

# **Master Agreement 2015-2017**

## **ARTICLE 10 Workload**

**Section A. Faculty Workload.** The workload of faculty includes student advising, maintaining and improving expertise in a discipline and in pedagogy, serving on departmental and university committees, contributing to student growth and development, evaluating student performance, scholarly activities, and service to university and community, as well as teaching and class preparation. Additionally, as a professional, a faculty member shall devote a substantial amount of his/her workload to course preparation, research, the maintenance of professional expertise, innovations in teaching/learning and other similar activities. These endeavors shall comprise the faculty member's workload.

**Subd. 1.** A faculty member's teaching load shall not exceed fourteen (14) undergraduate credit hours per semester nor twenty-four (24) undergraduate credit hours per academic year. Nine-month faculty are subject to these same workload limitations

- a. For purposes of calculating teaching load, a three (3) credit graduate course shall be the equivalent of a four (4) credit undergraduate course, and a four (4) credit graduate course shall be the equivalent of a five (5) credit undergraduate course. All other graduate courses shall be calculated as the equivalent of one and one fourth (1.25) undergraduate credits per one (1) graduate credit hour. Graduate equivalency shall apply only to courses exclusively for graduate students.
- b. Undergraduate studio courses, activity courses, and private lessons shall be credited on the basis of at least one (1) credit hour for each two (2) contact hours.
- c. Undergraduate music studio courses and private music lessons shall be credited on the basis of at least two (2) credit hours for each three (3) contact hours.
- d. Undergraduate laboratory courses shall be credited on the basis of one (1) credit hour for each lecture hour and at least one (1) credit hour for each two (2) laboratory hours.
- e. Metropolitan State University Resident Faculty Teaching. A resident faculty member's teaching load shall not exceed twenty-one (21) undergraduate credits per academic year, or nine-month appointment year. Resident faculty with primary responsibilities in academic advising or psychological counseling shall teach at least six (6) undergraduate credits per year. Teaching for all resident faculty may include educational planning. A resident faculty member with less than a full-time appointment will have a pro-rata teaching assignment based on the percentage of time employed. Resident faculty members may have alternative assignments. Alternative assignments shall be mutually agreed to by the resident faculty member, and the President/designee. Alternative assignments must be made annually.

All other Subdivisions of Section A(1)(a-d), above shall apply to Metropolitan State University resident faculty teaching.

**Subd. 1.1** Effective June 30, 2015, a probationary faculty member with a teaching assignment who is in the first year of his/her probationary period will be granted a three credit reassignment per academic year or nine-month appointment to pursue non-teaching activities consistent with Article 22 and described in the faculty member's professional development plan and professional development report. Normally, a faculty member who receives a reassignment under this paragraph will not be assigned additional instruction on an overload basis.

**Subd. 2. Office Hours.**

- a. In addition to the workload described in Article 10, Section A, the faculty member will be responsible for ten (10) office hours weekly for assisting students, at times and approved locations, either on or off campus, posted at the faculty member's office for faculty members with assigned offices. As used in this paragraph, the term "approved locations" may include electronic or other alternate modes of contact. A faculty member who is assigned to work from a remote location shall maintain equivalent interactive availability to students through the internet or other electronic means. If a faculty member's assignment includes teaching load at an off-campus site, a portion of his/her office hour obligation can be at the off-campus site.
- b. Metropolitan State University Advising. As part of his/her regular workload, at any point in time a resident faculty member with a full-time appointment may not be required to advise more than forty-five (45) student advisees. Because of the difference in other areas of their workload, resident faculty members with a full-time assignment in a graduate program may be assigned fewer than forty-five (45) advisees. A resident faculty member with a part-time appointment shall not be required to advise more than a proportionate number of student advisees. Responsibilities for resident faculty in advising shall be established by June 30, 1994 through the mutual agreement of the Faculty Association and the President.

**Subd. 3. Interactive Television.** Interactive television may be conducted as part of load or as overload, subject to Article 12, Section B. For purposes of calculating teaching load, one (1) interactive television credit shall be the equivalent of one and one fourth (1.25) undergraduate credits. If a faculty member has a plan that has been appropriately approved for developing an interactive television course, he/she shall receive appropriate compensation or reassigned time for development of course materials. Technical and paraprofessional support shall be provided at the originating location as well as at each site.

**Subd. 4. Off-campus Credit Instruction.** Off-campus courses may be taught as part of load or as overload, subject to Article 12, Section B. For travel time in connection with the offering of off-campus courses, a faculty member will be reimbursed at the rate of at least \$.25 (twenty-five cents) for each mile traveled. Mileage will be measured from the university campus, or from the faculty member's residence, whichever is closer to the off-campus site, based upon

the approved state mileage table. If a faculty member's assignment includes teaching load at an off-campus site, a portion of his/her office hour obligation can be at the off-campus site.

