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Agreement

Between

Youngstown State University

and

**The Youngstown State University
Chapter of the Ohio Education Association**

2014 - 2017

YSU-OEA Agreement 2014–2017

Table of Contents

Article 1	Preamble	1
Article 2	Recognition and Scope of Unit	1
Article 3	Term of Agreement	2
Article 4	Salaries, Salary Increments, and Rates of Pay	2
Article 5	Insurance Benefits	7
Article 6	Sabbaticals and Faculty Improvement Leaves	11
Article 7	Leaves	15
Article 8	Grievance Procedure	20
Article 9	The Academic Environment	23
Article 10	Tenure	26
Article 11	Non-Reappointment of Non-Tenured Faculty	28
Article 12	Corrective Action and Termination for Cause	29
Article 13	Retrenchment of Faculty	33
Article 14	Faculty Evaluation	36
Article 15	Promotion in Faculty Rank	39
Article 16	Workload Activities	43
Article 17	Personnel Files	51
Article 18	Academic Freedom	52
Article 19	Retirement	52
Article 20	Students	53
Article 21	Retained Rights	54
Article 22	Association Rights	54
Article 23	Dues Deduction and Fair Share Fee	56
Article 24	Administration-Association Relations	56
Article 25	Separability	58
Article 26	Academic Workplace Environment	59
Article 27	Faculty Development and Research	61
Article 28	Teaching Rights and Responsibilities	63
Article 29	Miscellaneous	66
Article 30	Types and Duration of Contracts	68
Article 31	Distance Education	70
Appendix A	Definitions	74
Appendix B	Retrenchment Matrix	78
Appendix C	Faculty Tasks, Duties, and Assignments	79
Appendix D	Insurance Benefits	82
	Employee Contributions	87
	Side Letter of Agreement	89
	Side Letter of Agreement	90
	Index	91

Article
Preamble

1

Agreement: This is an Agreement by and between YOUNGSTOWN STATE UNIVERSITY (hereinafter referred to as the "Administration") and the YOUNGSTOWN STATE UNIVERSITY CHAPTER OF THE OHIO EDUCATION ASSOCIATION (hereinafter referred to as the "Association"). The purpose of this Agreement is to set forth the understanding between the parties as to the terms and conditions of employment of the members of the bargaining unit specified herein.

This Agreement shall constitute the sole and entire agreement between the parties with respect to matters set forth herein. All policies, practices, or procedures in conflict with the provisions hereof are discontinued. The provisions of this Agreement shall take precedence over any policies, practices, or procedures that are inconsistent with its terms. Such inconsistent policies, practices, or procedures shall be null and void.

Article
Recognition and Scope of Unit

2

2.1: Exclusivity: The Administration recognizes the Association as the exclusive bargaining agent for the members of the bargaining unit described below. Exclusive recognition means that the Administration will not deal with any other organization or any individual in a manner or for a purpose inconsistent with the terms of this Agreement. Individual contracts of employment with members of the bargaining unit shall in all respects be consistent with this Agreement, which shall be deemed incorporated by reference in such individual contracts. The parties agree to co-operate with each other in the administration and the enforcement of this Agreement.

2.2: Scope of the Unit: The bargaining unit shall include the following:

- Individuals with earned faculty rank on contract and attached to academic departments, whose primary duty is teaching and/or scholarship, which includes faculty on Term, Degree Completion, or Post-Doctoral appointments and faculty on prorated contracts because the effective date of appointment falls within the academic year.
- Individuals with earned faculty rank on contract and attached to academic departments, whose primary duties include both teaching and directing or coordinating academic activities and/or programs.
- Individuals with earned faculty rank on contract and attached to academic departments, whose primary duties include both teaching and performing non-supervisory administrative assignments.

2.3: Exclusions: The bargaining unit shall not include, and benefits provided by this Agreement shall not apply to, the following:

- adjunct faculty, including those who are offered part-time instructional appointments.
- part-time faculty who do not hold adjunct status.
- heads/directors of non-academic departments or programs.
- administrators at the level of department chairs, directors of schools, and above, including but not limited to assistants to the deans, assistant and associate deans, deans, assistant and associate vice presidents, vice presidents, assistants to the president, and the president.
- athletic coaches.

- faculty members serving on Extended Teaching Services (ETS) under the provisions of Article 17 of the 2008-2011 Agreement or Article 19 of the 2011-2014 Agreement.
- Director of Faculty Relations.

2.4: Definition: The terms “faculty,” “faculty member,” “full-time department faculty member,” and “member of the bargaining unit” wherever used in this Agreement are to include only those faculty members who are included in the bargaining unit pursuant to this Article 2.

2.5: Administrative Participation in Department Matters: Administrators other than department chairs who hold earned rank and tenure in an academic department shall be eligible to participate in recommendations on personnel matters (e.g., promotion, tenure, selection of department chair) unless, by virtue of their administrative responsibilities, they can shape, affect, or alter the outcome of such recommendations beyond the department.

Article

3

Term of Agreement

3.1: Term: This Agreement is effective at midnight on August 18, 2014, and shall expire at 11:59 p.m. on August 17, 2017.

3.2: Successor Agreement: On or before December 15, 2016, either party may notify the other that it wishes to renew or modify this Agreement. In this event, the parties shall meet no later than January 15, 2017, to negotiate with respect to a successor Agreement.

Article

4

Salaries, Salary Increments, and Rates of Pay

4.1: Salary Minima for Ranks: There shall be four (4) ranks among the full-time teaching faculty. For the life of the 2014 – 2017 Agreement, each rank shall have a salary minimum for nine-month contracts as follows:

Professor	75,674
Associate Professor	64,215
Assistant Professor	51,238
Instructor	38,689

4.2a: Salary Increases: Each continuing member of the bargaining unit shall receive no salary increase for the 2014 – 2015 academic years within the term of this Agreement.

For the 2015 – 2016 academic year, the increase shall be 1% of the previous nine (9)-month salary.

For the 2016 – 2017 academic year, the increase shall be 2% of the previous nine (9)-month salary.

Salary increases are subject to the salary minima provided by Article 4.1.

4.2b: STRS “Salary Reduction Pick-Up”: The University will continue the STRS “Salary Reduction Pick-Up” implemented on September 15, 1984. This means that the University will continue to reduce each faculty member’s salary by the amount of the STRS employee contribution and with the amount of salary reduced, pay the employee’s contribution as an employer’s contribution to STRS. The “Salary Reduction Pick-Up” will be uniformly applied to all members of the bargain-

ing unit as a condition of employment and will be uniformly applied to all payments made by the University to all members of the bargaining unit. If subsequent changes in STRS regulations, state or federal law, or governing state or federal tax regulations nullify the "Salary Reduction Pick-Up," the "Salary Reduction Pick-Up" will cease in accordance with the revised regulations or law, and the University will have no residual obligation to members of the bargaining unit related to the "Salary Reduction Pick-Up." The Salary Ranges specified in Article 4.1 above shall apply to faculty salaries before the application of the STRS "Salary Reduction Pick-Up." The "Salary Reduction Pick-Up" shall be applied to any other payments made by the University during the term of this Agreement, excluding Distinguished Professorship Awards.

- 4.2c: Alternative Retirement Program (ARP):** For faculty members selecting the ARP implemented January 1, 1999, the University shall reduce their salary to 90% of stated contract salary and shall contribute 10% of their salary to the ARP on their behalf. The University shall also contribute a designated amount to the ARP as well as the mandatory contribution to STRS.

- 4.3: Promotion:** During the term of this Agreement, each person who is promoted in academic rank shall receive a salary increase as follows:

For promotion from Clinical Instructor to Clinical Assistant Professor: \$2,100

For promotion from Assistant Professor to Associate Professor: \$3,600

For promotion from Associate Professor to Professor: \$5,100

- 4.4: Distinguished Professorship (DP) Awards:** Each year, up to twenty-four (24) persons shall be selected as Distinguished Professors. These shall be allocated as follows: eight (8) on the basis of excellence in teaching, eight (8) on the basis of excellence in scholarship, eight (8) on the basis of excellence in service. Any unfilled slots in these categories may be used in another category at the discretion of the selection committee, described below.

Overall contributions to the University in teaching, scholarship, and service will be considered as defined in Appendix C. However, for the purposes of this Article only, service will also include public service, which means discipline-related public service or community-associated professional activities consistent with the University's mission and goals statement.

Recipients shall be selected by a seven (7) member committee appointed by the provost or his or her designee. The DP selection committee shall have one and only one individual from each college to be chosen as follows: The president of the YSU-OEA and the provost shall each choose three (3) individuals and shall alternate the years in which one or the other chooses first. In academic years beginning with an even-numbered year, the provost shall choose first; in the academic years beginning with an odd-numbered year the YSU-OEA president shall choose first. College representatives shall be selected in the following order: The Beeghly College of Education; The Bitonte College Health and Human Services; The College of Liberal Arts and Social Sciences; The College of Creative Arts and Communication; The College of Science, Technology, Engineering and Mathematics; The Williamson College of Business Administration.

Eligibility for DP awards shall be restricted to faculty members in the bargaining unit. Faculty on Term contracts for fewer than five years or on Visiting or Postdoctoral contracts are not eligible for DP Awards. One may nominate oneself for a DP award or may be nominated by another, so long as the nominator is not a student at the time nominations are made. Such nominations shall be made on a form available in the Office of the Provost. Whether nominated by oneself or another person, the nominee can only be considered after having submitted to the provost, by not later than ten (10) days following the nomination deadline, a current curriculum vitae (CV) of up

to three (3) pages in length, and up to ten (10) additional pages of supporting information or materials. If the individual has received a previous DP award in a category for which he or she is nominated, the content of the CV and supporting information or materials must reflect only the time since receipt of the most recent previous award in that category. The chair shall be notified by the provost of those faculty members in his/her department who have been nominated and shall be given the opportunity to make recommendations upon those individual nominations.

After receiving a DP award in any of the three (3) categories, no one shall be eligible for consideration for another award in any category before the passage of at least three (3) years between receipt of one DP award and the receipt of another, but there shall be no limit on the number of times an individual may receive the award.

In academic year 2014-2015, recipients shall receive a cash award of \$2,000 before June 1. Distinguished Professors shall be recognized at the spring semester Faculty and Staff Awards Dinner or similarly appropriate ceremony.

A joint committee consisting of three (3) representatives appointed by the provost and three (3) representatives of the union president shall be established to develop a process wherein Distinguished Professors are selected based on merit. The committee shall consist of one and only one individual representing each college. Any recommendations coming from this committee shall include a provision to split the \$2000 award equally between a one-time lump sum payment and an increase to the base pay of the faculty member's base salary during the following fiscal year, provided that the faculty member is still actively employed by the university. Any retiring or resigning faculty member shall be paid the full amount. The committee shall recommend to the provost and the president of the faculty union, no later than December 15, 2015, a memorandum of understanding that can be considered for implementation to impact the selection of Distinguished Professors in spring 2016 and thereafter.

4.5: Distinguished Professor: Faculty members who have received the Distinguished Professor Award in all three areas will be eligible to apply for the special title of Distinguished Professor. Application shall be made by letter to the Provost along with verification of the required number of Distinguished Professor Awards.

4.6: Summer Assignments:

1. General: Summer teaching assignments within a department shall generally be offered on a rotating basis so that all full-time members of the department may have summer teaching opportunities equally without preference as to rank, tenure status, and years of service, subject to the need of the department for teaching. Excluded from and outside of the rotational assignment of summer teaching opportunities shall be the assignment of one (1) course in each department each summer, which shall be assigned to the chair. Additional summer teaching opportunities shall be available to the chair on the basis of the rotational system described in this article with the chair receiving an equal opportunity within the rotational system. The chair's total teaching assignment in the summer shall not exceed the highest number of teaching hours (TH) assigned to a full-time faculty in the department.

If an individual's assigned course does not meet the required minimum enrollment and the course is not taught as a result, the individual will be considered as having received a summer teaching opportunity. An individual may not teach in the summer as a substitute for teaching in one or more of the regular academic year semesters.

2. Summer teaching assignments shall be offered to full-time faculty over part-time faculty.
3. Written notice of assignment to summer teaching will be sent to the faculty on or about March 1 of each year; if the faculty member plans to accept the assignment, he/she shall notify the Administration within two weeks after receipt of the notice of assignment. Formal contracts will be provided to faculty by the end of the second week classes are in session.
4. For the purposes of this article, salary (S) will mean the bargaining unit member's previous academic year nine-month salary or \$65,000 for the summer of 2015 and \$70,000 thereafter, whichever is less; TH is the number of workload hours assigned to the course; and N is the number of students enrolled in the course at 6:00 a.m. on the first day of class.

Enrollment requirements and allocation of hours:

- a. Faculty teaching undergraduate courses with enrollment of 15 or more as of 6:00 a.m. on the first day of the class shall receive $.0325(S)(TH)$.
- b. Faculty teaching undergraduate courses with enrollment of 11 through 14 as of 6:00 a.m. on the first day of the class shall be paid according to the following formula: $pay = (N/15)(TH)(.0325)(S)$.
- c. Undergraduate courses with enrollment of 9 10 or fewer as of 6:00 a.m. on the first day of the class may be canceled or compensated as a conference course. If the course is offered, faculty shall be paid according to the following formula: $pay = (2/3)(TH)(.0325)(S)$. Courses can be canceled at the discretion of the administration up until the first day of the summer session.
- d. Faculty teaching graduate classes and graduate/undergraduate swing classes with enrollment of 9 or more as of 6:00 a.m. on the first day of the class shall receive $(.0325)(S)(TH)$.
- e. Faculty teaching graduate or swing courses with enrollment of 7 or 8 as of 6:00 a.m. on the first day of the class shall be paid according to the following formula: $pay = (N/9)(TH)(.0325)(S)$.
- f. Graduate or swing courses with enrollment of 6 or fewer as of 6:00 a.m. on the first day of the class may be canceled or compensated as a conference course. If the course is offered, faculty shall be paid according to the following formula: $pay = (2/3)(TH)(.0325)(S)$. Courses can be canceled at the discretion of the administration up until the first day of the summer session.
- g. Summer courses that are offered as conference courses are to be scheduled at times and dates that are mutually convenient to the instructor and students. (See Article 16.5.3)
- h. For undergraduate classes with enrollment less than 15 and graduate/swing classes with enrollment less than 9 students the department chair will notify the assigned faculty member that the pay for the course could be less than $(.0325)(S)$ for each TH. The chair must notify the faculty member in writing of the possibility of reduced pay no less than two weeks before the start of the summer session. The faculty member shall indicate in writing whether he or she accepts or declines to teach the course at this time. If he or she declines, the course will be offered to other faculty members in the department according to the rotation system in place.
- i. For courses in which WH is already enrollment-defined on a per capita basis during the academic year, the faculty member shall be compensated utilizing the formula $(.0325)(TH)(S)$.

5. Faculty members will be paid at the overload rate of \$1,250 for any TH greater than six (6) during a single six-week term, or greater than nine (9) during an entire summer. Upon the approval of the college dean and provost, external grant funding will not affect these limits.
- 4.7: **Initial Appointment:** An individual may be appointed at a salary and academic rank appropriate to his/her experience and qualifications as determined by the Administration with due consideration of the rank, salary, and qualifications of other faculty members in the department.
- 4.8: **Overload Pay:** A faculty member who is assigned and completes an overload assignment as defined in Article 16 (Workload Activities) shall be paid \$1,250 for each WH of overload performed. If a faculty member receives or is included in a grant from a source outside the University as a result of a grant proposal request approved in advance by the Administration, and if the approved grant provides for an overload payment rate greater than \$1,250 for each WH of overload performed, the higher rate of pay shall govern, providing the higher rate conforms to the guidelines and/or regulations of the granting authority and/or applicable state or federal regulations. Payment will be made on the last payday of the academic year in which the overload was completed. Reassigned time that has been properly approved by the dean and the provost does not preclude overload payment.
- 4.9: **Salaries for Faculty on Grants:** If a faculty member receives a grant from a source outside the University as a result of a grant proposal/request approved in advance by the Administration and if the approved grant provides for a nine-month salary or any fractional part of the nine-month salary to be higher than the faculty member's regular salary or for summer pay higher than the rate of summer pay established by Article 4.6, the higher salary or rate of pay shall govern, providing the higher salary or rate of pay conforms to the guidelines and/or regulations of the granting authority and/or applicable state or federal regulations. The higher salary or rate of summer pay shall last only for the duration of the grant; at the termination of the grant-supported activity, the faculty member's salary shall revert to the level it would have been if the individual had not been awarded the grant. The higher salary or rate of pay shall be contingent upon actual receipt by the University of grant funds approved by the granting authority to support the salary or pay differential and fringe benefit costs related thereto.
- 4.10: **Certification Deficiency:** If an individual appointed to the faculty during the term of this Agreement lacks the certification, training, education, or experience required for the conferral of tenure, the University's expectations shall be specified in writing in the transmittal letter of initial appointment. Such formal requirements will not be modified during the faculty member's probationary service unless a change is agreed to mutually and reduced to writing.
- 4.11: **Externally Funded Chairs:** For faculty members who are appointed to an externally funded chair, the provisions of Article 4.1 shall not apply, and the salary increases specified in Article 4.2 shall be minimum increases.
- 4.12: **Intra-University Transfer:** A member of the bargaining unit is entitled to apply for a position in any academic department, except his/her own, without being required to resign. An individual who applies for a position in an academic department, who is offered the position, and who agrees to accept the offer shall be considered as having voluntarily transferred; and he/she shall retain his/her tenure and all years of service, including the year of application. The individual shall receive the salary of the new position; there shall be no decrease in salary or rank.
- 4.13: **Faculty Supplement for International Field Classes:** Full-time faculty engaged in teaching regular for-credit YSU courses at international sites shall be subject to all applicable Agreement

provisions (syllabus, office hours, returning graded work to students, etc.). Faculty shall be subject to University regulations regarding flexibly scheduled classes (if applicable). Faculty shall be free to accept or reject such teaching assignments without prejudice. Should the international field course trigger an administratively approved overload assignment, the faculty member shall receive overload compensation in accordance with Article 4.8. In addition to overload pay (if applicable), participating faculty members shall receive supplemental pay of up to a maximum of \$1000 per course. The exact amount shall be determined jointly by the faculty member and the Administration. Factors that may be considered in determining the amount include duration of foreign travel, credit hours of the course, and number of students enrolled.

Article 5

Insurance Benefits

5.1: Summary of Coverage:

A. Eligibility: All group insurance benefits provided in this Agreement and described in the health, dental, and life insurance booklets shall be available to the following eligible employees and their dependents except as expressly identified within this Agreement: all permanent full-time bargaining unit members. Dependents are spouses or domestic partners (for purposes of this article, the term "domestic partner" shall apply to same sex domestic partners only) and unmarried, financially dependent children to age 26. The use of the word "spouse" in this Article refers to a traditional spouse as well as a same-sex domestic partner.

B. Maintenance of Benefits/Open Enrollment: Except as provided in this article, the benefits under the University's group health plan shall remain equivalent to or better than those provided in the certificates that are in place in Appendix D of this Agreement. Members of the bargaining unit will annually have the right to choose to enroll in the plan during the open enrollment period established by the University.

C. Working Spouse/Coordination of Benefits:

1. Working Spouse Coverage Obligations

- a. As a condition of eligibility for coverage under the University's group medical and/or prescription drug plan(s) ("University Coverage"), if an employee's spouse is eligible for group medical and/or prescription drug coverage sponsored, maintained and/or provided by the spouse's current employer, former employer (for retirees), or business for self-employed individuals (other than sole proprietors) (collectively or individually, "Employer Coverage"), the spouse must enroll for at least single coverage in his/her Employer Coverage unless he/she is entitled to Medicare.

For purposes of this section, in instances where the spouse's employer makes no monetary contribution for Employer Coverage, such plans will not be considered to be Employer Coverage. This is intended to apply to situations in which the spouse is a current employee in a business, but not to situations in which the spouse is a business owner, including partner of a company and/or firm, is a self-employed individual (other than a sole proprietor) in a business, or retiree in a group medical and/or prescription drug insurance plan.

