pay for the semester if the Lecturer has completed 60% of the course assignment(s).

In all cases in which a faculty member seeks payment during such absence, a physician's statement will be required. The University may also ask a faculty member to present a certification of fitness to return to work from any such absence.

20.13. Vacation

The annual vacation for bargaining unit members on a 12-month appointment of .50 FTE or greater is 22 days each year prorated to percentage of FTE.

Faculty members must use all annual vacation before the end of each annual appointment period. Failure to do so will result in forfeiture of that year's annual vacation.

Faculty may use such vacation throughout their appointment term with the coordination and approval of their supervisor. Such approval will be obtained in accordance with the reasonable notice requirements of

the unit. A faculty member's vacation leave balance shall be debited only for leave taken on scheduled work days. Records of leave balances will be maintained by the faculty member's department.

20.14. Military Leave

Leaves of absence necessitated by a faculty member's absence from work resulting from a period of service in the uniformed services shall be handled in a manner consistent with the employer's obligations under applicable federal and state law. In its administration of this provision, the University will adhere to all requirements of the uniformed services employment and reemployment rights act of 1994 ("USERRA"), (38 U.S.C., Sections 4301-4326) and any other pertinent legislation, including provisions relating to reinstatement.

20.15. Parking

Faculty shall be subject to the same parking rates, procedures and policies as other University employees who are not subject to collective bargaining. A bargaining unit Lecturer will need to apply for a parking permit each semester, or summer session, as the parking permit cost will be calculated based on the number of credit hours he/she is assigned to teach.

20.16. Post-Employment Privileges

A bargaining unit member who has attained 65 years of age and who has no less than fifteen (15) years of University employment out of the last twenty (20) years as a faculty member of no less than 0.25 FTE, or who has taught no fewer than six (6) credits per year, and who has submitted to his/her department chair a written intent to leave the employment of the University will be eligible for an "extended privilege" University identification card. Such card will be issued by the CATCard office after the faculty member notifies the Human Resource Services Office in writing of their eligibility and desire to replace their I.D. Card. Such card shall carry the following privileges:

- library borrowing privileges as provided to active faculty;
- discounts at the University store and access to tickets for UVM events as provided to active employees;
- use of the UVM e-mail system, subject to the policies, rules and regulations governing University e-mail; and
- athletic facility access as provided to faculty retirees.

20.17. University Benefits Advisory Council

The University Benefits Advisory Council as described in the Agreement between the University of Vermont and United Academics (full-time) in effect December 12, 2014 – June 30, 2017, shall include one (1) voting member from the bargaining unit.

20.18. If during the life of this Agreement the Vermont legislature or the federal government passes any legislation that involves universal medical insurance or that otherwise affects, directly or indirectly, medical insurance plans, the costs of offering such plans, or any payroll taxes to support other medical insurance plans, the parties will meet within ten days of the passage of such legislation to reopen the contract on a limited basis and negotiate over the impact of such legislation on the medical insurance plans and their costs.

Article 21
SAFETY AND HEALTH

- 21.1. The University shall provide faculty members with safe and healthy conditions of work consistent with its obligations under OSHA and any other state, federal or local law or regulation. The University and Union agree to notify each other promptly, but usually within forty-eight (48) hours, whenever a health or safety-related issue comes to their attention. A faculty member also has an obligation to notify the University whenever a health or safety-related issue comes to his or her attention. All members of the bargaining unit have a responsibility to comply with existing health and safety standards; to attend training sessions on safety and health matters required by state or federal law or University policy; and to ensure that the employees and students they supervise demonstrate safe work practices and received the appropriate mandated safety training.
- 21.2. If an imminent health or safety threat exists, subject to the protocol stated below, a faculty member shall not be required to work in such an environment. A faculty member who perceives there to be an imminent health or safety threat should immediately vacate the premises and instruct any employees whom he or she supervises and students to do the same. Such conditions should immediately thereafter be reported to the Department of Risk Management for follow-up and investigation. Risk Management shall provide a recommendation for next steps to the department chair, who will in turn provide direction to the faculty member regarding resumption of work at the site or alternative arrangements. All other workplace hazards of a non-emergency nature that the faculty member has been unable to correct through department resources should also be reported to Risk Management, Radiation Safety or Asbestos & Lead Management, as applicable, for their investigation and recommendations.

Article 22
INTELLECTUAL PROPERTY POLICY

The University's Intellectual Property Policy, effective May 9, 2013, is incorporated by reference into the Agreement to the extent relevant to unit members.