**Subd. 5. Assessment of Prior Learning.** The decision to assess prior learning for a student shall be reached after consultation with the department, and approval by the President/designee. Compensation for faculty involved in assessment of prior learning shall be \$35 per credit requested.

**Subd. 6. Miscellaneous Instructional Categories.** Faculty members providing packaged courses or correspondence courses approved by the President/designee shall be compensated at the rate of sixty-five dollars (\$65) per credit hour per student. For purposes of determining compensation paid under this subdivision, a three (3) credit graduate course shall be the equivalent of a four (4) credit undergraduate course, and a four (4) credit graduate course shall be the equivalent of a five (5) credit undergraduate course. All other graduate courses shall be calculated as the equivalent of one and one fourth (1.25) undergraduate credits per one (1) graduate credit hour. Graduate equivalency shall apply only to courses exclusively for graduate students. Non-credit generating workshop instruction may be compensated at overload rate as provided in Article 12, Section B.

**Section B. Non-Teaching Faculty Workload.** All members of the non-teaching faculty such as those involved in library/learning resources, counseling center, student teacher supervision, full-time intern supervision, and laboratory school teaching/supervision who are members of the appropriate unit shall enjoy full faculty status with all the privileges and responsibilities pertaining thereto. The workload of a non-teaching faculty member shall include maintenance of professional expertise, committee assignments, research, community service and other similar professional activities.

**Subd. 1. Librarians/Media Faculty.** Librarians/Media Faculty shall be responsible for implementation of library/media services to support the mission and philosophy of each institution. Librarians/Media Faculty on each campus shall recommend to the Administration objectives and methods for library/media services, giving priority to providing services necessary to fulfill the educational needs of students and instructional needs of faculty. The Administration on each campus, after consultation with the librarians/media faculty, shall schedule the library/media services.

**Subd. 2. Counseling Center Faculty Members.** The workload of a counseling center faculty member shall include client contact hours, preparation for and evaluation of client contacts, maintenance of professional expertise, crisis intervention, and other professional activities.

**Subd. 3. Student Teacher Supervisors.** The full workload for the academic year or nine-month appointment year of supervisors of student teachers shall be determined by the President after meeting and conferring with the Association. The meet and confer session shall include consideration of faculty/student teacher ratios and travel requirements.

**Subd. 4. Exceptions.** For those non-teaching faculty members whose work involves classroom teaching or other special duties and/or projects, the Administration shall assign

duties in a manner that will result in a total workload consistent with that of a non-teaching faculty member whose workload does not include a teaching assignment or other special duties and/or projects.

**Section C. Excess Workload.** An excess workload may be agreed to by the faculty member and the President/designee subject to provisions of Article 12.

#### **Section D. Duty Days.**

**Subd. 1. Regular Appointments.** The duty year for faculty members with regular appointments shall consist of one hundred sixty-eight (168) duty days within the academic year. Resident faculty members at Metropolitan State University, the Association, and the President/designee may mutually agree to alternative duty day calendars of 168 duty days during an academic year.

Duty days shall not be scheduled on New Years Day, Martin Luther King Day, Presidents Day\*, Memorial Day, Labor Day, Columbus Day\*, Veterans Day\*, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, and Christmas Day.

\*The President may, after meeting and conferring with the Association, designate alternate non-duty days for the observance of these days for academic units when such revisions are in the best interests of the university.

**Subd. 1.1. Nine-Month Appointments.** Beginning July 1, 2009, the duty year for all new full-time probationary, athletic, and fixed-term appointees shall be approximately nine calendar months during a fiscal year. For full-time faculty members, the initial fiscal year appointment may be less than nine months. The University may divide a nine-month appointment into no more than two distinct work periods. Faculty members who are given nine-month appointments shall be available for scheduled assignments on five days of each week, except as otherwise provided herein. Except as provided in Subdivision 2.1 of this Section, the total number of assigned days in a nine-month period shall not exceed 168 duty days. Nine-month appointments need not correspond to the academic year or to any other nine-month appointment. Except as expressly provided herein, the employment status and work schedule of faculty members who are initially appointed to a nine-month appointment shall not be governed by Subd. 1 of this section. Faculty members hired pursuant to this subdivision shall be referred to as nine-month faculty.