- b. The requirement of subsection (a) does not apply to any spouse who works less than 25 hours per week AND is required to pay more than 50% of the single premium funding rate OR \$300 per month, whichever is greater, in order to participate in Employer Coverage.
 - c. An employee's spouse who fails to enroll in Employer Coverage, as outlined above, shall be ineligible for University Coverage.
 - d. Upon the spouse's enrollment in Employer Coverage, that coverage will become the primary plan and the University Coverage will become the secondary plan according to the primary plan's coordination of benefits and participation rules. Notwithstanding the foregoing, in the event the spouse is a Medicare beneficiary and (i) Medicare is secondary to the University Coverage, and (ii) Medicare is primary to the spouse's Employer Coverage, the University Coverage will be the primary coverage. The rules of O.R.C. §§3902.11 to 3902.14 shall govern the implementation and interpretation of these coordination of benefits rules.
2. It is the employee's responsibility to advise the Plan via the University's Human Resources Office immediately (and not later than 30 days after any change in eligibility) if the employee's spouse becomes eligible to participate in Employer Coverage. Upon becoming eligible, the employee's spouse must enroll in Employer Coverage unless he/she is exempt from this requirement in accordance with the exemptions stated in this section.
3. Every bargaining unit member whose spouse participates in the University's group medical and/or prescription drug insurance coverage shall complete and submit to the Plan, upon request, a written certification verifying whether his/her spouse is eligible for and enrolled in Employer Coverage. If any bargaining unit member fails to complete and submit the certification during the annual certification process, such bargaining unit member's spouse will be removed immediately from University Coverage. Any information not completed or provided on the certification form may be requested from the employee.
4. If a bargaining unit member submits false material information or fails to timely advise the Plan via the chief human resources officer of a change in the eligibility of the employee's spouse for Employer Coverage within 30 days of notification of such eligibility, and such false information or failure results in the provision of University Coverage to which the employee's spouse is not entitled, the employee's spouse will be disenrolled from University Coverage. Such disenrollment may be retroactive to the date as of which the employee's spouse became ineligible for plan coverage, as determined by the administrator for the University Coverage. The administrator shall provide at least 30 days advance written notice of any proposed retroactive disenrollment. In the event of retroactive disenrollment, the bargaining unit member will be personally liable to the applicable University Coverage for reimbursement of benefits and expenses, including attorneys' fees and costs, incurred by the University Coverage as a result of the false information or failure. Additionally, if the bargaining unit member submits false information in this context, the employee may be subject to disciplinary action, up to and including termination of employment.
5. The details of the working spouse limitations and coordination of benefits requirements are available upon request from the Human Resources Office.

6. For purposes of salary deduction toward premium cost sharing, families in which both spouses are employed by YSU have the option either to be treated as only one employee, employee + one, or family, or to select individual coverage and for each to pay the single salary share of the premium.
 7. If one spouse/domestic partner works for YSU and the other does not, the children remain on the YSU insurance. If both spouses/domestic partners work for the University, in the case of family coverage, the higher-paid employee pays for the employee + 1 or family coverage.
 8. An employee may opt out of health insurance benefits (medical, prescription drug, dental and/or vision) coverage upon submission of sufficient evidence, in accordance with the provisions of this article, of such coverage from another source.
- D. Coverage Levels and Additional Coverage Features:** The University will offer a plan with equal to or greater coverage as the SuperMed Plus plan as detailed in Appendix D. The University shall implement changes recommended by the Health Care Advisory Committee and approved in accordance with Section 5.10.
- E. Booklets:** Eligible employees shall receive at no charge booklets listing and explaining all insurance benefits and conditions. Benefits shall be no less than those described in the booklet that applies to the effective date of the Agreement. Continuing eligible employees shall receive such booklets at no charge upon request or as necessitated by changes in the insurance program.
- F. Health Care Budgets:** The University shall establish separate accounts to monitor the healthcare budget and expenses. Regular financial statements prepared by the consultant shall be provided to the Health Care Advisory Committee.
- G. Wellness Program:** The University shall continue funding in a dedicated account for the Wellness Program. The Wellness Program shall be developed by, and oversight shall be provided by, the Health Care Advisory Committee. The program shall include incentives for employees to participate in the program. The University will maintain current funding of the Wellness Program during the term of this Agreement.
- 5.2: Premium Sharing:** Eligible bargaining unit members who choose to enroll in the University's health insurance plan will contribute the following percentages of the Fully Insured Equivalent or such other calculation as detailed in Appendix D or such lesser percentage that the University charges to any other employees, for medical, dental, vision and prescription drug benefits:
- A. Employees will contribute, via payroll deduction, an aggregate of 15% of the Funding Level. In each year of the contract, once the Funding Rates are determined for the Employee Only; Employee + One Dependent; and Family (Employee + two or more dependents) contracts, the University and the Association will meet to identify the flat percentage of salary within the bargaining unit that is required for Funding Level to be reached in each year of the contract. Once both sides agree to the flat percentage, it will be implemented by the University. This will occur each July 1 of the contract.
 - B. Notwithstanding the foregoing formula, employees shall pay no more or no less than the following percentages of the Funding Rates: Minimum 11%; Maximum 21%

Effective July 1, 2015 and thereafter, the minimum will be 10% and the maximum will be 20%.

Payments shall be deducted in equal amounts from each eligible bargaining unit member's semi-monthly paychecks.

- 5.3: Office Visit Co-pay:** For the duration of the Agreement, the co-pay for office visits will be \$15.00 per visit. Office visits exempt from co-pay shall remain exempt for the duration of the Agreement.

All Preventive Care visit(s) shall be exempt from office visits co-pays. (e.g., mammographies, PAP, PSA, etc., see Appendix D.)

- 5.4: Dental Coverage:** For the duration of the Agreement, the University will provide a dental care plan for members of the bargaining unit and their dependents with benefit levels not less than those in the predecessor Agreement.

- 5.5: Vision Care:** For the duration of this Agreement, the University will continue to provide a vision care plan for members of the bargaining unit and their dependents with benefit levels not less than those in effect as in the predecessor Agreement.

- 5.6: Annual Physical:** Members of the bargaining unit and their covered dependents shall be provided a free annual preventive examination provided such is performed by a network physician whether billed as medical or routine. A medical diagnosis will not prevent full payment.

- 5.7: Prescription Coverage:** The University will maintain a prescription drug program detailed in Appendix D.

- 5.8: Second and/or Third Medical Opinions:** For the duration of this Agreement, a second opinion may be obtained, at the discretion of the bargaining unit member or covered dependent, prior to surgery for hemorrhoidectomy, herniorrhaphy, cholecystectomy, cataract extraction, meniscectomy, tonsillectomy/adenoidectomy, submucous resection, transurethral resection/prostate, laminectomy, hysterectomy, total knee replacement, or total hip replacement. If the second opinion differs from the first opinion, the bargaining unit member or covered dependent may choose to obtain a third opinion. The cost of the optional second opinion and/or third opinion shall be covered by the University.

- 5.9: Right to Alter Carriers:** The University has the right to self-insure, fully insure or change carriers as it deems appropriate, providing that the affected benefits remain comparable, but no less than present levels in each benefit category.

- 5.10: Health Care Advisory Committee (HCAC):** The University and the Association support the establishment of the University Health Care Advisory Committee, as provided for in the Health Care Advisory Committee Policy and Guidelines. The HCAC shall recommend options that are mutually beneficial to employees and the University. The Association representatives to the HCAC shall consult their governing bodies prior to proceeding with any recommendations. Where a recommendation would alter the terms of the collective bargaining agreement a draft Memorandum of Understanding (MOU) will be presented to the chief negotiators of the Administration and the Union for proper processing.

- 5.11: Section 125 and Premium Pass-Through Benefits:** The University shall contract with a carrier to serve as Third Party Administrator (TPA) for Section 125; those plans are premium pass-through, flexible spending account and dependent care account benefits for University employees. Eligibility for, and use of, this program shall be governed by IRC Section 125. There shall be no initiation or sign up fees for employees. Monthly administrative charges, if any, for the TPA shall be paid by payroll deduction by those employees selecting this benefit and shall not increase for the duration of this Agreement. Employee contributions under Section 125 shall also be made by payroll deduction up to the maximum of \$5,000.00 per account. An individual selecting this plan shall participate in the plan from January 1 to December 31.
- 5.12: Life Insurance — Retirees Conversion Policy:** Bargaining unit members who retire with ten (10) or more years of University service are eligible for a convertible life insurance policy through the carrier as of the date of their retirement (rounded to the nearest multiple of \$1,000) to a maximum of \$75,000. Such policy for a retiree will not include accidental death and dismemberment insurance.
- 5.13: Life Insurance — Active:** The University will provide at no cost to the bargaining unit member, term life insurance in an amount equal to two and one half (2.5) times the bargaining unit member's annual salary. Each bargaining unit member's group term life insurance shall be subject to a cap of \$250,000 for the term of this Agreement. Bargaining unit members may waive insurance coverage in excess of \$50,000.
- 5.14: Long-Term Disability Benefit Policy:** The University will provide a group long-term disability benefit plan to members of the bargaining unit who have not yet qualified for such coverage under the Ohio Public Employees Retirement System or a comparable state retirement fund, with coverage for such bargaining unit member to continue only until he/she becomes eligible for disability benefits under such state fund.
- 5.15: COBRA Rights:** If a bargaining unit employee terminates his/her employment or separates from the University, the University will notify the employee of his/her right to choose to continue his/her healthcare plan under the federally mandated COBRA program.
- 5.16: Voluntary Long-Term Care Coverage:** The University will provide a bargaining unit member an opportunity to enroll in Long-Term Care coverage through payroll deduction at the employee's expense. Vendors will be selected from the analysis done by the Health Care Advisory Committee.
- 5.17: Voluntary Life Insurance Coverage:** The University will provide a bargaining unit member an opportunity to purchase additional life insurance through payroll deduction at the employee's expense.
- 5.18: Coverage Eligibility for Approved Leaves:** The parties acknowledge that employees on approved leaves will be required to maintain timely employee premium contributions or lose eligibility for such coverage.

Article

6

Sabbaticals and Faculty Improvement Leaves

- 6.1: Introduction:** In accordance with the provisions of Ohio Revised Code (O.R.C.) 3345.28, members of the bargaining unit may be granted leave to undertake further education, to carry on

scholarship, to secure appropriate professional experience, or to perform discipline-related community service.

The purpose of this leave is to enhance the faculty member's performance in teaching, scholarship, and service to the University. The administration of this program is intended to be in full compliance with the provisions and revisions of the O.R.C., with applicable court decisions, and with all rules promulgated under the statutory authority of state agencies, including the State Teachers Retirement System. For faculty members who remain in the greater Youngstown area during the period of Sabbatical or Faculty Improvement Leave, leave-related income will be forwarded to the University within thirty (30) days after completion of leave.

For those faculty who are required to establish and maintain a residence outside the greater Youngstown area for three (3) months or longer during the leave period, leave-related income in excess of 150% of budgeted salary will be reported and forwarded to the Administration. Subsidy for travel related to leave activities shall not be included in this determination.

The faculty member's fringe benefits, STRS status, and all other rights and privileges shall remain in effect during the leave as though the individual were not on leave. The restrictions on leave-related income shall not apply to income used by the faculty member to offset leave-related expenses; faculty members who have such income offsets shall file a report with the Administration, providing auditable documentation of leave-related income and offsets, within thirty (30) days following return from a Sabbatical or Faculty Improvement Leave. Provisions of Article 28.4 apply to non-leave related income for faculty on Sabbatical/FIL.

6.2: Duration, Pay, and Number: A faculty member may be granted a Sabbatical for a given academic year or a Faculty Improvement Leave for a single term during the regular academic year. Effective August 12, 2015, faculty on a sabbatical leave shall receive salary according to the following schedule:

- For salaries up to \$70,000, the faculty member shall receive 100% of regular salary.
- For salaries between \$70,000 - \$77,777 the faculty member shall receive \$70,000.
- For salaries over \$77,777 the faculty member shall receive 90% of regular salary.

The Administration shall budget funds for ten (10) Sabbaticals and sixteen (16) Faculty Improvement Leaves for each year of this Agreement. At its discretion, the Sabbatical/FIL committee may recommend reallocation of the 10 Sabbaticals and 16 FILs, based on the nature of the applications reviewed.

6.3: General Provisions: Sabbatical and Faculty Improvement Leaves are to be regarded as two different types of leave. Faculty on Term and Visiting contracts are not eligible for Sabbaticals or for Faculty Improvement Leaves.

To be eligible for a Sabbatical leave, a faculty member must meet the following three (3) conditions: seven complete academic years of service performed at YSU since joining the full-time faculty or since the completion of any previous Sabbatical, three complete academic years of service performed at YSU since the completion of any previous Faculty Improvement Leave, and the submission of any required report detailing the faculty member's professional activities in any previously approved Sabbatical or FIL leave.

To be eligible for a Faculty Improvement Leave, a faculty member must meet the following two (2) conditions: have completed three academic years of service at YSU since joining the full-time faculty or since the completion of any previous Faculty Improvement Leave or Sabbatical and the submission of any required report detailing the faculty member's professional activities in any previously approved Sabbatical or FIL leave.

In case of a deferred leave, the intervening year(s) of service between approval of a Sabbatical/FIL and the year it is taken shall count toward the years required for any subsequent Sabbatical/FIL.

For such leaves, a year during which an earlier Faculty Improvement Leave or a Sabbatical was taken is not to be counted as service for Sabbatical/FIL purposes.

Normally, in academic departments with eight (8) or fewer members of the bargaining unit, no more than one (1) person may be on Sabbatical or Faculty Improvement Leave during any single semester; in departments with nine (9) to sixteen (16) members of the bargaining unit, no more than two (2) persons may simultaneously be on Sabbatical or Faculty Improvement Leave during any single semester; and in departments with seventeen (17) or more members of the bargaining unit, no more than three (3) persons may simultaneously be on Sabbatical or Faculty Improvement Leave during any given semester.

The provost may approve additional Sabbatical and Faculty Improvement Leaves beyond these departmental limits when he/she determines that the needs of the department can still be met. For this calculation, the number of persons in any given department shall be the number of bargaining unit members under contract in that department as of the 15th day of the fall term of the academic year of application. The Administration shall make every reasonable effort to secure qualified temporary staff to cover a faculty member's responsibilities during a year for which he/she is approved for leave. Only if this effort fails shall the Administration defer a leave on the grounds that the faculty member's services are essential. Approved Sabbaticals or Faculty Improvement Leaves may only be deferred for up to one (1) year, or at the option of the faculty member, up to two (2) years. Any such deferred leave shall not be counted against the following years' allotment of ten (10) Sabbaticals and sixteen (16) FILs.

A recipient of a Sabbatical or Faculty Improvement Leave shall return to the University for a minimum of two (2) complete academic years following completion of a Sabbatical, and a minimum of one (1) complete academic year following completion of a Faculty Improvement Leave. If a faculty member resigns or retires from the University before the completion of the return period, he/she shall reimburse YSU the salary paid by YSU during the leave period. Leave recipients who fail to return to YSU for the specified period following completion of the leave shall be permitted to arrange a schedule of payments over a period not to exceed two (2) years.

6.4: Definitions: For the purpose of this article, a faculty member is a member of the bargaining unit; academic years of teaching service are those fiscal years during which an individual was under a Tenure, Probationary, or Degree Completion contract and provided full-time service to the University during the fall and spring semesters.

6.5: Procedures: For Sabbatical and Faculty Improvement Leaves the following procedure is established. If any of the dates noted in this section of Article 6 falls on a weekend or holiday, the deadline for the pertinent materials or actions will be due on the first business day following the given date.

An applicant for leave under the provisions of this article shall complete an Application for Sabbatical or Faculty Improvement Leave and submit the form to his/her chair no later than September 15 of the year preceding the academic year of proposed leave. If an applicant for a Sabbatical or Faculty Improvement Leave receives additional information relevant to his/her application after having applied, he/she may forward that information to the provost for transmission to the Sabbatical/Faculty Improvement Committee, provided the information is given to the provost no later than October 15.

The applicant shall indicate whether he/she wishes either a Sabbatical or a Faculty Improvement Leave. If the applicant seeks a Sabbatical but feels that the activities proposed could be modified to accommodate a Faculty Improvement Leave, he/she may submit separate requests for a Sabbatical and a Faculty Improvement Leave. Applicants for Faculty Improvement Leaves shall indicate the semester for which they seek the leave and if they will accept a leave if granted for the other semester. The department chair shall review all requests, shall make a written recommendation on each, shall forward all requests to the dean by October 1, and shall provide a copy of the recommendation to the applicant.

The Sabbatical/Faculty Improvement Leave Committee shall be named by September 30. By October 15, the dean shall forward all applications with his/her recommendations to the Sabbatical/Faculty Improvement Committee and shall provide a copy of the recommendation to the applicant.

The Sabbatical/Faculty Improvement Committee shall consist of seven (7) individuals. The provost shall appoint four (4), two (2) of whom shall be members of the bargaining unit and former recipients of the Distinguished Professorship Award and/or Sabbaticals or Faculty Improvement Leaves. The president of the Association shall appoint the remaining three (3) committee members. Each academic college shall be represented on the committee. Current applicants for a Sabbatical or Faculty Improvement Leave shall not be eligible to serve on the Sabbatical/Faculty Improvement Committee. An applicant shall appear before the Sabbatical/Faculty Improvement Committee to provide information and to answer questions concerning the leave application.

The Sabbatical/Faculty Improvement Committee shall select its own chair, shall review applications and recommendations, shall submit its recommendations to the provost, and shall notify all applicants of its recommendations by November 15. By December 15, the provost shall notify all applicants of the disposition of their application(s) and announce the names of leave recipients. Individuals whose names are deleted from the list shall have the opportunity to meet with the provost and the president of the Association for explanations. Added and deleted names shall be forwarded to the committee. The Sabbatical/Faculty Improvement Committee will designate three (3) ranked alternates for the Sabbaticals and one (1) alternate for the Faculty Improvement Leaves. An alternate will be offered a leave if a person originally recommended does not accept the leave.

A faculty member whose request for a Sabbatical or Faculty Improvement Leave has been deferred by the Administration shall be notified of such deferral February 1.

- 6.6: Appeal:** An individual who has been denied a Sabbatical or Faculty Improvement Leave after being recommended by the Sabbatical/Faculty Improvement Committee may file an appeal with the president of the University in writing no later than fifteen (15) days after the meeting with the provost referred to in Article 6.5. The president shall appoint an appeals panel within fifteen (15) business days after receipt of the appeal. The appeals panel shall consist of two (2) members des-

igned by the president of the University, two (2) by the president of the Association, and one (1) additional member chosen by the four to serve as chair.

Faculty members in the appellant's department and persons who have made formal recommendations on the leave request shall be ineligible to serve on the appeals panel. The panel shall examine the merits of the leave request and the rationale for the denial. The appellant shall have the right to appear before the panel; the appellant and the Association shall have access to documents reviewed by the panel. The appeals panel shall submit its recommendation to the president of the University, the president of the Association, and the appellant within thirty (30) days from the date that the fifth member of the panel is selected. Should the panel fail to submit a recommendation, the provost's decision shall stand.

The president of the University shall rule upon the recommendation within fifteen (15) days after receiving it. The president shall inform the appellant, the appeals panel, and the Association of his/her ruling. The decision of the president shall be final and binding on all parties. However, a bargaining unit member who believes that the procedures described in this article have not been followed may file a grievance under the provisions of Article 8 (Grievance Procedure).

- 6.7: Change in Activities:** If, after receiving approval for a Sabbatical or Faculty Improvement Leave, there is a significant change in the activities undertaken by the faculty member (e.g., changes in project site, topic, or mentor), the faculty member must submit a revised application to the provost within fifteen (15) days of any such change. Similarly, the University may require the faculty member to submit a revised application within fifteen (15) days of receipt of notice from the University if there is a significant change in the activities undertaken by the faculty member. The revised application will be forwarded by the provost to the Sabbatical/Faculty Improvement Committee that originally reviewed the application. The Sabbatical/Faculty Improvement Committee shall make a recommendation to the provost to either continue the leave based on the revised application or to terminate the leave at the end of the academic term in which the revised application is received by the Committee. The provost shall promptly notify the faculty member of his/her decision.
- 6.8: Report:** Within sixty (60) days of the beginning of the term following completion of the leave, the faculty member shall submit to his/her chair a report detailing his/her professional activities during the leave and addressing the criteria proposed in the application. The chair shall review the report and forward it to the dean, who shall forward it to the provost. The report shall be inserted into the faculty member's personnel file. Within one year after completion of the leave, the faculty member will also share a report of his/her professional activities during the leave with his/her colleagues in the department and/or the college.
- 6.9: Disposition of Application:** The Sabbatical/Faculty Improvement Leave Application form and all appended materials shall be placed in the applicant's official personnel file at the completion of the proceedings established by this article.

Article Leaves

7

- 7.1: General:** In addition to Sabbaticals and Faculty Improvement Leaves pursuant to Article 6 of this Agreement and other leaves of absence in accordance with law (e.g., FMLA, USERRA, ADA), a faculty member may be granted sick leave, maternity leave, parental leave, leave to care for a domestic partner, leave for extended serious health condition or disability, civic leave, profes-

sional leave, exchange professor leave, political leave, or Association leave in accordance with the provisions in this article. A faculty member's application for any such leave shall be submitted within scheduled deadlines established by this Agreement, if such deadlines exist. If deadlines do not exist, an application should be filed in a timely manner. Applications for such leave shall be supported by all appropriate documentation.