Article 23
EXTERNAL EMPLOYMENT

Faculty are encouraged to participate in other professional activities as a means of improving not only their own competence and prestige, but the prestige of the University as well. While engaging in these activities and/or in any external employment, either during or outside the appointment period, faculty members have the obligation to avoid ethical, legal, financial and other conflicts of interest to insure that their outside activities and interests do not conflict with their responsibilities to the University. Furthermore, any external employment will not involve or require more than incidental use of University equipment (excluding computer technology) supplies, materials, clerical services unless expressly authorized by the chair.

Article 24
NO STRIKE

- 24.1. The Union, on behalf of its officers, agents and members, agrees that so long as this Agreement or any written extension hereof is in effect, it shall neither conduct nor support any strike or other withholding of required employment services from the University.
- 24.2. Any member of the unit who violates the provisions of this Article will be subject to disciplinary action.
- 24.3. The Union agrees to indemnify the University for all expenses and damages that occur as a result of prohibited activity under Section 1 of this Article when such action is publicly condoned by the Union. In the event of prohibited activity under this Article, the Union agrees to use every reasonable effort to inform members of the unit of the illegality of such activity and of the Union's policy of opposition to such activity.

Article 25
EFFECT OF AGREEMENT

- 25.1. This constitutes the entire Agreement between the University and the Union, arrived at as a result of collective bargaining negotiations, except such amendments hereto as shall have been reduced to writing and signed by the parties.

The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands with respect to any subject or matter not excluded by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

- 25.2. The University and the Union, for the duration of this Agreement, each unqualifiedly and voluntarily waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any matter or subject referred to or covered by this Agreement or with respect to any matter or subject not specifically referred to or covered by this Agreement even though such subjects or matters may not have been within the contemplation of either or both of the parties at the time that they negotiated or signed the Agreement.

Article 26
SEPARABILITY

In the event that any provision of this Agreement in whole or in part is declared to be illegal, void or invalid by any court having jurisdiction over the matter at issue or any administrative agency having jurisdiction, all of the other terms, conditions and provisions of this Agreement shall remain in full force and effect to the same extent as if that provision had never been incorporated in this Agreement and in such event the remainder of the Agreement shall continue to be binding upon such parties hereto.

**Article 27
DURATION**

Except as otherwise provided herein, this Agreement shall be effective from the date of ratification, September 23, 2015, and shall continue in full force and effect until midnight, June 30, 2018, and shall be automatically renewed from year to year thereafter unless at least one hundred twenty (120) days prior to any expiration date either party notifies the other in writing by certified or registered mail of its desire to terminate or amend this Agreement.

DATED THIS 14th DAY OF DECEMBER, 2015 AT BURLINGTON, VT

UNITED ACADEMICS

UNIVERSITY OF VERMONT

SIDE LETTER OF AGREEMENT

The parties agree that any full-time faculty member who is phasing into retirement under the Faculty Phased Retirement Plan or Voluntary Separation Agreement provided for in the Collective Bargaining Agreement between the UA and UVM (full-time faculty unit) shall remain in the full-time faculty bargaining unit until he or she is fully retired regardless of such faculty member's FTE during that period. The parties further agree that agreement to the above does not indicate or establish the bargaining unit status of tenured or tenure-track faculty employed below 0.75 FTE, who are not participating in the FPRP or a Voluntary Separation Agreement.

APPENDIX A
Medical Insurance Salary Band Table

<u>Earnings from Teaching</u>	<u>% Employee contribution</u>
<u>Less than \$15,000</u>	<u>4</u>
<u>\$15,001-20,000</u>	<u>6</u>
<u>\$20,001-30,000</u>	<u>8</u>
<u>\$30,001-40,000</u>	<u>10</u>
<u>\$40,001-50,000</u>	<u>12</u>
<u>\$50,001-60,000</u>	<u>14</u>
<u>\$60,001-70,000</u>	<u>16</u>
<u>\$70,001-80,000</u>	<u>18</u>
<u>\$80,001-90,000</u>	<u>20</u>
<u>\$90,001-100,000</u>	<u>22</u>
<u>\$100,001-110,000</u>	<u>24</u>
<u>\$110,001-120,000</u>	<u>26</u>
<u>\$120,001-130,000</u>	<u>27</u>
<u>\$130,001-140,000</u>	<u>28</u>
<u>\$140,001-150,000</u>	<u>29</u>
<u>\$150,001- 160,000</u>	<u>32</u>
<u>\$160,001- 169,999</u>	<u>33</u>
<u>\$170,000-\$179,999</u>	<u>34</u>
<u>\$180,000-\$189,999</u>	<u>35</u>
<u>\$190,000+</u>	<u>36</u>