Nine-month faculty shall have the same start and end dates for not less than two successive duty years; provided that a nine-month faculty member's start and end dates may vary by not more than ten (10) days between appointment years. Nine-month faculty shall receive not less than six months notice of a change in the work schedule of any ensuing two year period. The scheduling of nine-month appointments shall be per Article 20, Section A, Subd. 3.

Nine-month faculty members shall not be scheduled for work on holidays as described in Subdivision 1 of this Section or on Independence Day (July 4<sup>th</sup>).

A faculty member who chooses to renegotiate his/her salary for an athletic appointment that commences on or after July 1, 2009 shall become a nine-month faculty member.

**Subd. 1.2. Current Faculty.** Faculty members with regular appointments of 168 duty days within the academic year may request to become nine-month faculty. Such request may be granted by agreement with the University and the local Faculty Association. Current faculty who become nine-month faculty may return to a regular appointment with the agreement of the local Faculty Association and the Administration.

**Subd. 1.3. Payment of Salary.** The university may require salary payments to full-time nine-month faculty to be paid in equal increments over a 12-month period.

**Subd. 2. Extended Appointments.** Faculty members appointed to a duty year which exceeds the one hundred sixty-eight (168) duty days as provided in Subd. 1. of this section shall receive a pro rata salary adjustment. The number of such extended duty days shall be set annually by mutual consent of the faculty member and the Administration normally in conjunction with the issuance of appointments for the next fiscal year. The scheduling of extra duty days shall be determined in consultation with the faculty member consistent with the needs of the university. Extra duty days normally shall not be scheduled on the days indicated in Subd. 1.

**Subd. 2.1. Extended Appointments for Nine-Month Faculty.** By mutual agreement of the university and individual nine-month faculty members, faculty appointments may be extended in half month increments. The number of additional assigned duty days shall increase proportionately. Extended appointments for nine-month faculty may also be extended pursuant to Subd. 2 of this section.

**Subd. 3. Limited Appointments.** Limited implies a reduced workload during the whole of the academic year or nine-month appointment year, or a full or reduced workload during portions of the academic year or nine-month appointment year.

- a. **Reduced Appointments.** Reduced appointments, pursuant to Minnesota Statutes §§ 354.66, and 354B.31 regarding part-time employment, may be granted by the President to those faculty members who meet statutory eligibility criteria.

A faculty member on a reduced appointment shall be reinstated to full-time duties upon his/her request, provided the request is made to the President not later than February 1 of the previous year.

- b. Part-time faculty members with an appointment other than (1) those covered in (a) above, or (2) an adjunct appointment, shall receive salary on a pro rata basis, and shall be eligible for fringe benefits as listed elsewhere in this Agreement.

**Section E. Academic Calendar.** The academic calendar of each university shall be established by the President. Prior to establishing or making changes in the calendar, the President/designee shall afford opportunity to meet and confer with the Association.

**Section F. Delegate Assembly.** Delegates to the IFO Delegate Assembly shall be released with pay one (1) day for each Assembly meeting.

**Section G. Athletic Directors, Coaches, and Trainers.** This section shall determine workload and compensation for those faculty members whose workload includes intercollegiate athletic coaching. For purposes of this section, an intercollegiate sport shall be defined as a sport that is recognized by the university as having varsity status and whose teams engage in competition with similar teams at other institutions.

**Subd. 1.** Nothing in this Agreement shall be interpreted as requiring that the university offer any particular sport.

**Subd. 2. Categories.**

- a. Pursuant to Subd. 1., there will be three (3) categories of head coaches: (1) those who coach basketball, football, ice hockey, or volleyball; (2) those who coach soccer, baseball, swimming, gymnastics, wrestling, softball, cross-country skiing (combined men and women), or spring track; (3) those who coach cross-country skiing, golf, tennis, or winter track.
- b. For purposes of determining the type of appointment offered, athletic directors shall be considered to be in category (2).

**Subd. 3. Initial Appointments.**

- a. Head coaches shall, at the option of the President, be offered either an athletic appointment of two (2) to ten (10) years duration or a probationary appointment.
- b. Nothing in this Agreement shall preclude the award of a fixed-term contract including head coaching duties in any category in accordance with Article 21, Section E., Subd. 1.

**Subd. 4. Compensation.**

- a. In those cases where the President finds that curricular requirements prevent crediting a percentage of a full-time workload for coaching activities in categories (2) and (3), the President may, after meeting and conferring with the Association, authorize compensation in accordance with Article 12 and Subd. 5a of this section.
- b. Individuals hired solely for the purpose of coaching any sport listed in this Article may be compensated at the adjunct faculty rate for the percentage of a full-time workload as listed in Subd. 5 a of this section.
- c. Head coaches may renegotiate their salaries each time they enter into a renewed athletic appointment.