For the purpose of this article, all seniority-based units of progress or measurement (e.g., progress toward tenure, years in rank, service before or after Sabbatical or FIL, nominal rate of pay) will continue to accrue uninterrupted for one (1) year.

- 7.2: Paid Leaves:** A paid leave is a period of time that one is to be away from his/her primary job, while maintaining the status of employee with pay. This term is in contrast to normal periods away from the workplace, such as hiatuses, sabbaticals, and "working from home" programs, in that the latter are considered to be exceptional circumstances, rather than benefits. Generally such an arrangement has a predefined termination at a particular date or after a certain event has occurred.

Insurance benefits shall be maintained for the duration of the leave provided the faculty member continues to pay any employee medical and dental contribution and provided the faculty member continues to pay to the University any premiums for life insurance and long-term disability coverage.

1. **Sick Leave:** Sick leave is the authorized absence of a faculty member with pay because of personal illness, complications due to pregnancy or birth, injury, exposure to contagious disease that could be communicated to other employees or students; because of illness or injury of a member of the employee's immediate family or domestic partner that requires the attendance of the employee, or because of a death in the employee's immediate family and/or domestic partner. A full-time faculty member may use up to four (4) days of sick leave each academic year for personal reasons not necessarily associated with an illness or injury to the employee or an immediate family member. While teaching a summer session, a maximum of one additional personal day is permitted. When using personal days, the faculty member shall make a reasonable effort to arrange acceptable alternatives for all classes that may be missed. It is the faculty member's responsibility to notify the chair of the alternative arrangements.
 - a. **Sick Leave Accumulation and Use:** Each full-time member earns fifteen (15) days of sick leave per year, at the rate of 1.67 days for each month, or 6.67 hours for each pay period, of the academic year. Sick leave is cumulative without limit. Each faculty member is provided with a report of his/her accumulated sick leave on the Banner Self-Serve system. When using sick leave days, the faculty member will promptly notify his/her department chair regarding the absence and, whenever possible, advise of the estimated duration of absence. Additional provisions regarding the use of sick leave are described below:
 - i. Sick leave may be used during any period of time in which the faculty member is under contract to perform services for the University. Faculty members shall report all uses of sick leave on the Application for Sick Leave form to the department chair in accord with the directions for use attached thereto. The form reporting the leave time utilized must be submitted within three (3) business days following the completion of each semi-monthly pay period in which the leave has been utilized. The University reserves the right to implement electronic leave reporting during the term of this agreement.

- ii. A continuous period of sick leave commences with the first day of absence and includes all subsequent days until the employee returns to work. Saturdays and Sundays (if the employee is not scheduled to perform services), and official holidays established and/or observed by the University shall not be counted. During any seven-day period, the maximum number of days of sick leave charged against any employee shall be five.
 - iii. All unused sick leave accumulated before the date of this Agreement shall be available for use by the employee pursuant to state law.
- b. **Emergency Sick Leave Reserve:** The Administration and the Association support the continued operation of an Emergency Sick Leave Reserve (ESLR) for faculty members, and academic department chairs. The purpose of the ESLR is to provide additional days of paid sick leave for members who have exhausted their paid sick leave balances. Eligible employees may elect to enroll in the ESLR during October of each year or within one month after becoming eligible for ESLR membership by donating one (1) day of their accumulated sick leave. The donated day is not returnable.

The ESLR shall be administered by a committee of three ESLR members appointed annually for the academic year: the president of the Association or his/her designee, the Director of Faculty Relations or his/her designee, and a third member selected by the first two members. Operational procedures, membership requirements, and application forms shall be available through the office of Human Resources.

2. **Maternity Leave:** Maternity leave is the authorized absence of a female faculty member to receive treatment for pre-delivery medical issues, recover from childbirth and to care for and bond with the newborn. The University shall provide up to six (6) weeks of paid maternity leave to each birth mother. Maternity leave may be taken at any time during the pregnancy for the care and treatment of pre-delivery medical issues, during childbirth and immediately afterwards. Application shall be made in writing to the department chair and to the chief human resources officer at least thirty (30) days prior to the effective date for such leave, or as soon as practicable if medically necessary, and such request shall state the anticipated duration of the leave. During the period of maternity leave, the faculty member will be deemed to be temporarily relieved of duties in teaching, scholarship, and University service. At the end of maternity leave, the mother may take paid parental leave or unpaid maternity leave permitted by law. Mothers must take paid maternity, unpaid maternity and parental leaves consecutively but concurrently with available FMLA leave or other maternity leave required by law.
3. **Parental Leave:** Parental leave is the authorized absence of a birth mother, biological father, domestic partner, or adoptive parent to be used following the birth or adoption of a child and to care for and bond with the child. The University shall provide up to three (3) five (5) day weeks of paid parental leave within three (3) months of the birth or adoption of a child. If more time is needed, accumulated sick leave can be used. Paid parental leave and accumulated sick leave shall be used on consecutive days and concurrently with available FMLA leave unless otherwise required by a medical certification noted on the FMLA form. Should parental leave and accumulated sick leave be exhausted, available unpaid Family and Medical Leave can be used for this purpose. Application shall be made in writing to the department chair and to the chief human resources officer not later than thirty (30) days before the effective date for such leave, and such request shall state the anticipated duration of the leave. During the period of parental leave, the faculty member will be deemed to be temporarily re-

lieved of duties in teaching, scholarship, and University service. Employees may elect to receive two thousand (\$2,000) dollars in taxable income (i.e., subject to withholding) for adoption expenses in lieu of receiving the paid leave benefit provided under this section. Such payment may be requested upon placement of the child in the employee's home. If the child is already residing in the home, payment may be requested at the time the adoption is approved.

4. **Professional Leave with Pay:** Professional leave with pay is provided to a faculty member in order to attend professional meetings, conferences, and seminars. A faculty member may be allowed to use up to five (5) days of paid professional leave per academic year and up to one (1) additional day during the summer session, unless the faculty member and the department chair mutually agree that additional days may be provided upon making adequate arrangements to cover the faculty member's responsibilities. The number of faculty members that can be on leave at any one time and the criteria to be used in determining what constitutes paid professional leave shall be specified in the department's governance documents. In developing governance documents, the parties recognize that the faculty member's first responsibility is in the classroom. Any such absence requires that suitable arrangements, such as outside readings, research papers, or individual study, be made by the faculty member so that studies may continue during the period of absence. If the faculty member and the department chair agree that a substitute should be assigned to the classroom for the period of the instructor's absence, the faculty member shall identify and the chair shall assign a substitute, in accordance with Article 4 (Salaries, Salary Increments, and Rates of Pay) and Article 16 (Workload Activities). Requests for professional leave must be approved by the chair in writing before the faculty member goes on professional leave.
5. **Civic Leave:** Civic leave is provided to faculty members who are a) subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action; or b) summoned for jury duty by any court of competent jurisdiction. Faculty members required to report or serve for only part of a day for court or jury duty are obligated to return for the remainder of that day unless otherwise authorized by the chair. Faculty members are required to provide written notification of civic leave to the Chair as far in advance of the leave as possible. Documentation regarding the leave (e.g., a copy of the summons, subpoena) shall be attached to the notification. The faculty member may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by the summons or subpoena.
6. **Association Leave:** Association leave is leave with pay to attend the conventions of the NEA or OEA. Association leave shall be limited to five (5) days for any bargaining unit employee in an academic year and an aggregate of twenty (20) days per academic year for the bargaining unit as a whole. A minimum of fourteen (14) calendar days written notice shall be provided to the University before taking such leave. Leave is not required and will not be charged when the faculty member is absent on a day when he/she has no scheduled responsibilities (e.g., teaching, office hours, or committee meetings). Any such absence requires that suitable arrangements, such as outside readings, research papers, or individual study, be made by the faculty member with the approval of the chair so that studies may continue during the period of absence. If the faculty member and the department chair agree that a substitute should be assigned to the classroom for the period of the instructor's absence, the chair shall identify and assign a substitute, in accordance with Article 4 (Salaries, Salary Increments, and Rates of Pay) and Article 16 (Workload Activities). The Association shall bear the cost, if any, for such substitute.

7.3: Unpaid Leaves: An unpaid leave is a period of time that one is to be away from his/her primary job, while maintaining the status of employee but without pay. This leave is generally obtained for a variety of employee-requested reasons. Generally such an arrangement has a predefined termination at a particular date or after a certain event has occurred.

1. **Leave for Extended Serious Health Condition or Disability:** A leave for an extended serious health condition or disability is defined as an unpaid leave granted or required by the University for medical reasons after a faculty member has exhausted all accrued paid sick leave, unpaid FMLA leave or leave to care for a domestic partner. This leave shall be granted to eligible faculty who apply unless the request creates an unreasonable hardship upon the University.
 - a. **Eligibility:** An employee is eligible for extended serious health condition or disability leave benefits if the employee is a bargaining unit faculty member, is eligible for sick leave, and has either a "serious health condition" as defined by the FMLA or "disability" as defined by the disability discrimination laws.
 - b. **Duration:** A faculty member whose absence due to extended serious health condition or disability exceeds his or her accrued sick leave may be granted extended serious health condition or disability leave for up to six (6) months and may be extended by increments of up to six months to a total of one (1) year, unless otherwise required by law.
 - c. **Health Care Insurance:** While a faculty member is on an approved leave of this type, the faculty member will be advised regarding the right to continue health care benefits in accordance with COBRA during the period of unpaid absence.
2. **Professional Leave Without Pay:** Professional Leave Without Pay may be granted when the faculty member and the Administration agree that the leave will enhance the faculty member's value to the University and when the Administration can make temporary arrangements to cover the assignments ordinarily performed by the individual. Leave Without Pay may extend from a minimum of one (1) academic semester to a full academic year. Leave without pay may be renewed for an additional year(s), provided the total period of absence from campus does not exceed three (3) years. In situations where the nature of proposed leave activities necessitates a period of absence longer than one (1) year, the faculty member may request a leave without pay of two (2) or three (3) complete academic years; the leave request must address, however, the necessity of the period for which leave without pay is requested. The faculty member granted leave without pay shall receive the pay increments specified in Article 4 (Salaries) as if he/she were at YSU. Included in the three (3) year limitation shall be any other leaves that the faculty member takes immediately preceding or succeeding a leave without pay. Applications for leave without pay shall be made no later than March 1 before the academic year of proposed leave. Short-term or emergency leaves without pay are exempted from this requirement. No University benefits, including health insurance, are available under this leave.
3. **Political Leave:** A faculty member who is elected or appointed to a full-time political office may be granted leave without pay for four (4) years or one (1) term of office not to exceed six (6) years. No University benefits, including health insurance, are available under this leave.
4. **Exchange Professors Leave:** A faculty member may be granted leave to teach at another accredited institution of higher education while a faculty member from that institution teaches at YSU. This leave shall be limited to a maximum of one (1) academic year, and it shall not

be available for the summer. The YSU faculty member's full salary, fringes, retirement plans, and all other rights and privileges shall remain in effect during the leave as though the individual were at YSU. The other faculty member's institution shall bear sole responsibility for his/her salary, fringes, and other rights and privileges. The YSU faculty member's application shall provide information on the other exchange professor and the proposed duties of both the YSU faculty member and the other faculty member during the year of leave. Each individual shall be prepared to teach a full load at the host institution. This leave requires the approval of the Administrations of both institutions. Persons on such leave shall be referred to as "Exchange Professors" at the host institution. The Exchange Professor at YSU shall not have the shared rights specified in Article 9 (The Academic Environment). Relocation costs shall be the responsibility of the Exchange Professors.

5. **Leave to Care for Domestic Partner:** In addition to using paid sick leave, faculty members shall be entitled to use up to fifteen (15) weeks of unpaid leave to care for the serious health condition of a domestic partner. Such leave shall commence when all paid sick leave has been exhausted. To the extent permitted by law, the same eligibility, notice and certification requirements and the same insurance benefits contained in the FMLA shall apply to such leave. Faculty members shall use such leave in increments of no less than one week.

7.4 Other Leaves Provided by Law

1. **FMLA Leave:** Eligible faculty members shall be entitled to receive leave under the Family and Medical Leave Act (FMLA) to receive care for (a) birth of a child and to care for the newborn child; (b) placement with the faculty member of a child for adoption or foster care; (c) a faculty member's own serious health condition (including pregnancy) or to care for the faculty member's child, spouse, or parent with a serious health condition; (d) qualifying exigency arising out of the fact that the faculty member's spouse, child, or parent is a covered military member on active duty, or has been called to active duty, in support of a contingency operation; (e) or care for a covered service member with a serious injury or illness if the faculty member is the spouse, child, parent, or next of kin of the service member. The University shall administer FMLA leave in accordance with law. FMLA leave shall run concurrently with any paid leave of absence available to a faculty member for care and treatment of such serious health condition.
2. **Military Leave:** Eligible faculty members shall be entitled to receive military leave under the federal Uniformed Services Employment and Re-employment Act (USERRA) or other applicable state law to fulfill short-term (i.e., 31 days or less) and extended (i.e., more than 31 days) duty obligations and to obtain reinstatement after completing such service obligations.

Article

8

Grievance Procedure

- 8.1: **Purpose:** This article sets forth a prompt and equitable method for resolving disputes between the parties during the term of this Agreement. Under this article, the Association and/or a member(s) of the bargaining unit may file a grievance in which he/she claims that a provision of this Agreement has been violated. Nothing in this article discourages or prohibits informal discussion of a dispute before the filing of a formal grievance. (see Article 8.3)
- 8.2: **Initiation and Time Limits:** A grievance shall be filed at the administrative level most appropriate to render an authoritative decision. The grievance process shall be initiated no later than sixty

(60) days after the grievant discovers or reasonably should have discovered the grievable matter. (All references to "days" in this article refer to calendar days.) The time limits specified herein shall prevail unless extended by mutual agreement of the Administration, the Association, and the grievant.

Both parties must process grievances expeditiously. If the grievant fails to appeal a disposition of a grievance within the time limit prescribed, the grievance shall be considered as resolved on the basis of the last disposition by the Administration representative. If a grievance disposition is not rendered within the prescribed time limits, the grievance shall be advanced to the next step. Dispositions rendered between the end of spring term and the beginning of fall term will be sent to the grievant's University email address with a hard copy to his/her campus address.

8.3: Director of Faculty Relations (DFR) and Informal Resolution Process: Before filing a grievance, the grievant shall meet with the DFR or his/her designee and if so desired, with a representative of the Association to attempt to resolve the dispute. The DFR shall be notified of the complaint in writing by the faculty member or by a Grievance Committee officer. Such notification begins the Informal Resolution Process. If the Administration and the Association mutually agree to do so, the matter may be moved immediately to the formal grievance process, and this agreement shall be rendered in writing. If the matter is not resolved within 15 days of notification of the DFR, a formal grievance may be filed within 10 days, in which case the Administration shall assign it a grievance number without prejudging the merits of the dispute.

8.4: Grievance Process: An individual shall have the right at any time to present a grievance to the Administration and to have such a grievance settled without the intervention of the Association or Association representative as long as the settlement is consistent with the terms of the Agreement and, provided further, that the Association has been given the opportunity to have representatives present at such hearings and settlements. In instances where an individual is named as the subject of a grievance, said individual shall be prohibited from serving as the hearing officer. Grievances shall be processed as described below unless the Administration and the Association mutually agree in writing to alter the procedure.

Each party shall furnish the other, upon written request, information relevant to a grievance in accordance with the provisions of Article 24.4. Copies of all grievance forms, grievance disposition forms, and grievance disposition reaction forms shall be made available to the grievant and appropriate representatives of the Administration and the Association. Copies of all these documents shall be sent promptly to the chair of the Association Grievance Committee.

Grievances shall be processed on the forms provided by the Office of Human Resources. After the grievance process has begun, any changes by the grievant to either the grievance or the remedy sought must be submitted in writing. At any step in the grievance process, the Grievance Disposition Form and the Disposition Reaction Form may be sent electronically to the appropriate parties with a signed paper copy to follow. The chief human resources officer shall be responsible for the timely distribution of the signed paper grievance dispositions and disposition reaction forms. The procedure of this article may also be used by bargaining unit members to complain about matters not covered in this Agreement. Such "complaints" shall not proceed beyond Step 2 as described herein.

Hearings on grievances will be attended by the grievant and appropriate representatives of the Administration and the Association, including witnesses.

- 8.5: Step 1: Dean:** Within twenty-five (25) days of notification of the DFR of a potential grievance (see Article 8.3), the individual shall submit a completed Faculty Grievance Form to the Office of Human Resources with copies to the Association and the DFR. Within fifteen (15) days after the receipt of the grievance form, the dean or the dean's designee shall hold a hearing on the grievance at a time that is convenient to the parties. The dean will attempt to determine the facts pertaining to the grievance and notify the grievant on a Grievance Disposition Form of his/her finding within ten (10) days after the hearing. Within ten (10) days after the receipt of the disposition by the dean, the grievant may appeal the disposition by completing and distributing a Grievance Disposition Reaction Form.
- 8.6: Step 2: Provost or Other Vice President:** Within fifteen (15) days after the receipt of an appeal or an original grievance, the provost or his/her designee, shall hold a hearing on the grievance at a time that is convenient to the parties. Within ten (10) days after the hearing, the provost or vice president shall notify the grievant of his/her finding by transmitting a Grievance Disposition Form to the grievant. Within ten (10) days after the receipt of the disposition, the grievant may appeal to arbitration. The grievant will indicate his/her intention to appeal by completing and distributing a Grievance Disposition Reaction Form. Within ten (10) days after the receipt of the appeal to arbitration, the Association will notify the Administration whether it supports the appeal. In matters involving Termination for Cause, Association support for an appeal to arbitration shall not be required.
- 8.7: Expedited Processing:** If the Association and the DFR or his/her designee mutually agree in writing that a grievance cannot be resolved at a particular step or steps, the grievance may proceed directly to the next step or to arbitration as governed by Article 8.8.
- 8.8: Step 3: Arbitration:** Within ten (10) days after giving written notice that it supports the appeal to arbitration, the Association will send a request to the Federal Mediation and Conciliation Service (FMCS) for a panel of seven (7) arbitrators from within a 150-mile radius of Youngstown, Ohio. The parties may agree to expand the radius if necessary.

If the parties are unable to agree upon which of those seven nominees shall serve as an arbitrator, the arbitrator will be chosen by each party alternately striking names, beginning with the moving party, and the name remaining shall be the arbitrator. Either party shall have the option to completely reject one panel of arbitrators provided by the FMCS and request another list.

The hearing shall be conducted in accordance with the rules and regulations of the FMCS. The arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement. In grievances related to non-reappointment as defined in Article 11.1 of non-tenured faculty, the arbitrator may not award tenure and the sole remedy an arbitrator may award shall be to direct that procedural errors be corrected. However, if the arbitrator confirms that notice of non-reappointment was not given the individual on or before November 15 of the final year of service for a faculty member who has served at least two (2) complete years at YSU, the arbitrator may direct that the faculty member be given a one (1) year renewal of his/her appointment.

The arbitrator's decision shall be binding upon the Administration, the Association, and the grievant. The arbitrator shall render a decision within thirty (30) days after the arbitration hearing. The fees and expenses of arbitration shall be borne equally by the Administration and the Association (unless the arbitrator rules otherwise), except that costs related to the appearance of witnesses shall be paid by the party that calls the witnesses. The fees and expenses shall include:

- the cost of a court reporter, including transcription of the arbitration hearing only if requested by the arbitrator.
- the fees and expenses of the arbitrator.
- rental charges and other incidental expenses, if any.

If a court reporter is requested by either party, the court reporter's attendance fee will be borne by the requesting party. If both parties receive a copy of the transcript, all transcription costs will be borne equally; otherwise, transcription costs, if any, will be borne by the party that requests the reporter.

- 8.9: Arbitrability:** If there is a doubt as to the arbitrability of the grievance, the parties shall request the arbitrator to rule on the arbitrability of the grievance. If the arbitrator rules that the grievance is arbitrable, he/she shall then proceed to conduct a hearing on the merits of this grievance. The following shall not be arbitrable: complaints, decisions on the merits of a faculty member for promotion in rank, decisions on the merits of an application for a Sabbatical or Faculty Improvement Leave, decisions on the merits of the non-reappointment of non-tenured faculty, matters filed in the EEO office, and matters not involving the meaning or application of this Agreement.
- 8.10: Other Cases:** The procedures of this article shall be available to settle questions raised by the Administration or the Association concerning the meaning or application of the terms of this Agreement. If such questions arise, the Administration or the Association may file a statement thereof with the other party with appeal to arbitration according to the time limits and other restrictions specified in this article.

