UA Contracts - What You Need to Know

Mary Brodsky, LER Manager
August 25, 2016
Represented Faculty
Full-time Contract (in place through 6/30/17)
Part-time Contract (in place through 6/30/18)

- Article 1 - Recognition
  - United Academics (AAUP-AFT) is the exclusive representative for represented faculty on campus
  - Included in the FT unit are > .75 FTE faculty
  - Excluded from the FT bargaining unit are College of Medicine faculty, Deans, Associate Deans, Assistant Deans, Chairs and some Directors, Visiting Faculty in the first or second year of an initial appointment*
  - Included in the PT unit are < .75 FTE Clinical, Extension, Research and Library faculty, PT emeriti faculty, PT Lecturers**

*List is not all-inclusive
**See Handout for PT BU eligibility
Appointments and Evaluation of Faculty
Article 14 - FT Contract
Articles 14 and 15 - PT Contract

- Appointment Terms and Lengths
- Annual Evaluations and Timing
  - Used to assess whether merit increase is appropriate
  - Should incorporate input from secondary assignments
  - Forms for PT faculty
- Reassignment, Promotion and Tenure
  - Tenure Track/Non-Tenure Track
  - Bridge Funding for Research Faculty
  - Non-Reappointment Notices

Check with Dean’s Office for College or Department Specific Guidelines
Appointments and Evaluation of Faculty cont’d

- PT Faculty Appointments
  - Academic Year Appointments* and Assignments (14.1)
  - Teaching Availability Forms (14.3.B)
  - Preference Factors (14.3.C)
  - Cancellation Fees (14.3.F)
  - Notices and Templates
    - PT appointment notices must include: length and type of appointment, FTE percentage (or indicate course assignments, salary, web address for the location of the CBA and for the union, bargaining unit status, home department, contact info for Dept Chair or Dean’s designee, and date and location of new faculty orientation in the Fall.

- PT Faculty Evaluations
  - Evaluative Criteria (15.8)
  - Promotion (For Lecturers 15.1.D)

*See Handout
Faculty and Department Chair Resources

Faculty Appointment Letter Templates

The following templates are Microsoft Word documents

1. Non-salaried Faculty (Non-Union)
   1.a. Adjunct, Non-salaried  New, posted May 2016
   1.b. Secondary, Non-salaried (for existing Staff member)  New, posted May 2016
   1.c. Secondary, Non-salaried (for existing Faculty member)  New, posted May 2016
   1.d. Research Affiliate, Non-salaried  New, posted May 2016
   1.e. Visiting Scholar, Non-salaried  New, posted November 2015

2. Part-Time Faculty (Non-Union)
   2.a. Part-Time Lecturer  New, posted May 2016
   2.b. Secondary, Part-time Lecturer (for existing Faculty/Staff member)  New, posted May 2016
   2.c. Part-time Clinical  New, posted May 2016
   2.d. Part-time Emeritus  New, posted May 2016

3. Part-Time Faculty (Part-Time Union)
   3.c. Part-Time UA Research, Library or Extension  
       (Includes Emeriti faculty conducting Research)  New, posted May 2016
   3.e. FTE Increase Mid-Year, Clinical or Research (Part-Time UA)  New, posted November 2015

See Website for Full Listing:
http://www.uvm.edu/~facsres/้างAppointment_Letter_Templates.html&
Faculty Workload and Responsibilities
Article 16 - FT and PT Contracts

- Department Chairpersons are responsible for the scheduling and assignment of all faculty under their direction, subject to the approval of the Dean.

- Annual Workload
  - Documented in writing with Workload Form (FT faculty), Appt Letter (PT faculty)
  - Required consultation with FT faculty member
  - Must include allocation of percentage of effort, specific courses and estimated enrollment numbers (FT faculty)
  - May be modified as necessary provided changes are discussed with faculty member and the changes are not arbitrary or capricious
  - Workload forms maintained in the Academic Record File
Leaves of Absence
Article 20 - FT and PT Contracts

- Absences - Leaves of Absence (FT contract 20.6)
  - Absences in excess of two weeks is considered a leave of absence, which requires approval of the Provost (requests submitted through supervisory chain)
  - Leaves of absence should be:
    - Requested and approved in advance
    - Recorded in PeopleSoft