- d. Coaches with athletic appointments may receive a salary supplement not to exceed \$120,000 to compensate the coach for activities that exceed the expected work load for a nine-month or academic year appointment, and/or to permit a university to match market salaries for such coaching positions. A salary supplement under this paragraph, if any, shall not be less than the sum of the duty day pay for the assigned extra duty days.

**Subd. 5. Equivalent Workloads.**

- a. The minimum credit for head coaching activities shall be the percentage indicated in the table below of a full-time appointment for a full academic year, or nine-month appointment year, except that cross-country skiing (combined men and women) will remain at twenty-nine percent (29%) and seven (7) credits. The apportionment of the percentage of a full-time appointment to coaching activities during each academic semester during the year shall be determined by the President.

<b>Coaching Activity as Annualized Percentage of</b>		
<b>Category</b>	<b>Full Workload</b>	<b>Semester Credits</b>
1	42%	10
2	29%	7
2 (Comb. Men & Women)	38%	9
3	17%	4
3 (Comb. Men & Women)	25%	6

The percentage of a full-time workload credited for faculty assigned head coaching duties in two (2) sports shall be, at a minimum, the sum of the percentages indicated in Subd. 5 a for each sport. Nothing shall prevent the President from crediting a greater percentage of a full-time workload for any particular head coaching appointment.

**Subd. 6. Coaches with Non-Coaching Assignments.**

- a. Head coaches in category (1) and category (2) with fixed-term contracts who accept an appointment including duties in addition to coaching shall be given a four (4) year, fixed-term appointment covering both the coaching and non-coaching assignments. The salary for the appointment shall be computed in accordance with Subd. 4.

- b. The head coach in categories (1) and (2) with an academic appointment shall be given first consideration if a full-time vacancy occurs in the department or program in which he/she holds his/her academic appointment, in accordance with the following procedures.
  - 1. Should the President decide to fill such a vacancy, this decision shall first be made known to the coach involved, and the coach shall have the opportunity to apply and have his/her application considered in accordance with Article 21 prior to beginning any search.
  - 2. Should two (2) or more faculty be eligible, then the President shall make the appointment after considering the recommendation of the department. If a non-tenured head coach is appointed by the President, credit for service within the last twelve (12) years shall be granted in accordance with Article 21, Section E, Subd. 6 c, but notwithstanding any other section of the Agreement, such individuals shall serve a minimum of two (2) years in probationary status.

**Subd. 7. Extended Duty Days.** The President shall offer extended duty day contracts to head coaches, assistant coaches and athletic trainers who are required by the President/designee to hold practice before the commencement of the academic year, to hold post-season practice and/or engage in post-season competition on non-duty days, and/or to engage in recruitment, fund raising, administrative, and other activities related to their coaching assignment on non-duty days during the academic year. Prior approval is required.

**Subd. 8. Evaluation and Renewal of Athletic Appointments.** Head coaches shall be evaluated yearly under Article 22. Such evaluations shall be completed by the Athletic Director/designee pursuant to the local evaluation schedule. Evaluations shall include consideration of total allocated funding relative to conference competitors.

**Subd. 9. Renewal and Extension of Athletic Appointments.**

- a. Those coaches being renewed for a subsequent athletic appointment shall be offered an athletic appointment of two (2) to ten (10) years duration at the discretion of the President.
- b. An athletic appointment may be extended at any time by agreement of the President/designee and the coach. Extension shall not result in an appointment that exceeds ten (10) years. Salaries may be renegotiated when an extension is agreed to.
- c. Those coaches not being renewed beyond either their initial athletic appointment or a subsequent athletic appointment shall be given a notice of the non-renewal not later than twenty (20) days following the end of the relevant athletic team's final scheduled competition, including post-season play for that team.

**Subd. 10. Vacancies.** When new head coaching or assistant coaching positions are created or faculty vacancies exist, such positions shall be advertised in accordance with Article 21.

Prior to making an appointment, the President/designee shall involve the appropriate department(s) in evaluating the academic credentials of the candidate and in making a recommendation to the President/designee concerning the candidate for the vacancy.

**Subd. 11. Assistant Coaches.** Assistant coaches hired after the effective date of this Agreement may receive athletic appointments for up to ten (10) years at a time. No compensation beyond the agreed term of appointment shall be offered.

## **Section H. Performing Arts Productions.**

**Subd. 1. Reassigned Time.** Each faculty member having responsibility for production of a play and/or directing three or more students in a performing arts production shall receive appropriate reassignment time for each semester, in which he/she fulfills such a responsibility.