Article

9

The Academic Environment

- 9.1: Introduction:** The intent of Article 9 is to promote shared academic governance that creates an atmosphere of mutual trust and respect to achieve common goals of the academic community. For purposes of this article, the term "department chair" also includes directors of schools.
- 9.2: Dean's Advisory Council:** Each college will maintain a Dean's Advisory Council (DAC), to be chaired by the dean of the college. Each DAC shall determine its specific structure and procedures, providing that all departments are represented. This structure and set of procedures shall be reviewed each spring semester, and any changes adopted will be implemented at the beginning of the following academic year and shall be reviewed and revised annually as necessary. The DAC shall meet as often as deemed necessary, but at least once per year. The minutes of each meeting shall be distributed to all college faculty and chairs within 30 days.

Each DAC shall act in an advisory capacity to the respective dean. Each DAC will take part in the development and review of its respective college's Guidelines for Promotion. Additional DAC responsibilities may include the development and review of other policies including, but not limited to, budget development, long-range planning, policy and procedures for course cancellation, distribution of other ancillary college funding pertaining to departments, and other matters of concern to the college as a whole.

- 9.3: Academic Department:** An academic department is a budgetary unit that serves the institution's missions of instruction, scholarship, and service. All department policies and practices shall be consistent with the terms of this Agreement and other University-wide policies and practices.

9.4: Department Governance: Certain matters are the prerogative of the academic department, and in these matters the department chair and full-time faculty share responsibilities. Because people support what they help to build, each department will develop a governance document that describes its participatory decision-making policies and procedures for these shared responsibilities. By March 1 of each year, the governance document will be reviewed and reaffirmed or revised by the department, and submitted to the dean for review. By April 1, the Dean will approve the document or meet with the department to consider revisions. If no agreement is reached by May 1, the provost shall make the final determination. The chair, within the framework of the governance document, shall administer the department. Shared rights and responsibilities include:

- A. departmental curricular matters such as curriculum revision, requirements for major and minor and program development;
- B. rotational system for summer teaching;
- C. departmental travel funds expenditure policy;
- D. development and evaluation of the academic goals;
- E. those collegial rights delineated in Article 15;
- F. recommendations on library acquisitions;
- G. department budget requests;
- H. recruitment and recommendations to the dean of appointments to the full-time faculty;
- I. establishment of pre-tenure review procedures;
- J. departmental statement of normally expected activities and expectations for progress toward tenure and promotion;
- K. credential review, performance evaluation, and recommendation of part-time faculty;
- L. assignment of faculty to offices;
- M. advising of departmental majors;
- N. mentoring of faculty;
- O. development, review, and modification of departmental workload policies;
- P. development of course and program assessment plans, collection of assessment data, writing assessment reports and reviewing assessment data;
- Q. departmental statement of normally expected activities and expectations for Term and Temporary faculty.

9.5: Administrative Rights and Responsibilities: These matters are the prerogative of the Administration:

- faculty teaching loads and schedules, subject to the provisions of Article 16 of this Agreement.
- supervision of department office.
- establishment of deadlines for all matters essential to an efficient functioning of the University.
- college-wide review of departmental policies to ascertain compliance with University and state guidelines.
- all matters not referred to in Article 9.4 above.

9.6: Extra-Departmental Curriculum Issues: University-wide undergraduate curricular matters are the prerogative of the Academic Senate. Graduate-level curricular matters are the prerogative of the graduate faculty. College-wide curricular matters are the prerogative of the college faculty.

9.7: Department Meetings: Meetings shall be held no less than once per term during the academic year. Special department meetings may be called by the department chair and must be called upon the request of one-fourth (1/4) or more of the full-time faculty members in the department. In

matters exclusively affecting graduate programs, voting will be restricted to members of the graduate faculty. Through department meetings and memoranda, the department chair shall attempt to keep the department faculty informed of University developments that are relevant to the department.

- 9.8: The Department Chair:** The parties recognize that the department chair is an administrator charged with managerial and supervisory duties. As such, he/she reports to the dean and serves at all times at the pleasure of the president of the University. The parties further recognize that the chair retains earned academic rank and tenure status and has responsibilities for teaching, scholarship, and University service. The department chair shall post office hours and be available for consultation with his/her colleagues on departmental matters.
- 9.9: Term of Office:** The department chair may serve for five (5) complete academic years following his/her appointment as chair. Between January 1 and March 31 of the chair's fifth complete year of service as chair, the dean will consult with the faculty of the department to identify a candidate for the chairship to be recommended to the provost and the president of the University, as provided for by Article 9.10 of this Agreement. When an individual leaves the post of chairship, whether during or at the conclusion of the term of office specified in this section, the individual will revert to faculty status without prejudice. Should an acting chair be elected chair during an academic year, no portion of that year shall be counted as part of the five-year term.
- 9.10: Selection of the Department Chair:** In the fifth year of a chair's term, as provided above or when a vacancy occurs in the position of chair, the following procedure will apply. To be eligible for selection as a department chair, an individual must be tenured or have received notification of tenure prior to the beginning of his/her term.

The dean will convene a department meeting to determine criteria and procedures to designate a chair. At his/her discretion, the president of the Association may designate an individual to attend this meeting as an observer. The dean will inform the president of the Association of the meeting at least one (1) week in advance. Such criteria and procedures must be acceptable both to the dean and the department faculty and will provide for one (1) nominee.

The individual nominated by the faculty must be a current member of the full-time faculty or the incumbent chair of the department unless the faculty members in the department and the dean mutually agree to open the selection process to candidates from outside the department and there is a vacant position budgeted in the department.

Every full-time department faculty member, including persons on leave but excluding an individual on a post-doctoral contract, will have a vote in the selection of the nominee. However, a faculty member holding a Term or Temporary appointment is not entitled to vote for a chair whose term begins after the expiration of that faculty member's contract unless the dean has already recommended that the individual's contract be renewed for the following academic year. The incumbent chair will vote in this procedure and may be a nominee. The bargaining unit members of the department will determine which other members of the department beyond those identified in Article 2.5, if any, shall be eligible to vote for election of the chair. Votes shall consist of secret, written ballots. Alternatively, at their discretion, an individual may cast a vote electronically.

The dean will present the selected nominee to the provost of the University, who will forward his or her recommendation to the president of the University. If the nominee is acceptable to the president, he or she will proceed to appoint the nominee. If the nominee is not acceptable, the president will meet with the department faculty as a whole to review the reasons for his/her conclu-

sions. If such discussions do not yield an agreement to appoint the nominee, the department faculty will select another nominee in accordance with the foregoing procedure. If the second nominee is not acceptable to the president, the president will appoint the department chair of his/her choice. However, the president will not appoint the incumbent chair or a former chair to the post of chair unless the department faculty members have recommended the individual.

- 9.11: Requests for New Elections for Chair:** If 75 percent of the full-time faculty in an academic department petition the dean in writing for a new chair election, a committee of three individuals, two appointed by the provost and one appointed by the president of the Association, will be appointed to review the basis for the petition and to make appropriate recommendations to the provost.
- 9.12: Acting Chair:** If the post of department chair is vacant (or if the chair is on extended leave) and must be filled temporarily while the selection process described above proceeds, the provost will designate an acting department chair upon consultation with the full-time faculty. If reorganization results in the splitting or merging of departments in which the composition of the department changes by more than twenty percent (20%), the departments thus formed shall be declared to have a chair vacancy. The acting chair procedure will be followed in such instances. Normally an acting chair shall serve no longer than twelve months.

Article Tenure

10

- 10.1: Pre-Tenure Review Process:** For faculty hired after August 15, 2008: In the third or fourth probationary year, the faculty member shall undergo a formal pre-tenure review in either fall or spring semester following the steps of Article 10.2 and 10.3 through the level of the dean. If the faculty member is on an accelerated probationary track, the pre-tenure review shall occur in the year prior to the anticipated tenure review. Fall reviews shall follow the timelines in Article 10.3. Applications for spring reviews shall begin by February 1, and the written formative comments of the tenured department faculty and chair will be forwarded to the dean by March 15. Human Resources will forward a final copy of the pre-tenure review application with all of the individual faculty comments to the applicant and send copies of all comments to the chair and the dean. Human Resources will retain a copy of the pre-tenure reviews separate from a faculty member's official personnel file. No material from the pre-tenure review shall be used in the tenure review process except by the faculty member. The pre-tenure review process may be converted to an electronic process during the term of this agreement.
- 10.2: Tenure:** Tenure at Youngstown State University is the right of those holding earned rank (see Appendix A) to continue employment following successful completion of a specified probationary period. A probationary faculty member is responsible for deciding whether to apply for tenure in their fourth, fifth or sixth probationary year. An applicant for tenure shall submit the application form to the office of the chief human resources officer by September 1. Human Resources shall provide the applicant with a time-stamped receipt. The tenure process may be converted to an electronic process during the term of this agreement.

If a faculty member has not applied for a tenure review by September 1 of the sixth probationary year of faculty employment, the review will take place during the faculty member's sixth probationary year of faculty employment. A faculty member shall receive no more than one tenure review. Once an application for tenure has been submitted to Human Resources, it cannot be with

drawn. In no case shall tenure for a faculty member be granted or assumed without a tenure review.

- 10.3: Tenure Review Process:** A review of the candidate's past contributions and an evaluation of the candidate's promise of satisfactory future contributions to the University shall be based on the departmental statement of normally expected activities and expectations for progress toward promotion and tenure (as in Article 9.4) and precede a departmental recommendation on whether to grant tenure to a faculty member. This review shall take place during fall semester. It is the responsibility of each individual to inspect his/her files periodically and at the time of application for tenure to assure that it includes all pertinent information that he/she wishes to be used as evidence of performance in the three (3) areas of teaching, scholarship, and service. All persons who review candidates for tenure shall review the applicant's Official Personnel File, support materials, and the applicant's application before making a decision or recommendation. The sole repository for tenure materials is the Office of Human Resources. Nothing herein shall prohibit the Office of Human Resources from maintaining tenure applications, supporting documentation, and individual faculty member's official personnel file for review purposes in electronic formats. In general, the University will provide the tenure appointment only to those who are judged to have given consistent evidence of quality performance and promise during the probationary period.

The department chair shall initiate a review and shall consult with the tenured members of the department faculty and, if applicable, with the chair(s) of the academic department(s) in which the faculty member is cross-appointed. If the department has fewer than three (3) tenured faculty members to serve as a tenure review committee, the faculty in consultation with the dean and the tenure candidate shall identify another department or departments in a related discipline to supply the necessary tenured faculty members to serve as a review committee.

By September 15, the chair shall convene and conduct a meeting of the tenured faculty specified above, at which the tenure candidate shall be given the opportunity to appear, to present information, and to answer questions regarding his/her tenure candidacy. The chair will provide for a secret ballot so that each tenured faculty member will indicate in writing whether they a) support tenure, b) oppose tenure, or c) abstain or decline to respond. As a part of his/her recommendation, the chair shall inform the dean of the number of faculty who recommended tenure, opposed tenure, abstained or declined to respond. The tenure candidate shall also be informed of the number of persons making each recommendation.

By September 30, the department chair shall make a separate recommendation on the candidate to be forwarded to the dean of the college that, together with the separate recommendations of the dean, shall be forwarded to the provost by October 15. The provost shall transmit his/her recommendation and those of the dean, the chair, and the department tenured faculty to the president of the University. By November 10, the president shall then notify the faculty member of the tenure decision in writing. For those granted tenure, tenure becomes effective in the academic year after the tenure review.

- 10.4: Years of Service for Purposes of Tenure:** One (1) year of service consists of two (2) semesters of full-time employment during an academic year. Employment under summer school contracts may not be included. No year during which the individual is on leave without pay or sick leave for one (1) semester or more may count as a year of service toward tenure except as provided in Article 10.6, nor may fractional years be added to make a full year. A year counted as a year of service toward tenure may be rendered under a full-time appointment at any earned rank, except Instructor. A faculty member who applies for and receives a tenure-track position may, at the

time of appointment, negotiate previous full-time faculty employment at the University toward years of service toward tenure.

- 10.5: Early Tenure Review:** The tenure review period may be initiated before the timelines set forth in 10.2 if the shortened period of review is agreed upon in the transmittal letter of initial appointment.
- 10.6: Postponement of Tenure Review:** Faculty members on approved Family Medical Leave of eight (8) or more weeks in a semester during the tenure probationary period, shall upon written request to the provost be granted an exclusion of one year of the countable years of service that constitute the tenure probationary period. The provost will consult with the dean and chair prior to making a determination on a request. Normally, the probationary period shall not extend beyond seven (7) years. However, in extraordinary cases the probationary period may be extended by the provost.
- 10.7: Denial of Tenure Appeal Process:** If a faculty member wishes to appeal the tenure denial, he/she may appeal in writing to the provost. The appeal must be initiated within twenty (20) business days of written notification of the tenure denial. Upon receipt of the appeal, a five-member review committee will be formed, comprised of two representatives appointed by the president of the University, two representatives appointed by the president of the Association, and a fifth member selected by the appointees to serve as chair. Committee members may not be from the appellant's academic department. The committee will be formed by January 20. The committee shall meet with the appellant, appropriate representatives of the Association, and any other persons it deems appropriate, and will submit a recommendation to the president of the University with copies to the appellant and the president of the Association by February 15. The president will notify the appellant and the Association of the final decision by March 15. The president's decision shall be final and binding on the University, the Association, and the appellant.
- 10.8: Final Notice and Reasons:** If all appeals fail, the formal written notice of tenure denial must be sent to the faculty member by March 31 of the year in which the tenure review was completed. A written statement of reasons for tenure denial will be forwarded to the faculty member upon written request submitted to the president of the University by April 15.
- 10.9: Support Materials:** Materials relevant to pre-tenure, tenure, and other personnel materials not specifically referred to in Article 17.2 shall be compiled and maintained by each faculty member. Upon application for tenure, the faculty member may submit his/her support material at the time of application to Human Resources. Support materials must be limited to documentation that will fit in one four-inch three-ring binder. Upon completion of the evaluation process and appeals, if any, the faculty member must retrieve the support materials within thirty (30) days.
- 10.10: Extra Year: Terminal Contract:** A candidate who is denied tenure shall be given the option to accept a terminal contract for up to one academic year at the same salary as the preceding academic year, provided that the faculty members in the department have not recommended to award the candidate tenure but have voted to approve a terminal year contract.

Article 11

Non-Reappointment of Non-Tenured Faculty

- 11.1: Notice:** A faculty member other than those on a Term or Post-Doctoral contract who has completed less than two (2) academic years at the University and who is not to be reappointed must receive written notice, from the department chair or other appropriate administrative officer, by

the first Friday of spring semester of the academic year in which the notification is made. A faculty member who has completed two (2) or more academic years at the University and who is not to be reappointed must receive written notice of that intention from the department chair or other appropriate administrative officer by November 15 of the academic year in which the notification is made. A faculty member on a Term or Post-Doctoral contract who is not to be reappointed must receive notice from the department chair or other appropriate administrative officer by March 1 of the academic year in which the recommendation is made. A faculty member on a Term or Post-Doctoral contract who receives written notice of non-reappointment may not appeal that decision.

- 11.2: Meeting:** Before the written notification of non-reappointment of a faculty member other than those on Term or Post-Doctoral contracts is sent, the chair or other appropriate administrative officers shall meet with the faculty member to discuss the reason(s) for non-reappointment. The faculty member may attend this meeting with a faculty witness of his/her choice or the president of the Association or his/her designee.
- 11.3: Appeal:** If a faculty member who has completed less than two full academic years of service wishes to appeal the non-reappointment decision of the chair or other appropriate administrative officer, he/she may appeal to the dean, and/or the provost. Such appeals must be initiated within twenty (20) business days of written notification of non-reappointment. The administrator to whom the non-reappointment recommendation has been made may reverse that recommendation.

If the faculty member has completed at least two full academic years of service, he/she may request that a review committee be formed for the appeal. The request must be made in writing to the provost within twenty (20) business days of the written notification of non-reappointment. Upon receipt of such a request by an individual with at least two (2) full academic years of service, a five-member review committee shall be formed, comprised of two representatives appointed by the provost, two representatives appointed by the president of the Association, and a fifth member selected by the four appointees to serve as chair. Committee members shall not be from the appellant's academic department. The committee shall be formed by January 20. The committee shall meet with the appellant, appropriate representatives of the Association and any other persons deemed appropriate and shall submit a recommendation to the provost, with copies to the appellant and the president of the Association, by February 15. The provost shall notify the appellant and the Association of the final decision on or before March 1. The provost's decision shall be final and binding on the University, the Association, and the appellant. However, an individual who has been advised of the non-renewal of his/her appointment and believes the procedures of this article have been violated may file a grievance under the provisions of Article 8.

- 11.4: Final Notice and Reasons:** If all appeals fail, the formal written notice sustaining the non-reappointment must be sent to the faculty member by March 31 of the year in which he/she is terminated. A written statement of reasons for non-reappointment will be forwarded to a faculty member upon written request submitted to the provost by April 15 of the terminal year, providing the faculty member has completed two (2) full academic years as a member of the full-time faculty at the University.

Article 12

Corrective Action and Termination for Cause

- 12.1: General:** The appointment of a faculty member, tenured or not, is contingent and subject to the terms and conditions of this Agreement. No employee shall be disciplined, reduced in pay or po-

sition, suspended, or discharged except for just cause.

Cause for disciplinary action, including corrective action includes, but is not limited to:

- Failure to correct serious, substantive, and persistent deficiencies in teaching, scholarship, or service.
- Gross negligence in teaching, scholarship, and service.
- Conviction of a felony.

12.2: Corrective Action: The Administration and the Association realize that in many instances the need for formal corrective action can be averted through an informal resolution. Except for serious situations, the administrator and the affected faculty member will meet to discuss a matter in an attempt to achieve an informal resolution before beginning the formal procedures that follow. Depending on the circumstances, the Administration or the faculty member may request to move from informal to formal corrective action procedures. Corrective action may include:

- Verbal counseling.
- Written warning.
- Written reprimand.
- Suspension.

Discharge may be considered after repeated failure to redress problems through corrective action (see 12.5 Termination for Cause).

12.3: Implementing Corrective Action: Administrators must successfully complete corrective action procedures training prior to implementing these procedures. This training will be designed by the Administration. Documentation showing the completion of the training shall be inserted into the personnel file of those administrators who successfully complete the corrective action training and termination procedures. The Administration shall notify the Association of dates of training on corrective action and termination procedures and confirm administrators' attendance. A faculty member appointed by the president of the Association shall be invited to participate in the training.

Corrective action will always be implemented at the lowest step reasonable for the problem(s) being addressed. In most cases, corrective action will work sequentially through steps 1 through 4 (see 12.2), but in serious cases, action may be initiated at a higher step. Corrective action will stop at any step if the problem or problems are resolved.

12.4: Procedures: If after investigation, the Administration believes that just cause as specified in 12.1 above exists, prior to imposing corrective/disciplinary action other than verbal counseling, the department chair, dean, or provost shall specify the charges in writing and discuss the matter with the faculty member in a personal conference specifically called in writing for that purpose. At any point in this process, the Administration and the faculty member may bring to this meeting a person of his/her choice and/or the president of the Association or his/her designee. The matter may be settled by mutual consent at this point and no record of the event placed in the faculty member's personnel file. If not resolved or if an understanding is not reached at such meeting, specific actions to be taken and a timeline for achieving correction of the problem(s) will be provided in written form within seven days of the meeting.

Formal corrective action may include the following:

- **Verbal counseling**, with no record of the investigation placed in the faculty member's personnel file. Verbal counseling will include specific actions to be taken and a timeline for achieving correction of the problem(s). Verbal counseling will be followed up with a written summary of the counseling. The faculty member, administrator, and others directly involved in the discussion will receive a copy of the written summary. A copy of the summary will not be placed in the faculty member's personnel file. The faculty member will have thirty (30) days to redress the matter. If the matter cannot be resolved, the faculty member may request that the dean mediate a resolution. Verbal counseling is not subject to arbitration.
- **Written warning**, which will be followed up with a written summary of the investigation and counseling that will include specific actions to be taken and a timeline for achieving correction of the problem(s). The faculty member, administrator, and others directly involved in the situation will receive a copy of the written summary. A copy of the summary will not be placed in the faculty member's personnel file. The faculty member will have thirty (30) days to redress the matter. If the matter cannot be resolved, the faculty member may request that the dean mediate a resolution. A written warning is not subject to arbitration.
- **Written Reprimand**: A written reprimand will review actions not taken to redress the issue, when specified by previous verbal counseling and in all situations will include a timeline for addressing or redressing the problem(s). In cases of written reprimand, following the oral or written response, the dean shall furnish the faculty member with a written notice of the Administration's intended corrective action with a full statement of the reasons for such action with a copy to the Association. The Administration shall not proceed with placing the letter in the personnel file until thirty (30) days after receipt of notice by the faculty member. Within these thirty (30) days, the faculty member may seek to address the matter through the appeals process (Article 12.6), and the grievance procedure, including arbitration (Article 8). If the matter is resolved, no record of the event will be placed in the faculty member's personnel file. If upheld, a copy of the reprimand will be placed in the faculty member's personnel file.
- **Suspension**: Suspension without pay may follow failure to redress stated problem(s). In cases of suspension (with or without pay) following the oral or written response, the provost shall furnish the faculty member with a written notice of the Administration's intended corrective action with a full statement of the reasons for such action, with a copy to the Association. The Administration shall not proceed with formal action until thirty (30) days after receipt of such notice by the faculty member. Within these thirty (30) days, the faculty member may seek to address the matter through the appeals process (Article 12.6), and the grievance procedure, including arbitration (Article 8). If upheld, a copy of the record of suspension will be placed in the faculty member's personnel file. If the matter is resolved, the faculty member will be reinstated with back pay, and no record of the event placed in the faculty member's personnel file. If upheld, a copy of the suspension action will be placed in the faculty member's personnel file.