- Vacation (FT contract 20.6.a; PT contract 20.13)
  - Only for faculty on 12-month appointments (accrued at 1.83 days/month, up to 22 days/year, pro-rated by FTE)
  - FT faculty can carry-over accrued time up to max of 44 days; PT faculty must use accrued vacation before the end of each annual appointment
  - “Faculty whose salaries are derived from research grants or from funds other than the General Fund (e.g., Income and Expense funding, gifts, Extension funding) must use all accrued vacation time before the end of his or her externally funded appointment. Failure to do so will result in forfeiture of such accrual.”
Leaves cont’d

- **Medical Leave (FT contract 20.6.b)**
  - Used when faculty are absent and incapable of performing their duties due to illness or injury or because they are caring for a family member (under the Family and Medical Leave Act or Vermont Parental Leave Act)
  - Medical leave will typically run concurrently with FMLA leave
  - Faculty employed for one year or more may be granted up to a maximum of 26 weeks of paid medical leave (should not be used intermittently or on a PT basis)
  - Faculty employed for less than one year may be granted up to a maximum of 22 days of paid medical leave
  - Management may require medical documentation from a faculty member who is absent for five or more consecutive days and/or for FMLA leave
  - Absences of 10 days or more require the submission of a Leave of Absence Form

- **PT Clinical, Research and Library Faculty who hold .50 FTE may use 12 sick days per year (pro-rated to percentage of FTE and length of term) (20.11)**
Leaves cont’d

- Parental Leave (FT contract 20.6.d)
  - FT Instructors, Lecturers, and Research Associates with less than four years of bargaining unit service (within the most recent six year period) = 6 weeks of paid leave
    - Needs to be requested 30 days in advance
    - Management may consider workload adjustments (document on the annual workload plan)
    - Employee can request up to twelve months unpaid leave
  - FT Assistant Professor, Associate Professor, Professor and Senior Lecturer, plus other faculty members with at least four years of bargaining unit service (within the most recent six year period) = one semester or 15 weeks of paid leave
    - Needs to be requested one semester prior to the proposed start of the leave
    - If granted, employee must return for one year of FT service
    - Employee can request an additional semester (or an additional 15 weeks) unpaid leave
  - Parental leaves run concurrently with FMLA entitlements
Other leaves

- Family Care Leave (FT contract 20.6.e)
- Bereavement (FT contract 20.6.f)
- Military (FT contract 20.6.g)(PT contract 20.14)
- Unpaid Leave of Absence (FT contract 20.6.i)

Check with your Dean’s Office and servicing Labor and Employee Relations Professional if you have questions about leaves of absence.
Professional Development Funds
Article 21 - FT Contract
Article 19 - PT Contract

- FT Faculty must apply for professional development funds with their Chair, who will make the final decision on the application for such funds.
  - Requests must be in writing
  - Departments must have established written guidelines for the criteria and procedures for the distribution of such funds

- PT Faculty eligible for professional development funds are Lecturers I, II, and III who have taught 18 credits or more. The Provost (or the Provost’s designee) makes the final decision on the application for such funds.
  - Chairs, Directors and Deans must make a recommendation on the merits of the request.

- Deans have discretion to authorize additional funding for professional development.
Sabbaticals and Professional Development Leave
Article 22 - FT Contract

- The Chair’s recommendation is critical to the assessment of the sabbatical proposal: must judge whether the proposal meets the “high quality” criteria

- Sabbatical eligibility
  - Leaves of absence are excluded from calculating required years of service
  - Years of service may include any faculty service at the University
  - Years of service may include faculty service at another institution if specified at the time of appointment or later, with the approval of the Provost

- Sabbatical application process and timeline (22.1.j)
  - Applications due to the Department Chairperson no later than Sept 1
  - Consult school or college timetables for deadline to Dean

- Professional Development Leaves
  - Applications due to the Dean with the Chair’s recommendation no later than Oct 1
Helpful Links

- Associate Provost for Faculty Affairs: [http://www.uvm.edu/provost/?Page=facaaffairs.html](http://www.uvm.edu/provost/?Page=facaaffairs.html)
- Faculty and Department Chair Resources: [http://www.uvm.edu/~facrsrscs/](http://www.uvm.edu/~facrsrscs/)
- UVM Managers’ Corner: [http://www.uvm.edu/hrs/?Page=managers/managers.html](http://www.uvm.edu/hrs/?Page=managers/managers.html)