**Subd. 2. Compensation.** In those cases where the President finds that curricular requirements prevent creating a percentage of full-time workload for theater production activities and/or directing a performing arts production, the President may authorize compensation in accordance with Article 12.

## **Section I. Forensics.**

**Subd. 1. Reassigned Time.** Each faculty member who coaches students for intercollegiate forensics competition shall receive at least two (2) credits reassignment time for each semester, in which he/she fulfills such responsibility.

**Subd. 2. Compensation.** In those cases where the President finds that curricular requirements prevent creating a percentage of full-time workload for coaching forensics, the President may authorize compensation in accordance with Article 12.

## **Section J. Metropolitan State University Community Faculty.**

**Subd. 1. Definitions.** Community Faculty. Community faculty shall be those faculty employed at Metropolitan State University other than fixed-term, probationary, or tenured faculty employed at Metropolitan State University, who perform a range of academic duties including but not limited to teaching, and who are in the bargaining unit and meet the requirements of Minnesota Statute §179A.03, Subd. 14. In addition to the provisions of this section, Section J, Metropolitan State University community faculty, unless noted otherwise in this Agreement, shall be eligible for all benefits provided to faculty holding adjunct appointments.

**Subd. 2. Workload.** Workload for community faculty shall be no more than ten (10) credits per academic year.

**Subd. 3. Salaries.**

- a. Community faculty members shall be compensated for teaching courses at no less than adjunct rate in Article 11 of the MnSCU/IFO Agreement.
- b. Community faculty course instruction payments will begin within one month of the starting date of courses.
- c. The following minimum compensation rates for non-class instruction duties will be in effect:

<p style="text-align: center;"><b>Internship Supervision</b></p> <p style="text-align: center;"><b>Faculty-designed IS</b></p> <p style="text-align: center;"><b>Student-designed IS</b></p> <p style="text-align: center;"><b>Assessment of Prior Learning</b></p> <p style="text-align: center;"><b>Consultation</b></p>	<p><b>\$41.25 per credit per Student</b></p> <p><b>\$30 per credit per Student</b></p> <p><b>\$37.50 per credit per Student</b></p> <p><b>\$35 per credit</b></p> <p><b>\$20 per consultation</b></p>
<p style="text-align: center;"><b>Teaching Workshops</b></p> <p style="text-align: center;"><b>3-5 hours</b></p> <p style="text-align: center;"><b>5+ hours</b></p> <p style="text-align: center;"><b>Other</b></p>	<p><b>\$15 per student</b></p> <p><b>\$22 per student</b></p> <p><b>Subject to meet and confer</b></p>

**Subd. 4. Professional Improvement.**

- a. Professional development and training opportunities shall be provided by the university to community faculty.
- b. Professional Improvement Funds of not less than twelve thousand, five hundred dollars (\$12,500) in FY 2016 and twelve thousand, five hundred dollars (\$12,500) in FY 2017 per year shall be available to community faculty for improving professional competence related to their assignments at Metropolitan State University.
- c. The President, after meeting and conferring with the Association, shall establish procedures and criteria for application and awarding of funds to community faculty.
- d. Community faculty may be included in system-wide faculty development opportunities as appropriate.

**Subd. 5. Department and Program Involvement.** For purposes of discussions related to issues included in Article 20, Section A., Subd. 3., community faculty shall be represented in colleges, departments or programs. Representation of community faculty shall be subject to mutual agreement between the President/designee and the Association. Community faculty may participate in all of their college and departmental meetings, consistent with the requirements of Article 20.

**Subd. 6. Appointment.**

- a.** The Dean or his/her designee shall consult with the department or program resident faculty concerning the need for hiring and reappointing community faculty. The department or program resident faculty shall be responsible for evaluating the academic credentials of the candidates and for making recommendations to the President/designee. Community faculty shall report achievements to the Dean at the end of each evaluation cycle as required by Article 22. This report may be used in reappointment recommendations and decisions.
- b.** Assignments shall be communicated to the community faculty as early as possible, normally by July 1.

**Subd. 7. Benefits.**

- a.** Benefits will be determined based on the workload assignment projected in the annual assignment summary. Benefit eligibility and workload will normally be communicated to community faculty by July 1 for the following academic year. All community faculty accrue retirement and other benefits as regulated by state and federal statutes and Article 14, if threshold requirements are met, and may elect to participate in tax sheltered annuities and the deferred compensation plan, if threshold requirements of the Agreement and appropriate laws are met.
- b.** Community faculty may purchase optional life and disability coverage if they meet the requirement of Article 14, Section G, and any requirements of law.
- c.** All community faculty shall be eligible to participate in the health and dental expense account and the dependent care expense account, if they meet the program requirements.