12.5: Termination for Cause: If the Administration believes that just cause as specified in 12.1 above exists, the appropriate administrator shall specify the charges in writing and discuss the matter with the faculty member in a personal conference specifically called in writing for that purpose. The faculty member and the administration may bring representatives to this meeting to serve as advisors or as witnesses. The matter may be settled by mutual consent at this point.

If an understanding is not reached at such meeting, the provost shall furnish the faculty member with a written notice of the Administration's intention to terminate his/her contract with a full statement of the reasons for such termination with a copy to the Association. The administration shall not proceed with formal action until thirty (30) days after receipt of such notice by the faculty member. Within these thirty (30) days, the faculty member may seek to address the matter through the appeals process (Article 12.6), and the grievance procedure, including arbitration (Article 8). If the matter is resolved, the faculty member will be reinstated with back pay and no record of the event placed in the faculty member's personnel file. If upheld, a copy of the termination action will be placed in the faculty member's personnel file, and the faculty member terminated following the criteria and processes described in 12.6, 12.7, and 12.8.

- 12.6: Appeal:** If a faculty member wishes to appeal the corrective action or termination proposed by the administration, or the Professional Conduct Committee as described in Board Policy 9006.01 effective December 15, 2010, he/she may appeal a written reprimand to the provost and appeal a suspension or termination to the president of the University. Such appeals must be initiated within thirty (30) days of written notification of the proposed corrective action or termination. The administrator to whom the appeal has been made may reverse the recommended corrective action or termination.

The faculty member may request that a review committee be formed for the appeal. Upon receipt of such a request by an individual, a five-member review committee shall be formed, comprised of two representatives appointed by the president of the University, two representatives appointed by the president of the Association, and a fifth member selected by the four appointees to serve as chair. Committee members may be from the appellant's academic department. The committee shall be formed within thirty (30) days of the requested appeal. The committee shall meet with the appellant, appropriate representatives of the Association, and any other persons deemed appropriate and shall submit a recommendation to the provost or president of the University with copies to the appellant and the president of the Association, within thirty (30) days of the beginning of the appeals process. The provost or president shall notify the appellant and the Association of the final decision within fourteen (14) days after the receipt of the committee's recommendation. The president's decision shall be final and binding on the University, Association, and appellant. However, an individual who believes the procedures of this article have been violated may file a grievance under the provisions of Article 8.

- 12.7: Final Notice and Reasons:** If all appeals fail, the formal written notice of corrective action or termination must be sent to the faculty member within fourteen (14) days of the final appeal decision. A written statement of reasons for the review committee's decision will be forwarded to the faculty member, and in the case of a written reprimand to the provost, and in the case of a suspension or termination, to the president of the University.
- 12.8: Continuation of Services:** The Administration may suspend a faculty member pending final action to terminate his/her contract if, in the Administration's judgment, the character of the charges warrants such action. A tenured faculty member whose contract is to be terminated shall receive notice of intent from the Administration at the earliest possible time, but not less than three (3) months before termination is to take effect. However, the Administration may decide whether he/she is continued in his/her regular duties during all or any part of that academic year.
- 12.9: Effective Date:** The effective date of contract termination shall be the end of the contract year in which the provost's notice to the individual is given, provided procedural timelines (including no less than three months' notice) referred to in 12.5, 12.6, 12.7 and 12.8 have been met. However, once appeals as described in this Agreement are exhausted, the Administration may decide

whether an individual shall continue to perform his/her regular duties before the effective date of the contract termination. If the Administration rules that the faculty member shall not be permitted to perform his/her regular duties, he/she shall be remunerated at the contract rate until effective date of contract termination, with the exception that the Administration may elect to discontinue remuneration of the faculty member in the event of his/her conviction of a felony offense. If a conviction is overturned, the faculty member will be held harmless and returned to the employment status prior to conviction.

- 12.10: Task Force:** The parties agree to establish a Task Force to investigate whether the grievance process provided in the Agreement can be restructured to accommodate appeals of reprimands, suspensions, and discharges without a loss of due process rights by the faculty. The Task Force shall include two representatives named by the president of the Association, two named by the provost of the university, and a fifth member, who chairs the group, chosen by the four. The Task Force shall report to the president of the Association and the Provost no later than January 1, 2016.

Article Retrenchment of Faculty

13

- 13.1: Procedure:** Each fall term, as soon as 14th day enrollment reports are available, the Administration will review overall staffing needs. If it determines that retrenchment is indicated, the Administration shall prepare a preliminary report reflecting its views on the departments in which, in its judgment, retrenchment should occur. The Administration shall consult the Association regarding the matter before distribution of the preliminary report. The determination shall include the following considerations:

1. consistently declining student credit hour production.
2. academically sound student/faculty ratios.
3. the state of the development of the department.
4. the balance between academic and non-academic personnel.
5. possibilities of enrollment trend reversals.
6. the necessity of some disciplines and programs to be other than self-supporting.
7. normal attrition.
8. other pertinent factors.

This preliminary report shall be submitted to the respective departments for review. If the department faculty objects to the preliminary report as it affects the department, such objections and their rationale shall be submitted to a Joint Committee that shall consist of the provost as chair, four (4) individuals selected by the Administration, and four (4) representatives of the Association. The Joint Committee shall review the objection of each such department and will make its recommendations to the president of the University.

- 13.2: Guidelines:** The guidelines that shall be applied under the retrenchment conditions are as follows in 13.3–13.10.
- 13.3:** Full-time faculty already employed by the University, except in special and unusual circumstances, have a priority of employment in their given subject matter area over adjunct faculty. Tenured faculty members have a priority over non-tenured faculty. Post-doctoral faculty will not be retrenched so long as their funding is 100% external.

- 13.4: The possibilities of early retirement should be thoroughly explored before consideration is given to other means of personnel reduction. However, no faculty member will have early retirement forced upon him/her because of retrenchment.
- 13.5: Any position that is vacant or that becomes vacant for whatever reasons is considered closed and may not be filled unless it is rejustified and approved as new.
- 13.6: A faculty member who has been retrenched shall be placed on a recall list for three (3) years. He/she shall have access to a list of personnel vacancies as they occur, and he/she shall receive preference to positions for which he/she is qualified over non-campus applicants. Faculty members shall be recalled according to the principle "last laid-off, first recalled," providing a faculty member is qualified to perform the duties of the vacant position.
- 13.7: Department chairs and deans will make every effort to relocate extra faculty in other academic, administrative, or staff posts needing personnel when the faculty member's qualifications permit. If such shift is to an administrative or staff position, the salary and other considerations of employment shall not exceed that which is shown for the administrative or staff position in the budget. If the appointment is academic, the rank and salary shall be the same as were held by the faculty member being transferred.
- 13.8: Transfers between academic departments fall into two (2) distinct categories, Permanent Transfers and Loans. A permanent transfer is a permanent change of department home and must be acceptable to the receiving department and to the faculty member. The receiving department may object to a transfer only on academically justifiable grounds.

The years of service already rendered in the original home department will be counted toward the acquisition of tenure in the receiving department except that the receiving department shall always be granted no less than two (2) full years of actual service in that department before tenure may be acquired therein. In a permanent transfer, the former home department relinquishes all obligations to the faculty member at the time of transfer. For a faculty member holding appointments in two (2) or more departments, the department in which he or she holds the largest proportional share of full-time appointment is the home department.

A loan is a split assignment between two (2) or more departments for temporary service, but with the home department retaining the responsibility for continued employment of the individual since the loan arrangement is temporary. A receiving department that accepts a loaned faculty member has no obligation toward that faculty member beyond the one (1)-year commitment in terms of the period of time it will continue the loan. If the receiving department refuses to renew the loan, the loaned member will be returned to his/her home department for reconsideration of his/her status. The receiving department may object to an initial loan or continuation of a loan only on academically justifiable grounds.

The receiving department may change a loan to a permanent transfer at the conclusion of the year if the faculty member and the home department agree, and if it has an appropriate position available, in which case the receiving department assumes the obligation for the faculty member's future as described above. A home department is obligated to take back a loaned faculty member before hiring a new faculty member or adjunct faculty in the area of his/her competency.

Loans and transfers shall be confirmed in writing by the president of the University. A faculty member on partial loan to another department shall remain a member of his/her "home" department for purposes of exercising rights and privileges established under the Agreement. Appendix

A (Definitions) sets forth pertinent definitions. Appendix B (Retrenchment Matrix) summarizes the application of 13.7–13.8.

- 13.9:** When an academic department is notified that a reduction in the number of full-time faculty members in the department is necessary and that the possibilities of reduction through normal attrition, leaves, loans, transfers and early retirements have been exhausted, the person or persons to be discontinued in the department shall be determined in inverse order of length of qualifying service, providing the remaining faculty members have the necessary qualifications to teach the remaining courses or perform the remaining duties. For purposes of retrenchment, department chairs shall be considered as faculty. The Joint Committee referred to above shall hear appeals from departments that seek to modify the seniority application. For purposes of retrenchment, a full-time faculty member appointed in two (2) or more departments shall be considered a member of his or her home department, and service outside the home department during the period of cross-appointment shall be considered qualifying service only in the home department. A cross-appointed faculty member discontinued through retrenchment in the home department may shall be considered for relocation in another department in which he or she holds appointment, based on that department's need and the faculty member's qualification.
- 13.10:** Any full-time faculty member who is discontinued for reasons of retrenchment shall be advised in writing by the president of the University of such decision by November 15 of the current academic year in which the faculty member is under contract for layoff commencing with the next academic year, and further advised by the president that the reason for his/her discontinuation is not due to dissatisfaction with his/her services. Every effort shall be made to assist such displaced faculty members to relocate. Nothing in these guidelines, however, shall prevent discontinuation of any non-tenured faculty members for other reasons.
- 13.11:** For purposes of retrenchment, seniority includes that portion of a continuous period of service at the University (or its predecessors) as a full-time faculty member or department chair. Time spent on military leave, authorized leave without pay, Faculty Improvement Leave, and Sabbatical counts toward seniority if the individual returns (or returned) from the leave to the department from which the leave was granted. Time spent on a temporary loan or transfer under the provisions of this article shall count toward seniority in the event the individual subsequently returns to an academic department. Individuals appointed to full-time administrative positions other than department chair do not accrue seniority in their faculty position.

Individuals who have resigned (or subsequently resign) from the University and have returned (or subsequently return) to the University shall be credited only with their current period of uninterrupted service. The effective date of initial appointment to the current period of uninterrupted University service shall determine an individual's seniority; for persons whose University service includes service in a full-time administrative position other than the department chairship, the effective date of initial appointment shall be adjusted to delete the period of service in the administrative position other than the department chairship.

In cases in which two (2) or more individuals in a department joined the University on the same effective date of initial appointment (actual or adjusted), the date on which the individual signed a letter or contract accepting the appointment to the University shall determine seniority if this information is available in the personnel file. In cases in which two (2) or more individuals in a department joined the University on the same effective date of appointment (actual or adjusted) and signed a letter or contract accepting the appointment to the University on the same date, seniority shall be determined as follows: in the event of a tie, it shall, where applicable, be broken by giving credit for part-time teaching at the University before the effective date of full-time employ-

ment at the University; in the event of a tie between two (2) individuals with the same effective date of full-time appointment and experience as a part-time instructor before the effective date of full-time appointment, the individual who received the greater number of paychecks as a part-time instructor shall be considered senior.

In the event of a tie that cannot be broken at the previous step, preference shall be given to the individual whose first signed contract or letter of acceptance of full-time employment at the University bears the earlier date. If a tie that cannot be broken by any of the foregoing procedures, it shall be broken by drawing lots. Not later than January 31 of each academic year, the Administration will provide each academic department with a departmental seniority list prepared in conformity with the provisions of this article. The Association shall receive copies of departmental seniority lists.

- 13.12:** If an academic department or program is merged with or transferred to another academic department as a result of reorganization, bargaining unit members who teach the courses in the department or program to be merged or transferred will be transferred to the receiving department with no loss in tenure (or tenure eligibility) or seniority.

Article

14

Faculty Evaluation

- 14.1: Purpose:** The purpose of the evaluation procedure described herein is twofold: The primary purpose is to help faculty to improve their professional performance. A secondary purpose is to provide those individuals responsible for making career decisions with information regarding faculty performance.
- 14.2: Student Evaluation of Teaching:** Non-tenured faculty members shall be evaluated each semester. Tenured faculty members shall be evaluated according to the following schedule:

Last names beginning with letters	During academic years beginning with an even-numbered year	During academic years beginning with an odd-numbered year
A-M	Fall Semester	Spring Semester
N-Z	Spring Semester	Fall Semester

Tenured faculty may volunteer for evaluation in a semester during which they are not scheduled to be evaluated by notifying the Administration in writing no later than the end of the fourth week of the semester. Voluntary evaluations of tenured faculty will not be included in the Official Personnel File unless submitted by the faculty member with a written request for inclusion. All student evaluations of teaching shall be subject to the exclusions specified in 14.3.

- 14.3: Exclusions:** The following courses shall not be evaluated by students:

- those in which there are fewer than five (5) students present for instruction at one time.
- those in which students receive fewer than fifteen (15) clock hours of classroom or laboratory instruction by the instructor.
- team-taught courses except as provided in 14.4.
- thesis/dissertation courses.

Further, should a faculty member feel that there are serious and compelling reasons why a specific course in a given term should not be evaluated, he/she may submit a written request for exclu-

sion to the department chair. If the chair approves the request, the faculty member's memorandum and the chair's notation of approval shall be forwarded to the faculty member's Official Personnel File, subject to the provisions of Article 17.

- 14.4: Team-taught courses:** Faculty members who team-teach a course may volunteer to conduct a student evaluation of teaching in that course. The evaluation instrument to be used may be one developed by the faculty members involved or may be the standard instrument used in other courses, depending on the wishes of the faculty members. If the standard instrument is to be used, the faculty members must notify the Administration no later than the end of the fourth week of the term. Voluntary evaluations of team-taught courses will not be included in the Official Personnel File unless submitted by the faculty member with a written request for inclusion.
- 14.5: Procedure:** The procedures for administering the evaluation instrument and for processing them depend upon the environment in which the evaluation is taking place. The Administration shall make arrangements for conducting these evaluations. Faculty members shall adhere to the instructions regarding the administration, collection, and delivery of the evaluation materials. The Administration reserves the right to conduct the Student Evaluation of Teaching and Learning utilizing electronic methods subject to consultation with the Association.
- 14.6: Report of Results:** The report of evaluation results shall consist of the Student Evaluation of Teaching and Learning Summary, and the Narrative. The Administration shall report the Student Evaluation of Teaching and Learning Summary to the faculty member, the chair, and the dean; also, the Administration will place a copy of the Student Evaluation of Teaching and Learning Summary in the faculty member's Official Personnel File, subject to removal in accordance with Article 17.7.

Results of the Narrative will be sent to the Chair, who will review them and forward them to the faculty member. Results of voluntary evaluations shall be reported to the faculty member only. However, a faculty member shall be permitted to insert the Student Evaluation of Teaching and Learning Summary of such voluntary evaluations into his/her Official Personnel File by sending a written request for inclusion to the chief human resources officer, who shall then distribute copies to the faculty member's chair. Students shall have the opportunity to inspect copies of the Student Evaluation of Teaching Summary in the offices of academic chairs and/or deans; photocopies or transcriptions of these reports shall not be permitted as part of this access.

- 14.7: Chair's Evaluation:** The chair shall conduct the departmental evaluation of faculty, using the official forms provided by the Office of Human Resources. The Administration shall provide formal training in performance evaluation in the first year of a chair's term before they are scheduled to evaluate faculty. This training shall also be required in the first year of the term of a chair who has been re-appointed to the position. Documentation showing the completion of the training shall be inserted into the chair's personnel file. The Administration shall notify the Association of dates of training on faculty evaluation and confirmation of chair attendance. A faculty member appointed by the president of the Association shall participate in the training.

Non-tenured faculty shall be evaluated every year; tenured faculty shall be evaluated every other year except tenured full Professors, who shall be evaluated every four (4) years. However, a tenured faculty member who receives an evaluation of "weak" or "very weak" in teaching, scholarship, or University service may be evaluated annually until an evaluation of "satisfactory" or above is achieved.

Departmental evaluations shall occur during April and May of each year. All faculty members scheduled for evaluation shall complete Parts I and II of the form and submit it to the department chair no later than April 15. The department chair shall forward the evaluations to the dean by May 30, and the dean shall forward the evaluation to Human Resources by August 2. Tenured faculty whose last names begin with the letters A-M shall be evaluated in the spring term of odd-numbered years; tenured faculty whose last names begin with the letters N-Z shall be evaluated in the spring term of even-numbered years.

The faculty member shall have the right to prepare the report of his/her activities, to be consulted by the chair before the chair completes Parts III-VIII of the form, to comment verbally and/or in writing upon the chair's evaluation, and to receive a copy of the evaluation. The chair shall review the faculty member's Official Personnel File and shall consult with the chair(s) of the academic department(s) in which the faculty member is cross-appointed before performing the evaluations.

A scheduled evaluation may occur one (1) year earlier or one (1) year later when a faculty member is on leave for one complete academic year or longer during the evaluation period, provided that the faculty member provides a written request for such a change to the department chair by January 1 of the year in which the evaluation is scheduled. However, in no case shall the number of years of paid University-related service evaluated exceed two for non-tenured faculty, three for tenured faculty below the rank of Professor, and five for tenured full Professors.

Chairs may, at their discretion, use in-class or online observations of teaching in the process of completing their evaluation of faculty. Faculty shall be consulted regarding any in-class or online observation by the chair at least two weeks before the visit, and the faculty member and chair shall jointly determine the specific course and date of the visit. Visits to courses delivered in an online environment will be limited to a single calendar day of access per course. The faculty member will provide or arrange for the chair to have access to the specified course for the period of the observation. In no case shall a chair conduct an in-class or online observation of teaching more than twice per course with a maximum of four visits per evaluation period. The Administration shall provide additional periodic training specific to in-class observations for chairs wishing to use this option. Any chair who has not completed the training specific to the learning environment of the course being evaluated and who has not attended periodic updates of training will not conduct in-class or online observations of teaching. The Administration shall notify the Association of dates of training on in-class and online evaluation and confirmation of chair attendance. Following the in-class or online observation, the chair shall meet with the faculty member to discuss the observation.

Chairs may maintain information relevant to a faculty member's evaluation during the evaluation period. The chair may only use negative information in the faculty member's evaluation if it is serious or repetitive and if the faculty member first has been given the opportunity to respond to that information. After the chair's evaluation is placed in the faculty member's official personnel file, all such information will be destroyed.

- 14.8: Exclusivity of Evaluations:** For the duration of this Agreement, the systems of faculty evaluations described in this article shall be the only faculty evaluations of any kind employed at YSU, except for the evaluative judgments required by the provisions of this Agreement, the review of a candidate for graduate faculty status, and developing/setting/reviewing professional goals with the chair.

Article
Promotion in Faculty Rank

15

- 15.1: Number of Promotions:** The Administration shall budget funds to cover the cost of thirty-four (34) promotions in rank for members of the bargaining unit for each year of this Agreement.

The Administration shall not budget funds to cover the cost of more than four (4) promotions in rank for academic administrators holding the earned rank of Assistant Professor or Associate Professor. The promotions opportunities shall be prorated among the undergraduate colleges on the basis of the number of bargaining unit members in each college at the ranks of Assistant Professor, Associate Professor, Clinical Instructor, Clinical Assistant Professor, and Clinical Associate Professor. The number of promotions opportunities allotted by proration to each college shall be determined annually by the Administration and announced to the faculty by October 15. The provost may reallocate any unfilled slots at his/her discretion.

- 15.2: Guidelines for Promotion:** Each college Dean's Advisory Council (DAC) shall review the promotion practices of that college and how the factors listed in Articles 15.3, 15.4, and 15.5 pertain to the academic disciplines within that college. Each DAC may seek information about promotion practices used by similar colleges at other universities or recommended by accrediting agencies, as appropriate. Each DAC shall produce a document called *Guidelines for Promotion* that shall contain a description of the policies, practices, and criteria to be used in that particular college when determining qualifications and eligibility for promotion. The DAC shall review and, if necessary, revise the *Guidelines for Promotion* annually during the spring semester. After the annual DAC review, the dean will notify all faculty members that the guidelines are posted on the college's web site.

- 15.3: Evaluation for Promotion:** The evaluation of applicants for promotion shall be based upon a) the quality of performance in teaching, scholarship, and service; b) the length of service in rank; and c) the applicant's workload assignments. These factors are considered in determining both eligibility and suitability for promotion.

- 15.4: Eligibility for Promotions:** Faculty members with consistently satisfactory performance in teaching, scholarship, and service, as defined in the Department and College Promotion Guidelines, since the last promotion or appointment are entitled to consideration for promotion at the completion of the years of service stated below. Faculty members with consistently outstanding performance in teaching, scholarship, and service, as defined in the Department and College Promotion Guidelines, since the last promotion or appointment are entitled to consideration for early promotion before the completion of the years of service stated below with the exceptions described herein. The burden of demonstrating the outstanding nature of the performance shall rest with the applicant. For the purposes of this article, a terminal degree is defined in Appendix A.

A. For promotion to the rank of Associate Professor, an individual shall have:

- tenure or recommendation for tenure by November 10.
- a minimum of four (4) consecutive years of service at YSU at the rank of Assistant Professor immediately before the year of application for promotion.

B. For promotion to the rank of Professor, an individual shall have:

- tenure or recommendation for tenure by November 10.

- a minimum of six (6) consecutive years of service at YSU at the rank of Associate Professor immediately before the year of application for promotion.
- C. For promotion to the rank of Clinical Assistant Professor, an individual shall have:
- tenure or recommendation for tenure by November 10.
 - a minimum of four (4) consecutive years of service at YSU at the rank of Clinical Instructor immediately before the application for promotion.
- D. For promotion to the rank of Clinical Associate Professor, an individual shall have:
- tenure or recommendation for tenure by November 10.
 - a minimum of five (5) consecutive years of service at YSU at the rank of Clinical Assistant Professor immediately before the application for promotion.
- E. For promotion to the rank of Clinical Professor, an individual shall have:
- tenure or recommendation for tenure by November 10.
 - a terminal degree in the appropriate discipline.
 - a minimum of six (6) consecutive years of service at YSU at the rank of Clinical Associate Professor immediately before the application for promotion.

A faculty member may apply for promotion in rank in the same year that he or she applies for tenure. If the faculty member is denied tenure, the application for promotion is automatically withdrawn. If the faculty member is approved for tenure via notification in writing by the president (Article 10.3), the application for promotion will go forward for review by the process specified in this article.

- 15.5: Suitability for Promotion (Quality):** The determination of the quality of an individual's performance in teaching, scholarship, and service shall be based primarily upon the promotion application, the contents of the Official Personnel File and the support materials, if any, submitted to Human Resources by the candidate (see Article 17). All persons who review candidates for promotion shall review the applicant's Official Personnel File, support materials, and application before making a decision or recommendation. The sole repository for promotion materials is Human Resources.
- 15.6: Years Toward Promotion:** The year in which the application for promotion is filed shall not be counted as a year of service in rank for purposes of consideration for promotion. An individual shall not receive credit for any year in which he/she was absent on sick leave or leave without pay for one (1) semester or longer. Time spent on leave with pay, including Sabbaticals, Faculty Improvement Leaves, and Child Care Leaves, but excluding sick leave, as described above, shall be counted.
- 15.7: Application for Promotion:** An applicant for promotion shall submit a properly documented application form to the office of the chief human resources officer by November 1. Applications with attachments may not exceed thirty (30) pages, excluding separate support materials provided for in Article 15.5 and in Article 17.9. The chief human resources officer or his/her designee will time-stamp each application form received and issue a receipt for the application; applications received by the chief human resources officer after 5:00 p.m. on November 1 will be returned to the applicant and will not be considered. The chief human resources officer will promptly review the information related to minimum eligibility for promotion specified in Article 15.4 and will certify the accuracy of this information or correct it in conformity with the contents of the official Personnel File, initialing any corrections made. The application form will then be forwarded to the

appropriate department chair. The chief human resources officer will also provide each dean with a list of promotion applicants by November 10.

Once an application for promotion has been submitted, no addenda to the application will be received. However, faculty members retain the right to submit additional material to Human Resources, as provided for in Article 17.9.

An individual applying for his/her second promotion in rank at YSU shall receive due consideration for activities and accomplishments that occurred during the twelve (12) months immediately before the effective date of his/her last promotion (i.e., the year during which the individual was last recommended for promotion).

Materials relevant to promotion, not specifically referred to in Article 17.2 shall be compiled and maintained by each faculty member. Upon application, the faculty member may submit his/her support material at the time of application to Human Resources. Support materials must be limited to documentation that will fit in one four-inch three-ring binder. Upon completion of the evaluation process and appeals, if any, the faculty member must retrieve the support materials within thirty (30) days.

- 15.8: Department Promotion Committee:** The full-time probationary and tenured faculty members of each academic department shall elect a Department Promotion Committee (hereinafter DPC) of at least three (3) members from among the tenured faculty at the rank of Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Associate Professor or Professor in the department. If the department has fewer than three (3) tenured faculty members to serve as a department promotion committee, the faculty in consultation with the dean and the promotion candidate shall identify another department or departments in a related discipline to supply the minimum number needed from outside the department and shall elect a DPC from the combined pool of faculty members. Membership of the DPC will be determined by November 1. Chairs and current applicants for promotion may not serve on the DPC. If tenured faculty members at more than one rank are available to serve on the committee, at least two (2) ranks must be represented.

The DPC shall elect its own chair and shall review both the *Guidelines for Promotion* (see Article 15.2) and the department's "statement of normally expected activities and expectations for progress toward promotion and tenure." (Article 9.4J) Each promotion applicant has the right to speak to the DPC on his/her own behalf. The DPC shall transmit all applications for promotion with its recommendations to the department chair by December 1, ranking those whom it recommends for promotion. By December 1, the DPC will also inform all applicants and department members of its recommendations and rankings. The DPC chair will send Human Resources a list of all DPC members and its recommendations and rankings by December 1.

By December 15, the chair shall forward all applications with his/her recommendations and the recommendations of the DPC to the College Promotions Committee (CPC). The chair will also inform the applicants and all department members of his/her recommendations by December 15. An applicant may meet with the chair of the DPC and/or the department chair to discuss reasons why the DPC and/or chair did not recommend the applicant.

- 15.9: College Promotion Committee:** There will be a College Promotion Committee (hereinafter CPC) in each undergraduate college. The CPC may include up to four (4) members of the bargaining unit in each college except the College of Liberal Arts and Social Sciences, in which the CPC may include up to six (6) members of the bargaining unit, and the College of Science, Tech-

nology, Engineering, and Mathematics, in which the CPC may include up to seven (7) members of the bargaining unit.

Membership of each CPC shall consist of tenured faculty at the rank of Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Associate Professor or Professor who have served a minimum of one (1) complete year at their current rank. In the College of Creative Arts & Communications, the Beeghly College of Education, and the Williamson College of Business Administration, at least one (1) CPC member must be chosen from each department. In the other three (3) CPCs, no more than one (1) CPC member shall be chosen from any one (1) department. In the College of Liberal Arts and Social Sciences, the CPC may include up to three (3) members of the bargaining unit from the Humanities, and three (3) from the Social Sciences. In the College of Science, Technology, Engineering, and Mathematics the CPC may include up to three (3) members of the bargaining unit from Engineering and Technology, and up to four (4) from the Sciences, Mathematics and Statistics, and Computer Science and Information Systems. Applicants for promotion shall be ineligible to serve on the CPC. CPC members may serve no more than two consecutive one (1) year terms.

The election of the CPCs shall be managed by the dean. Probationary faculty, tenured faculty and department chairs may vote for the CPC members. Each dean will send a list of the CPC members to Human Resources by December 15. The dean of the college will convene the first meeting of the CPC. The CPC will select its own chair.

The dean shall attend the CPC meetings as an observer but shall withdraw prior to the formulation of any recommendations. The CPC will employ the *Guidelines for Promotion* (see Article 15.2) in reviewing promotion applicants. An applicant for promotion will have the right to appear before the CPC to speak on his/her behalf. The CPC may seek further input from the DPC chair, the department chair, and other faculty members as it deems appropriate.

By March 1, CPC chair will forward to the dean, the department chair, the chair of each DPC, the chief human resources officer, and the Association president a list of those whom it recommends for promotion and will notify all applicants of its recommendations. The CPC shall not recommend for promotion a number of applicants in excess of the college allotment. Academic administrators shall not be counted toward the college allotment.

By March 15, the dean will notify all applicants of his/her recommendation. By March 15, the dean will also forward to the provost, the members of the CPC, the chair of each DPC, the department chair, the chief human resources officer, and the Association president a list of those whom he/she recommends for promotion. The dean will not recommend for promotion a number of applicants in excess of the college allotment. An applicant may meet with the dean to discuss the reasons why he/she did not recommend the applicant.

- 15.10: Provost Action:** The provost will review the recommendations of the CPCs and deans. If the provost intends to add names to or delete names from the list of those recommended for promotion by the CPCs, he/she shall meet with the Association president and with any individual whose name is to be deleted from the list to explain the reasons for the decision and to deliver a written statement of the reasons for denying the promotion.

By April 15, the provost will notify all promotion applicants in writing of his/her decision to either recommend or not recommend them to the president of the University for promotion. By April 15, the provost will also notify the members of the CPCs, the deans, the department chairs,

the DPC chairs, the chief human resources officer, and the Association president of his/her recommendations. Promotions will be effective the following academic year.

- 15.11: Appeal:** An individual who has been denied a promotion after being recommended by a CPC may file a written appeal with the president of the University no later than fifteen (15) days after the meeting with the provost referred to in Article 15.10.

The president shall then proceed to appoint an appeals panel within fifteen (15) calendar days from the receipt of the appeal. The appellant shall have the right to appear before the panel; the appellant and the Association shall have access to documents reviewed by the panel. The appeals panel shall consist of two (2) members designated by the president of the University, two (2) by the president of the Association, and one (1) additional member chosen by the four (4) to serve as chair.

Persons from the appellant's department and others who have participated in the review of the application for promotion before the appeal shall be ineligible to serve on the panel. The panel shall impartially examine the merits of the individual's application for promotion. The panel shall also consider the reasons for the denial of the promotion by the provost. The appeals panel shall submit its recommendation (including reasons for the recommendation and any minority reports submitted) to the president of the University, the president of the Association, and the appellant within thirty (30) days from the date that the fifth member of the panel is selected.

Should the appeals panel fail to submit a recommendation within the prescribed deadline, the provost's decision shall stand. The president shall rule upon the recommendation within fifteen (15) days after receiving it. The president shall inform the appellant, the appeals panel, and the Association of his/her ruling. The decision of the president of the University shall be final and binding on all parties. However, a bargaining unit member who believes that the procedures described in this Article have not been followed may file a grievance under the provisions of Article 8 (Grievance Procedure).

- 15.12: Record of Proceedings:** Department Promotion Committees and the College Promotion Committees shall keep records of their proceedings.
- 15.13: Disposition of Promotion Application Documents:** Upon completion of the promotion evaluation process and appeals, if any, it shall be the responsibility of the faculty member to retrieve his/her support materials within thirty (30) calendar days. The Promotion Application Form shall be deposited in the applicant's official Personnel File at the conclusion of the promotion process. At the conclusion of their deliberations, each DPC and CPC chair shall provide the chief human resources officer with a list of committee members and their recommendations. These materials shall be maintained by the Administration for two (2) years. Upon request, the chief human resources officer shall make available the materials generated by a DPC for review by members of the department faculty and the Association, and the materials generated by CPCs for review by members of the college faculty and the Association.

Article Workload Activities

16

- 16.1: General Responsibilities:** Upon accepting an appointment to the faculty of Youngstown State University, a faculty member assumes responsibilities in three (3) general areas: teaching, scholarship, and service. A representative list of duties within these areas is found in Appendix C, with

additional descriptions of faculty duties found throughout Article 16. To ensure quality of teaching, scholarship, and service relative to the academic mission of the University, college, and department, members of the faculty are expected to teach their classes competently, keep abreast of developments in their fields of specialization, and participate conscientiously on committees.

- 16.2: Workload Distribution:** The Association and the Administration recognize the variability of workload distribution, including Teaching Hours (TH), Research Hours (RH), and Service Hours (SH), among colleges, departments, and individuals. Department workload guidelines are best addressed first at the department level. Department workload guidelines must include a statement of normally expected activities and expectations for promotion and tenure.

Thus, department workload guidelines should be developed with full participation of departmental faculty (see Article 9.4) and should take into consideration accreditation requirements, departmental mission, college mission, financial resources, and personnel resources.

Additional factors to be considered may include number of preparations, level of undergraduate/graduate courses, nature of preparations, General Education recommendations, class sizes, and advising loads. Department workload guidelines shall be forwarded to the DAC for review and to the dean for approval. Department workload guidelines shall be published and distributed to the department by March 15 of the academic year before the academic year in which they are to apply. Department workload guidelines are public documents as defined by Ohio law. All workload guidelines shall be consistent with this Agreement and YSU Board of Trustees Faculty Workload Policy.

- 16.3: Department Workload Reports:** Each department shall report on the workload activities for each member of the bargaining unit by the tenth (10th) week of the relevant spring semester. The department workload report shall include a projection of the bargaining unit member's workload allocation for the upcoming academic year. Changes in projected workload requiring a substantive and significant reallocation of faculty workload requires consultation between the faculty member and department chair. Annually, and again if changes occur, faculty must complete and submit the Non-Teaching Duties Form. The dean must approve workload reallocations resulting in overload.

- 16.4 a: Allocation of Teaching Hours:** One (1) Teaching Hour (TH) equals one (1) contact hour (50 minutes) of lecture instruction or 1.5 contact hours (75-85 minutes) of institutionally scheduled laboratory instruction each week over a sixteen (16) week semester, in a course listed in the University Bulletin or inventory of course offerings. This definition is subject to the exceptions, modifications, and non-lecture equivalencies specified in this Agreement. The Teaching Hours over an academic year shall be a maximum of fifteen (15) hours per semester of instruction and twenty-four (24) per year and a minimum of three (3) hours per semester of instruction and six (6) per year. The actual number of TH will depend on total workload which is a mix of a faculty member's TH, RH, and SH assignments. Faculty having teaching loads in excess of 15 TH per semester or 24 TH per academic year shall be eligible for overload compensation as described in Article 16.8.

- b:** To assist new probationary faculty members' development and growth in research and scholarship, the college dean in collaboration with the department chair and the faculty member shall develop a strategy to provide opportunities for reductions of newly hired faculty members' teaching assignments, student advising, University service expectations, or other duties. This strategy shall be shared in writing with the faculty member and the dean. The following are examples that should be considered in developing the strategy:

- Teaching load of nine (9) semester hours per semester for the first three semesters of service (summer terms excluded).
- Substantial limitations of student advising in the first two (2) years.
- Adjusted department service expectations in the first two (2) years.
- Assignment of a mentor to assist in the development and implementation of an action plan for advances in research and scholarship.

Assignment of a teaching load below the minimum stated in 16.4a above may otherwise be made to meet the requirements of an external grant or contract, Research Professorship, or some extraordinary project recommended by the faculty member's dean and shall require the approval of the provost.

- 16.5: Types of Instruction:** The number of students enrolled or the student credit hours (SCH) used in calculating teaching load are based upon the 14-day roster. The SCH referred to in this Article shall be cumulative through the academic year.

There are several basic types of instruction including group instruction, individualized instruction and field-based instruction. The deans will review and approve the workload for any course being submitted to the University undergraduate or graduate curriculum committees. In cases where the dean and department cannot agree on the appropriate workload credit, the issue will be resolved by the provost. The course description in the University official undergraduate and graduate course lists, available on Banner and in the *Bulletin* shall be used to determine the type(s) of instruction involved in any particular course.

1. **Lecture Courses:** Lecture courses include conventional lecture courses, discussion courses, workshops and seminars. These courses require no special physical plant facilities but may be offered in any general classroom. The student in such a course receives one (1) hour of academic credit for each hour spent in the classroom. One (1) Teaching Hour (TH) equals one (1) contact hour (50 minutes) of lecture instruction in a course listed in the University Bulletin or inventory of course offerings.
2. **Laboratory Courses:** A laboratory course that is an institutionally scheduled course that requires applied study in a place on campus especially equipped for that purpose. The student is traditionally required to devote a greater number of weekly contact hours in a laboratory than the number of credit hours received for successful completion of the course. Laboratory instruction may include clinical classes in health-related institutions, activity courses in Human Performance and Exercise Science (HPES), and applied art and music courses and musicianship laboratories. One and a half (1.5) contact hours (75-85 minutes) of institutionally scheduled laboratory instruction each week over a semester equals one (1) TH.
3. **Conference Courses:** A conference course is a course offered *in lieu* of a course that normally enrolls fifteen (15) or more students, but because of extenuating circumstances must be offered for one (1) or more students on a conference basis. Faculty members are free to reject a conference course requests except in the case where only one (1) faculty member is qualified to teach the conference course that must be taught. Conference courses shall carry a minimum of one-third (.33) TH. Workload for undergraduate conference courses will be determined using the formula (SCH)/13, graduate conference courses will be determined using the formula (SCH)/9. All conference courses must be approved by the chair and dean.

4. **Field-Based Courses:** Field-based courses are experiences in which students go off campus for supervised practical experience related to an academic discipline. The instructor shall receive one (1) TH for each fifteen (15) SCH (e.g., five (5) students enrolled for three (3) hours each), as reflected by the 14-day roster.
5. **Individual Study Courses:** Individual Study Courses require the student, under faculty supervision, to conduct individualized research or to pursue an individual project. In courses consisting of supervised individual research or individual projects as described in the University Bulletin, the instructor shall receive one (1) TH for each six (6) SCH (e.g., two students enrolled for three hours each), as reflected by the 14-day roster. No faculty member may receive more than three (3) TH for individual study courses during any one term. Workload involving individual study courses that are part of a doctoral program will be defined by the governance document of the supervising faculty member's department.
6. **Undergraduate Thesis Projects:** A faculty member who is assigned, in writing, the major responsibility for direction of an undergraduate thesis shall receive no less than one-third (.33) WH credit for each thesis upon completion. The chair will determine when the WH will be applied. In the event a faculty member has a significant number of assigned theses that are not completed, the chair will take this into account in determining the faculty member's teaching load assignment. No workload credit is provided for supervision of undergraduate thesis projects during summer term.
7. **Graduate Thesis or Non-Thesis Projects:** Each department shall develop a workload policy for assigning credit for faculty supervising any graduate thesis or non-thesis project, except as indicated in Article 16.7D. The policy shall be incorporated into the departmental governance document (see Article 9) reviewed and approved by the dean. Workload credit for these purposes shall be no less than one-half (.5) TH and no greater than one and one-half (1.5) TH per student for the duration of their academic tenure. No workload credit is provided for supervising graduate student thesis or non-thesis projects during summer term.
8. **Team Teaching:** A minimum of six (6) students per instructor must register for any courses taught by two (2) or more instructors. If the registration ranges from six (6) to nine (9) students per instructor, each faculty member shall be allotted one (1) TH for two (2) contact hours per week. If the registration ranges from ten (10) to fourteen (14) students per instructor, the faculty member shall be allotted two (2) TH for three (3) contact hours. If the registration exceeds fourteen (14) students per instructor, the faculty member shall be allotted one (1) TH for one (1) contact hour. Exceptions to these minimum enrollment guidelines may be granted by the dean(s). The provisions of this paragraph apply to situations in which two (2) or more faculty members are simultaneously engaged in teaching an assigned course, and both or all assigned faculty attend substantially all assigned classes. For courses that are divided between two (2) or more faculty members, workload will be assigned based on the percentage of the course taught.
9. **Interdisciplinary Courses:** When two (2) faculty members are simultaneously engaged in teaching an approved initial offering of a newly developed interdisciplinary course or course section (offered for the first time), minimum enrollment expectations will be waived when the enrollment is over 15 or when a lower class size has been approved in advance by the relevant chairs and deans, and each faculty member will be allotted full TH consistent with the type of instruction and credit. For subsequent offerings, the provisions of 16.5-8 (above) shall apply.

- 10. Variable Credit Courses:** These are of two types. A course that varies in credit from semester to semester but is available to students in a given semester for a fixed number of credit hours shall carry that number of TH credit toward workload. A course that is available to students in a given semester for a variable number of credit hours (e.g., 3-5) shall carry the number of TH equal to the average number of credit hours taken by the students, as reflected in the 14-day roster.
- 11. Distance Education:** Provisions for Distance Education courses and the accompanying workload activities are specified in Article 31.
- 12. Contract Courses:** Credit courses specially designed or tailored to meet the terms of contracts with specific organizations will be evaluated for faculty workload credit and/or supplemental contracts on a case-by-case basis. Faculty will be free to reject assignments to such courses without prejudice. A contract course does not refer to the delivery of an existing course in a flexibly-scheduled format or at an off campus location.
- 13. Special Circumstances:** Where accreditation standards suggest program-specific workload issues other than those provided elsewhere in this article, the chair and/or program coordinator, the dean, and the provost will, in consultation with the faculty member, set unique standards to be formalized in governance documents.

16.6: Other Workload Activities:

Non-teaching Equivalencies: Faculty members who serve in non-teaching capacities shall receive teaching load reassigned time of one (1) to nine (9) WH per semester. This shall include, but not be limited to, program coordinators in the College of Health and Human Services, the chair of the Academic Senate, the chairs of the University Undergraduate Curriculum Committee and the Academic Program Committee of the Academic Senate, directors of department or college graduate programs, the faculty member advising the *Jambar*, designers and support personnel of co-curricular activities in the Department of Theater and Dance, the coordinator of Composition in the English Department, the director of the Planetarium, the director of Oral History, members of the Dana Faculty Woodwind and Brass Quintets, the Jazz Ensemble, and the coordinators of activities or programs in the Dana School of Music. The faculty member and the chair shall mutually agree to the specific assignment in each case subject to the approval by the dean.

A faculty member shall be free to reject such an assignment without prejudice. However, when the assignment is specified in the initial letter of appointment of the faculty member, a rejection of such assignment shall be subject to the approval of the dean of the college. The faculty member may bring an Association representative to discussions of the workload reassignment with the Administration.

Advising: The advisement of departmental majors and/or students enrolled in courses assigned to a faculty member is part of a faculty member's normal academic responsibility. However, a faculty member holding a Postdoctoral appointment is not expected to advise departmental majors. Hours of academic advisement should be consistent with Article 28.6 (Office Hours) and Article 9.4 (Department Governance). Through arrangement between faculty members and provided the department chair is notified, a faculty member may assume the advisement duties of another faculty member. Faculty shall be available for advisement duty during summer periods when they are under contract. In departments with an excessive academic advising load, faculty members may request the reassignment of workload.

Committee Assignments: A faculty member, with the exception of faculty holding a Postdoctoral appointment, is expected to serve on committees, but a faculty member shall not be required to serve on more than four (4) committees concurrently. Committees refer to the Department Promotion Committee, a department curriculum committee, and to regular or ad hoc committees of the college, University, Academic Senate, and the standing committees of the Association. Membership in the Academic Senate constitutes a committee assignment. The Association Executive Committee shall count as the equivalent of two (2) committees.

16.7: College-Specific Workload Provisions:

A. College of Health and Human Services:

1. **Health Professions and Human Ecology** faculty teaching clinical classes in hospitals or other health care facilities off-campus shall receive 0.85 TH toward their annual workload for each one (1) contact hour(s). Health Professions and Human Ecology faculty teaching or supervising externships, internships, and/or clinical experiences in health-related institutions shall receive one (1) TH for each 7.5 SCH generated. Nursing faculty supervising Registered Nurses shall receive one (1) TH for each 7.5 SCH generated.
2. **Nursing:** For the purposes of this section only, the following workload calculation and maxima will be used. On-campus components of nursing clinical courses shall receive .66 teaching hours per contact hour. Off-campus components of nursing clinical courses shall receive one (1) TH per contact hour with the following stipulations: Faculty with term contracts may teach up to 15 TH per semester and 30 TH per academic year; however, overload pay for such faculty shall begin at 17 TH per semester in any semester or 33 TH in any academic year. Workload distribution in teaching, scholarship, and service for these faculty members will be determined annually by the faculty member and his or her chair.
3. **Clinical Faculty:** Faculty at the rank of clinical instructor may teach up to 15 TH per semester and 30 TH per academic year; however, overload pay for such faculty shall begin at 17 TH in any semester or 33 TH in any academic year. Faculty at the rank of clinical assistant professor may teach up to 15 TH per semester and 30 TH per academic year. Faculty at the ranks of clinical associate professor or clinical professor may teach up to 15 TH per semester and 24 TH per academic year. A clinical faculty member shall be free to reject without prejudice any overload assignment over 17 TH per semester or over 33 TH per academic year.

B. College of Education:

For graduate-level field experiences in an off-campus setting, prescribed by a University Bulletin course description and confirmed by the University schedule of classes, each twelve (12) SCH (e.g., 4 students enrolled for 3 s.h. each) shall count as one (1) TH toward the faculty member's workload.

For undergraduate student teaching, each twelve (12) SCH (e.g., one (1) student enrolled for 12 s.h.) shall count as .75 TH toward the faculty member's annual workload.

C. College of Creative Arts and Communication:

Faculty assigned to large ensembles (Orchestra, Wind Ensemble, Band, Dana Chorale, Uni-

versity Chorus, and Jazz) shall receive one (1) TH for each one (1) contact hour. Faculty assigned to applied classes or small ensembles shall receive one (1) TH for each 1.5 contact hours; faculty teaching individual instruction (presupposes one (1) hour weekly seminar in performance and composition courses) shall receive one (1) TH for each 1.5 contact hours, and faculty teaching studio art classes in the Art Department shall receive one (1) TH for each 1.5 contact hours.

D. College of Science, Technology, Engineering, and Mathematics:

1. **Graduate Thesis Projects:** A faculty member who is assigned, in writing, the major responsibility for direction of a thesis option graduate student shall receive one (1) TH for each student supervised per semester provided that the student remains enrolled the entire semester. A faculty member shall receive no more than two (2) TH per student for the duration of the graduate student's academic tenure. A faculty member shall receive no more than three (3) TH per semester for supervising graduate students in their thesis work.
2. **Graduate Non-Thesis Projects:** A faculty member who is assigned, in writing, the major responsibility for direction of a non-thesis option graduate student shall receive one-half (0.5) TH for each student supervised per semester provided that the student remains enrolled the entire semester. A faculty member shall receive no more than one (1) TH per student for the duration of the graduate student's academic tenure. A faculty member shall receive no more than one (1) TH per semester for supervising graduate students in their non-thesis option work.

16.8: Teaching Overload: A faculty member shall not, without his/her consent, be assigned more than twenty-four (24) TH during the two semesters of any academic year or more than fifteen (15) TH during any semester. However, faculty members who accumulate more than fifteen (15) TH in an academic semester or more than twenty-four (24) TH in an academic year shall receive overload compensation as provided for in Article 4.8 and Article 16.7 (A) 2 & 3. A faculty member shall be free to accept or reject without prejudice any overload assignment over fifteen (15) TH per semester or over twenty-four (24) TH per academic year. For full-time faculty employed for only a part of the academic year, overload compensation shall be paid for an assignment of more than fifteen (15) TH in a semester except as provided for Article 16.7 (A) 2 & 3.

A faculty member also qualifies for overload payment when he/she substitutes for an ill colleague upon the written direction of the department chair. For such service, the substituting faculty member shall be paid a sum to be prorated in accordance with Article 4.78, whether or not the additional load raises the faculty member above the twenty-four (24) TH or fifteen (15) TH limits. For purposes of computation, one (1) full week of classes equals one-sixteenth (1/16) semester. However, the chair may assign a faculty member to serve as a substitute for up to three (3) contact hours per academic year without overload payment. In instances in which there is only one faculty member qualified to teach a course, the chair may require the faculty member to serve as a substitute. This includes summer term in cases in which the substitute faculty member is under contract or with the faculty member's permission.

A faculty member may not be required to substitute in a course that he/she has not taught during the past two (2) years. A faculty member may not be assigned more than 800 Student Credit Hours (SCH) in any given semester unless he/she teaches no more than three (3) courses. The full-time faculty in a given department shall not average more than 600 SCH per full-time equivalent bargaining unit member per semester unless a majority of the full-time faculty in the department votes to waive the restriction.

- 16.9: Duplicate Credit:** A faculty member shall receive teaching load credit only once for a given hour of the week, even though students from more than one (1) course may be present in one (1) assigned area at one (1) scheduled time for satisfaction of requirements in different courses taught by the same faculty member.
- 16.10: Workday:** A faculty member who teaches a class or is given an ongoing programmatic assignment (e.g. directing a University Theater production) that ends after 8:00 p.m. shall not be scheduled for a class the following day before 12:00 p.m. The period of time between the start of a faculty member's first class of the day and the end of his/her last class in the same day shall not exceed ten (10) hours. No full-time faculty member shall be assigned to teach on more than five (5) days per week. Classes that end later than 5:30 p.m. shall not be assigned to faculty members more than three (3) evenings a week without their permission. Exceptions to this policy shall be permitted upon mutual agreement of the chair and the faculty member.
- 16.11: Teaching Schedule:** Departmental faculty may choose to establish a department scheduling committee that shall develop recommendations to the department chair on teaching schedules. Faculty members shall be consulted concerning the creation of faculty schedules. Consultation means that before the creation of class schedules, each faculty member shall be allowed to submit his/her requests for teaching assignments, including desired courses and preferred time of courses. A copy of the department's semester schedule shall be distributed to departmental faculty before its submission to the dean. Assignments are subject to change subsequent to submission to the dean. Faculty shall be informed promptly if any schedule changes are made.
- 16.12: Committee Meetings:** The Administration shall not schedule classes for bargaining unit members between the hours of 4:00 p.m. and 5:00 p.m. Monday and Wednesday so that this time will be available for various committee meetings. Neither departmental nor committee meetings should be scheduled during the 4:00–5:00 p.m. hour on the second Wednesday of each month so that the Association may schedule meetings.
- 16.13: Academic Calendar:** The Administration shall develop the academic calendar in consultation with the Association. In this calendar, the contract year shall begin one week before the start of fall term classes and shall extend for 39 weeks. The academic week shall extend from Monday through Friday even though some classes may be scheduled on Saturday and Sunday, and the academic day shall extend from 7:00 a.m. to 10:30 p.m. Holidays shall be observed in accordance with the provisions of Section 124.19 of the O.R.C. The following days shall be observed as holidays, and no classes will be scheduled on the days when these holidays are observed: Veteran's Day, Thanksgiving, the Friday after Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, and Labor Day. When a holiday falls on a Saturday or a Sunday, either the preceding Friday or the following Monday shall be observed as a holiday, and no classes shall be scheduled. The scheduling of department meetings shall take into account the weekend teaching schedules of department faculty.
- 16.14: Attendance:** Full-time faculty members shall attend University, college, and department faculty meetings. Each college dean, in consultation with the academic departments, shall develop a plan whereby one-third (1/3) of the department members are present for each commencement exercise.

Article
Personnel Files

17

- 17.1: General:** The Administration shall maintain an official personnel file in the office of the chief human resources officer for each full-time faculty member. The official personnel file and support material temporarily submitted as part of an evaluation process (see Article 14) shall be the sole official repository of records to be used in the administration of the personnel evaluation provisions of this Agreement.
- 17.2: Contents:** From the time of appointment to the full-time faculty, an individual's official personnel file will contain the following:
1. a curriculum vitae.
 2. official transcripts of all higher education work.
 3. copies of all of the individual's contracts or other documentation with the University that involve compensation.
 4. chair evaluations and computer-generated summary reports of student evaluations. Faculty may elect to include results of voluntary student evaluations (Article 14).
 5. documentation pursuant to corrective action (Article 12).
 6. any statement that the faculty member wishes to insert in response to or in elaboration of any other item in the file as long as the statement is compatible with the law.
 7. signature pages from tenure and promotion applications.
 8. information that deals with seniority.
 9. documentation relating to student academic grievances that have been adjudicated against the bargaining unit member in the final step, in accordance with the Family Educational Rights and Privacy Act.
 10. summary report of Sabbatical and Faculty Improvement Leave, Research Professorship, and Professional Development not to exceed three pages as specified in Articles 6.8, 27.2, and 27.4.
 11. signature page from faculty pre-tenure review application.
- 17.3: Material Concerning Student Complaints:** If a department chair and/or dean have received formal complaints about a faculty member from a student, such complaints must be investigated. Such investigation must include offering the faculty member an opportunity to respond to the complaint(s). If the chair and/or dean finds that the complaints have merit, copies of the complaints may be forwarded to the personnel file as long as they have been signed by the student or students who have complained. In accordance with FERPA, unless the student or students waive their rights to anonymity, only a redacted copy of the complaint(s) will be forwarded to the file. The Office of Human Resources shall retain original signed copies in a separate file. At each level of finding, copies of all materials relating to the complaint(s) must be provided to the faculty member prior to insertion into the personnel file.
- 17.4: Date and Signature:** Documents that are placed in a faculty member's file will be dated and signed by the chief human resources officer or his/her designee at the time of their insertion in the file. Anonymous statements shall not be placed in the file. If a specific document does not originate from the individual or does not include by its definition a copy for the individual, the Administration shall send a copy of the document to the individual at the time of its insertion in the file.

- 17.5: Inspection and Duplication:** The faculty member has the right and responsibility to inspect his/her file at reasonable times. The Administration shall not levy a charge for the inspection of files, nor may it levy a charge for the duplication of the contents of a file.
- 17.6: Access:** Personnel files shall be maintained with access provided to them in accordance with law, including O.R.C., Chapter 1347 (The Ohio Privacy Act). Appropriate academic administrators and the Association shall have routine access to personnel files. Individual faculty members shall have routine access at reasonable times to their files. Faculty members engaged in activities mandated by this Agreement shall have routine access to appropriate personnel files; faculty involved in the screening of candidates for awards or special recognition, such as the Distinguished Professor Award, shall also have routine access to personnel files as needed to fulfill those duties.
- 17.7: Removal of Items:** Documents in an individual's official personnel file may be removed only in accordance with the Ohio Public Records Act. The Administration agrees that material inserted in a faculty member's personnel file that is removed as the result of a formal grievance disposition will be returned to the faculty member for his/her disposal. The chief human resources officer is the custodian of a faculty member's official Personnel File. Inquiries regarding documents that are contained in a faculty member's official personnel file may be directed to the chief human resources officer.
- 17.8: Access Log:** The Administration shall maintain a log of all non-University employees who have accessed official personnel files and shall send a copy of the log to the Association each month provided a new entry has been made in the log during that month. In addition, the Administration shall immediately notify individual faculty members when someone not employed by the University has examined their official personnel files.

Article

18

Academic Freedom

The parties reaffirm adherence to the principle of academic freedom in faculty instruction and scholarship as a right that can be neither denied nor abridged. The faculty member shall have the freedom to pursue knowledge and to report the truth as he/she sees it in the classroom, publications, reports of research activities, and all professional and academic forums. In exercising academic freedom, the faculty member should recognize his/her correlative responsibilities. In classroom teaching, the faculty member should emphasize only matters germane to his/her discipline. In making public statements, the faculty member should exercise discretion, attempt to be accurate, and shall not speak for the University unless officially designated as a spokesperson by the president of the University.

Article

19

Retirement

- 19.1: Summer Continuation:** A bargaining unit member who retires at the end of an academic year shall be eligible to teach through the end of the summer term immediately following.
- 19.2: Sick Leave Conversion:** All members of the bargaining unit who at the time of retirement have completed ten (10) or more years of active service with the University or a combination of ten (10) or more years of active service with the University together with other State of Ohio units as specified by law, shall receive payment based on the member's rate of pay at retirement for one-fourth of the individual's accrued but unused sick leave at retirement up to a maximum accrual of two hundred eight days ($1/4$ of 208 days = 52 days). Payment shall be based on a daily rate of

1/195 of the individual's last 9-month salary for each day. When an individual has accepted such payments, all sick leave credit accrued up to that time shall be eliminated. Such payment shall be made only once to an individual. An individual who returns to University service or any other state service after retiring may accrue and use sick leave as before but may not convert the unused sick leave at the time of second retirement. Sick leave conversion does not apply to any termination or separation other than retirement. A member of the bargaining unit who applies for sick leave conversion shall submit an official confirmation from STRS or his/her alternative retirement plan of his/her impending retirement.

- 19.3: Continued Benefits:** For a minimum period of three (3) years after retirement a retired faculty member not employed full-time elsewhere shall be entitled to have access to the University's computing and network services, to serve as a Principal Investigator on grants and contracts, and to use an office and research facilities, including laboratories, providing he/she uses it regularly and there is sufficient space available.

A retired faculty member shall also be entitled for an unlimited period of time on the same basis as full-time faculty to use the library, to tickets for all University functions, to use the Beechly and Andrews Centers and other recreational facilities as may be permitted, and to remission of all instructional and general fees. A retired faculty member shall be eligible to purchase one (1) faculty/staff parking permit each year at a cost equal to the annual parking fee established by the University.

Retirees shall also be eligible to purchase life insurance, as provided for in Article 5 (Insurance Benefits).

- 19.4: Separation Incentive Committee:** The Administration and the Association shall explore options for early retirement or early termination incentives. A five person task force shall be formed to investigate options and provide recommendations to the joint Negotiating Teams. Two members shall be appointed by the Association, two members shall be appointed by the Administration, and the four appointees shall jointly decide on a fifth person who will be appointed to chair the task force. The task force shall examine possibilities for an STRS-related early retirement incentive program as well as one or more separation incentives not related to STRS. The findings and recommendations of the task force shall be submitted to the joint Negotiating Teams no later than December 15, 2016 and may be implemented by a Memorandum of Understanding if agreed to by the Administration and the Association.

Article Students

20

- 20.1: Commitment to Students:** The Administration and the Association reaffirm their commitment to provide the undergraduate and graduate students of YSU with the highest quality instruction possible within the limits of the resources available to the institution. The parties shall seek to maintain an environment that encourages each student to attain his/her maximum intellectual and emotional development, heightens the individual's awareness of contemporary forces in society and their impact upon the individual, and prepares students for productive careers and responsible citizenship. Accordingly, the parties commit themselves to:

1. The student evaluation of faculty teaching performance, as provided for in Article 14 (Faculty Evaluation).

2. Respect for the vital role of Student Government in representing and protecting the legitimate interests of the student body.
3. The continuation in future negotiations of the consultation and briefing sessions with student leaders.
4. The principle that a student with a legitimate academic grievance has the right to have his/her grievance heard.
5. The tasks, duties, and assignments enumerated in Appendix C.

20.2: Student Academic Grievances : Violations by the student of the timelines established in the Academic Senate or Graduate School policies shall result in the termination of the student's grievance. Academic matters that may be grieved are the following:

1. Material deviation from the instructor's policy on sanctions for academic dishonesty, as indicated on the course syllabus, to the detriment of the individual student, or in disputed cases of academic dishonesty.
2. Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities (Article 28), to the detriment of the individual student or the entire class.
3. Material deviation from the grading scale, grading criteria, assignment specifications, or grade weight distribution indicated on the course syllabus or other course materials, to the detriment of the individual student or the entire class.

Other areas of contention between a student and a faculty member may not be grieved under this section. The student should consult the department chair of the faculty member's department or the dean of the college housing the faculty member's department for further advisement in these situations.

If a student files an academic grievance against a faculty member and the grievance has been adjudicated against the faculty member, the written statement of the Grievance Hearing Panel's decision shall be forwarded to the faculty member's official personnel file.

Article

21

Retained Rights

Except as specifically, or by necessary implication, abridged, modified, or clarified by the terms of this Agreement, the Board of Trustees and the Administration retain all of the rights necessary to conduct the affairs and operations of the University, including those rights specified in O.R.C. 4117.08. These rights include, but are not necessarily limited to, the right to determine the number of personnel needed in any category; to hire, transfer, and assign personnel; to suspend or terminate personnel (consistent with procedures of due process set forth herein); to acquire, operate, and maintain facilities and equipment; to assign and manage financial resources; to determine policy; and in general to do all things appropriate and incidental to the grant of authority under O.R.C. (Chapter 3345; also Secs. 3356.01-3356.05; also pertinent appropriation statutes).

Article

22

Association Rights

22.1: General: In addition to other rights and privileges accorded to the Association elsewhere in this Agreement, the Association shall have the rights specified below.

- 22.2: Access:** Duly authorized representatives of the Association shall have access to the University premises for the purpose of transacting official Association business consistent with the Agreement, provided that this shall not interfere with or interrupt the normal conduct of University affairs.
- 22.3: Use of University Facilities at No Cost:** The Association shall be permitted reasonable use of University rooms for meetings on the same basis as other faculty groups or faculty members. The Association shall be permitted reasonable use of University bulletin boards, faculty mail boxes, and University mail service for communication with members of the bargaining unit.
- 22.4: Use of Other University Facilities:** The Association shall be permitted the reasonable use of University printing/reproduction services, on a "cost-for-use" basis. Printing/reproduction services shall be available to the Association solely and exclusively for activities and communication directly related to its role of exclusive representative of the bargaining unit defined in Article 2. The Association shall also be permitted, on a "cost-for-use basis," reasonable use of University vehicles in the Motor Pool, provided that three (3) days before the date of planned travel the vehicle(s) have not been scheduled for use by any academic or administrative unit. Use of such vehicles shall be available solely and exclusively for travel directly related to the Association's role as exclusive representative of the bargaining unit defined in Article 2. The charges to the Association for such services will not exceed those assessed against other on-campus groups or individuals.
- 22.5: Printing of Agreement:** Not later than 120 days following the ratification of this Agreement, 550 copies of this Agreement shall be printed with the cost to be split equally between the Administration and Association for distribution to all members of the bargaining unit and candidates for employment. Further, the Association or its members may purchase additional copies at cost. The Administration will post a copy of the Agreement on the Human Resources web site under the heading "Contracts and Labor Relations." A link to this heading titled "Labor Contracts" shall also be added to the index provided on the University home page.
- 22.6: Non-Discrimination:** The Administration shall not discriminate against any member of the bargaining unit because of membership in, or activity on behalf of, the Association or its state or national affiliates or because he/she exercises his/her rights under this Agreement or under O.R.C. 4117.
- 22.7: Committee Service and Duties:** The president of the Association, the chair of the Association Negotiations Team, and the chair of the Association Grievance Committee will not be expected to serve on any other committees or to be available for registration and advisement duty independently of regular office hours. During the twelve (12) months preceding the expiration date of this Agreement, the provisions of this section shall apply also to members of the Association's Negotiations Team.
- 22.8: Association Reassigned Time:** The Administration shall provide a pool of 12 TH for Association members each academic year, except in the last year of each Agreement, in which the pool of reassigned time provided by the Administration shall be increased to 45 TH, for activities related to negotiating a successor Agreement. The Association may, at its option, purchase up to nine (9) additional TH at the part-time replacement rate. Distribution of these TH shall be determined by the Executive Committee of the Association. These TH may accumulate during the term of this Agreement. By April 15 of each year, the Association will notify the provost's office of the reassignments for the next academic year. If changes are made in these reassignments, the Association will notify the provost's office as soon as possible. Upon election of a new negotiations team,

the Association shall notify the departmental chairs in order to facilitate an optimal coordination of schedules for the spring semester of the last year of each Agreement in an attempt to create a common day of the week and time of day when all negotiating team members can be available for meetings. Success in the effort at coordination is not guaranteed, nor shall it be allowed to disrupt essential departmental operations and needs. Reassigned time for non-teaching equivalencies shall not apply to activities that are included in the general duties expected of all faculty members.

Article

23

Dues Deduction and Fair Share Fee

- 23.1: Payroll Deductions:** Upon receipt of written authorization of payroll deductions, the Administration shall deduct Association dues (including the dues of Association affiliates) from the paychecks of all bargaining unit members in equal increments and will transmit the amount deducted to the Association promptly. The president of the Association shall, by August 20 of each year, make known to the Administration and to members of the bargaining unit the amount to be deducted annually. The Administration shall levy no charge upon the Association for administering the payroll deduction.
- 23.2: Fair Share Fee:** In recognition of the Association's services to the bargaining unit, each member of the bargaining unit who is not a member of the Association shall, on the effective date of the Agreement or sixty (60) days after the effective date of appointment to a bargaining unit position, have a "fair share fee" deducted from his/her pay and forwarded to the Association. The Association will certify to the University the amount of the fair share fee, which shall not exceed the amount of regular membership dues then currently being paid by members of the Association. At the time the Association certifies the amount of the fair share fee, it will provide the University a written report detailing the Association's fair share fee procedure.
- 23.3: O.R.C. Applicability:** This article is in all respects subject to O.R.C., Section 4117.09, including the rebate procedure and conscientious objector provisions thereunder.
- 23.4: Indemnification:** The Association agrees that it shall indemnify and hold harmless the University, its officers, trustees, employees or agents, against all claims, damages, causes of action, awards, costs, expenses, and any and all other damages, including attorney's fees, arising or resulting from, by reason of, or touching upon the University's agreement to the provisions of this article and the University's actions and conduct with respect to these provisions.

The Association will indemnify for attorney's fees only if it was afforded the opportunity to designate counsel in cooperation with the Attorney General's office of the State of Ohio to represent and defend the University, provided that in no event, shall the Association's payment of attorney's fees exceed the limits of any insurance policy that is held by the Ohio Education Association to cover such circumstances. The University agrees that its counsel shall give full and complete cooperation to the Association and its counsel at all levels of any legal proceeding relating to the Fair Share Fee provision.

Article

24

Administration-Association Relations

- 24.1: No Strike — No Lockout:** There shall be no strikes or lockouts except as permitted under O.R.C. 4117.

- 24.2: Selection of Representatives:** Each party shall have the unqualified right to select its own representatives for purposes of negotiating or administering this Agreement, free from any attempt at control or interference by the other party with respect to such selection. Each party shall also ensure that at any and all times, a properly selected team or individual has been authorized to represent its interests. Each party shall notify the other immediately of those who are authorized to represent them so as to permit the appropriate and necessary meetings and discussions.
- 24.3: Representation Elections:** The Administration recognizes the Association as the sole and exclusive bargaining agent for the members of the bargaining unit until such time as the Association is decertified or replaced by means of a representation election, as provided by O.R.C. 4117.
- 24.4: Information:** Either party to this Agreement shall furnish the other, upon written request, information related to the negotiation or administration of the Agreement, provided such information is available and can be furnished at reasonable expense. Such requests shall allow for reasonable time to assemble the information. The party from whom the information is sought may determine the form in which such information is submitted. Information to be provided by the University shall include the internal operating budget, the record of income and disbursement, enrollment reports, the agenda and official minutes of the Board of Trustees' meetings, and other pertinent data. The following will be sent to the Association as soon as it is available:
- the internal operating budget when adopted by the Board of Trustees.
 - year-end financial reports.
 - term enrollment data.
 - information required for the preparation and the processing of a grievance.
 - a comprehensive report from the chief human resources officer each October 1 of the membership of the bargaining unit.
 - a report each term from the office of the chief human resources officer of personnel changes affecting the bargaining unit since the previous report that shall include appointments, promotions, retirements, deaths, separations, and conferral of tenure.

The Administration will furnish the Association copies of communications distributed generally to faculty in the University or in any college. Similarly, the Association will furnish the Administration copies of communications distributed generally to faculty in the University or in any college.

- 24.5: Recorded Conversations:** No conversation or conference between a member of the faculty and a member of the Administration shall be mechanically recorded without the full awareness of the other party that the conversation or conference is to be recorded. "Mechanically recorded" includes any tape recorder or audio or video recording device in the possession of or on the person of the individual who records the conversation or conference.
- 24.6: Regular Meetings:** The parties mutually agree to meet each term to address contractual matters of concern to either party to maintain a harmonious relationship. The primary objective of these meetings will be for both parties to share information and to work together in a manner that will benefit the entire University community.
- 24.7: Memoranda of Understanding:** From time to time during the term of this Agreement, the parties may agree to Memoranda of Understanding (MOUs) that interpret, implement, modify, or provide non-precedent-setting exceptions to this Agreement. To be binding, an MOU must have

been negotiated by the respective negotiators and signed by the chief negotiator of the Association, the president of the Association, and the provost or his/her designee. Each MOU shall be identified by a unique number that begins with the year in which it was signed, followed by decimal number that reflects the sequence of the MOU during the calendar year (e.g., 2010.1; 2010.2; 2010.3; etc.)

Article Separability

25

- 25.1: Impact of Judicial Decisions:** The parties intend that this Agreement shall in all respects be construed and applied in a manner consistent with applicable statutes and court decisions of competent jurisdiction and regulations properly enacted thereunder. For purposes of this Agreement, no court decision shall be deemed applicable to any part of this Agreement unless said decision constitutes binding legal precedent on courts of the jurisdiction within which the University is located.

In the event any provision of this Agreement shall be affirmatively determined by appropriate authority to be contrary to any such statute or regulation, such provision alone shall become thenceforth invalid and of no effect, consistent with such determination, but the remainder of this Agreement shall not thereby be deemed illegal or unenforceable. The parties agree to meet within one (1) week to discuss any decision that renders any portion of this Agreement null and void and may revise those provisions rendered invalid.

In the event that the parties disagree on the application and effect of such court decision on the Agreement, either party may institute prompt legal action seeking a judicial determination of decisional effect. Until such judicial determination is made, the part of the Agreement alleged to be invalid shall remain in full force and effect.

- 25.2: Appeals of Judicial Decisions:** The parties further agree that they shall cooperate fully with each other in seeking an expeditious resolution of any such decision through litigation in the event that either party or both parties disagree with the decision. The parties agree that, should a court decision overturn any decision that a portion of the Agreement is illegal, the parties shall accept the ruling of the court of law. However, each party shall reserve the right to file an appeal to a higher court and may seek to have the ruling set aside until the issue under appeal is decided.
- 25.3: Impact of New Legislation:** Any provision of this Agreement that is found contrary to law but becomes legal during the life of this Agreement shall take immediate effect upon the enactment of the enabling legislation. Similarly, any provision of this Agreement that may require legislative action for its implementation or its funding shall not become effective until the necessary legislation has been enacted and becomes effective; conversely, if legislative changes occur during the life of this Agreement that make it illegal or impossible to fund any provision of this Agreement, the obligation of the Administration hereunder to that extent shall be suspended.
- 25.4: Revisions to Agreement:** In the event a state or federal law affecting this Agreement is enacted during the term of this Agreement, the parties agree to meet promptly and determine those areas of this Agreement that must be revised to bring this Agreement into compliance with the law. This revision shall be limited to those areas in which a revision is mandated by the legislation, and there shall be no obligation on the part of either party to reopen or renegotiate areas in which revisions might be permissible but are not mandatory under such legislation.

Article
Academic Workplace Environment

26

- 26.1: General:** It is the goal of the University and the Association to secure a work and academic environment that is clean, safe, healthful, non-discriminatory, and free from sexual harassment, menacing, stalking, or other hostile conduct by any member of the University community.

26.2: Sexual Harassment:

Purpose: The purpose of this section is to establish a strong commitment to prohibit sexual harassment and establish a procedure for investigating and resolving internal complaints of sexual harassment. The sexual harassment procedures are designed to aid in the process of educating members of the University community, serve as a means of preventing sexual harassment, and promptly and fairly respond to alleged incidents of sexual harassment.

The Administration shall distribute the policy and provide annual training to all members of the University community to develop greater awareness and sensitivity regarding issues of sexual harassment.

26.3: Non-Discrimination:

Purpose: The Administration and the Association mutually commit themselves to the achievement of an academic environment that recognizes the inherent worth and dignity of every individual. Accordingly, the parties reaffirm their belief in the principle that decisions within the University structure shall be conducted in an atmosphere of fairness and free of bias based on gender, race, marital status, age, national origin, sexual orientation, handicap, identification as a disabled veteran or veteran of the Vietnam Era, or political or religious affiliation.

Practice: The Administration and the Association agree to continue their established policies of non-discrimination on the basis of any characteristic prohibited by Federal or Ohio law or Board of Trustees Policy. The parties agree that allegations of illegal discrimination should be reported to the Director of Equal Employment Opportunity and Policy Compliance.

The Administration shall distribute the policy and provide annual training to all members of the University community to develop greater awareness and sensitivity regarding issues of discrimination.

- 26.4: Academic Workplace Environment and Safety Task Force:** The Administration and the Association agree to establish a joint Academic Workplace Environment and Safety Task Force with three (3) members of the Administration, one of whom shall be the Executive Director of Facilities, and three (3) members of the Association. In addition, Student Government will be invited to have one (1) member on the committee. Each party shall appoint their respective members. The Association, Administration, and Student Government will submit the names of their representatives to the University president before May 1 of the preceding academic year. This committee shall coordinate, when appropriate, with counterparts representing other units on campus. The appointments will be for three-year terms. The president of the Association shall select the chair of the task force.

The general responsibility of the committee will be to provide suggestions and action plans for a safe and healthful workplace by recognizing hazards, recommending abatement of hazards, and

recommending educational programs. Suggestions and action plans shall be submitted to the vice president of finance and administration. To fulfill this responsibility, the committee shall meet regularly but no less frequently than three (3) times per academic year and maintain minutes of committee meetings. The minutes shall be posted in an appropriate location on the University's web site.

- 26.5: Parking:** The University shall continue to provide parking spaces that are no less adequate and reasonably convenient than are currently provided to full-time and part-time faculty and staff. All full-time faculty and part-time faculty will be provided faculty parking permits free of charge.

The currently identified parking lots (F-1 through F-12 or whatever subsequent names are used for the same lots) shall have card-activated gates installed to restrict parking to full-time and part-time faculty and staff. Gate cards issued to students will not have the capacity to effect entrance to the above designated lots. The restrictions specified above shall be in effect from 7:00 a.m. to 4:30 p.m. Monday through Friday during all periods faculty are under contract, except when modifications are required because of special events. Faculty will continue to have access to parking decks and "mixed" lots.

The University shall provide at least 48 hours' notice if any parking lots are to be closed for special events or other circumstances, except in the event of an emergency.

- 26.6: Office Space, Classrooms, and Instructional Technology:**

Office Space: The University shall provide each full-time faculty member with suitably equipped, secure, private office space and the necessary supplies for such person's work.

Classroom and Laboratory Space: The University shall provide classroom and laboratory space adequate for effective instruction.

Instructional Technology: When instructional technology is required for classes, there shall be sufficient equipment to accommodate the students assigned thereto.

- 26.7: Information Technology Resources:** Faculty members' use of University computing resources and expectations of privacy associated therewith are governed by Youngstown State University Board of Trustees' policy or policies regarding the use of such resources, as those policies may be instituted or amended by the Board from time to time.

The University shall provide each full-time bargaining unit member with a modern computer system connected to the campus network that is suitable for the faculty member's academic needs.

The Information Technology Advisory Committee (ITAC) recommended by the University's Information Technology Master Plan shall contain two members of the bargaining unit. The president of the Association shall appoint these members each fall semester. The appointments shall be for one-year terms, but there is no limit on the number of times a person can be reappointed. The ITAC shall meet at least twice during each academic year and shall provide periodic reports to faculty members concerning plans for changes to the University's information technology environment.

- 26.8: Building Access:** A faculty member who, after hours or when the University is closed, needs access to buildings in which his/her office and/or laboratories are housed will be granted a key to

the building upon the approval of his/her dean. A faculty member who wishes to have a key shall submit a request for a key to his/her department chair.

- 26.9: Drug-Free Workplace:** The Administration and the Association agree that it is their mutual goal to achieve and maintain a “drug-free workplace.”
- 26.10: Surveillance:** Surveillance may never be used for evaluating teaching performance, attendance, or any other behaviors related to an employee’s job description. Exceptions to this policy require written permission from all faculty members who are being recorded.

Article

27

Faculty Development and Research

- 27.1: External Funding:** Faculty members who receive grants for research and other activities that subsidize a portion of the faculty member’s salary shall receive a workload reallocation providing such specific arrangements were approved by the provost before the submission of the grant proposal.
- 27.2: Research Professors:** Each year not less than eighteen (18) faculty members whose unsubsidized research is deemed meritorious of support shall be designated “Research Professors.” A minimum of six (6) Research Professorships shall be reserved for probationary tenure-track faculty with the provision that these can be reallocated to the overall pool if there is an insufficient number of quality applications from this group of faculty. A faculty member will not be designated a Research Professor for more than two (2) consecutive years. Faculty members on Term, Visiting, or Post-Doctoral contracts are not eligible for Research Professorships. The Research Professorship Committee may award a minimum of six (6) hours to a maximum of nine (9) hours; the total number of hours distributed will be no less than 162 hours. Research Professors comply with the workload guides in Article 16.4a: “Allocation of Teaching Hours.”

By September 15, the dean of Graduate Studies shall issue a Call for Proposals for research professorships. Faculty applications for research professorships shall be sent to the dean of Graduate Studies not later than October 15 of the academic year preceding the year in which the research professorship is to be awarded. Applicants shall be screened by a seven (7) member committee composed of three (3) members of the graduate faculty appointed by the Administration, three (3) members of the graduate faculty appointed by the president of the Association, and the dean of Graduate Studies, who shall chair the committee. The dean of Graduate Studies and the president of the Association shall alternate in making their respective appointments and, in doing so, shall ensure that all six colleges are represented on the committee. The dean of Graduate Studies shall announce the names of those faculty members designated Research Professors no later than January 15, and the committee’s decision shall be final and binding.

Within ninety (90) days after completion of the Research Professorship, the faculty member shall submit to the department chair for transmittal to the college dean and dean of Graduate Studies a report detailing his/her professional activities during the Research Professorship. The report shall be inserted into the member’s official Personnel File. In addition, the faculty members shall provide the department chair an abstract of the report for departmental distribution.

- 27.3: Intellectual Property:** The parties to this agreement believe that the public interest is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the University and its learning communities reasona-

ble access to, and use of, the intellectual property (as defined in Appendix A) for whose creation the University or external organizations have provided assistance. To that end, the University supports the development, production, and dissemination of intellectual property by its faculty members for the benefit of the public at large.

- 27.3a: Intellectual Property Rights:** Except for works for hire (as defined in Appendix A) and joint efforts (as defined in Appendix A), a faculty member's rights to copyrightable materials shall be governed by the applicable provisions of state and federal law. Otherwise, the applicable provisions of state (ORC 3345.14) and federal law shall govern the rights to non-copyrightable-related intellectual property between any member of the bargaining unit and the University. In addition to all other rights granted under this agreement, if a faculty member believes that his/her intellectual property rights have been violated, he/she may seek remedy by civil litigation.
- 27.3b: Use of Intellectual Property:** Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the faculty author, but the University shall be permitted to use such material for administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. When specifically authorized in writing by the author(s), the University may also use such materials for other purposes.
- 27.3c: Distribution of Any Funds Generated:** Funds received by the faculty member(s) from the sale or licensing of intellectual property owned by the faculty author(s) or inventor(s) shall be allocated and expended as determined solely by the faculty author(s) or inventor(s).

Funds received by the University from the sale or licensing of intellectual property owned solely by the University shall be allocated and expended as determined by the University.

Unless otherwise negotiated by the faculty member(s) and the University, funds received by the faculty member(s) and the University from the sale or licensing of intellectual property owned jointly by the faculty member(s) and the University shall be allocated and expended as follows:

1. The first \$5000 of the net royalty income received will be distributed to the faculty member(s).
2. Thereafter, the net royalty income received will be equally distributed between the faculty member(s) and the University.

In the event of collaborating creators, the University and the creators will determine the allocation of individual shares upon completion of an Intellectual Property disclosure form.

- 27.4: Faculty Development and Travel:** For planning purposes, each member of the bargaining unit must provide the department chair with information on her/his anticipated development/travel plans by December 1. Travel plans shall include relevant information such as the name of conference, dates of conference, faculty member's expected participation, and estimated costs. Funds provided below shall be allocated and used for faculty travel and/or development that are in the interests of the faculty member and the University, and are subject to the normal University standards for allowability.
- 27.4.a: Departmental Faculty Development and Travel:** The departmental travel fund shall be used in accordance with department governance documents. Each year, the University shall budget to each academic department a departmental travel fund for the duration of this contract. The amount budgeted shall be as follows:

\$800 times the number of full-time faculty members in the department.

- 27.4.b: College Faculty Development and Travel:** Additionally, the University shall budget to each college dean's office the following sums times the number of bargaining unit members within that respective college:

\$350 times the number of full-time faculty members in the department.

The dean, in collaboration with the department chairs, on behalf of faculty members with additional travel opportunities, will allocate unencumbered funds for additional faculty development travel.

- 27.5: University Outreach Fee Remission:** Each member of the bargaining unit shall be entitled to instructional fee remission twice per calendar year for non-credit courses offered through the Continuing Education department of University Outreach. Furthermore the bargaining unit member's spouse and dependent children shall be entitled to instructional fee remission once per calendar year for such non-credit courses, provided that there is an enrollment slot available above and beyond the enrollment level required to fund the course.

Application shall be made in advance of enrollment on a form provided by University Outreach and in accordance with deadlines established by University Outreach. Charges for materials, facilities, texts, and consumable or other non-instructional items are the responsibility of the enrollee and shall be payable at the time of registration. If an eligible individual enrolls in a non-credit course that is subsequently canceled due to insufficient enrollment or other reasons, such cancellation shall not affect the number of fee remissions the individual is entitled to receive in a given calendar year.

- 27.6: Publication Costs:** The Administration agrees to pay the reasonable page costs for publication of a bargaining unit member's scholarly research in a professional journal or periodical provided that the publication carries the University's identification. For those peer-reviewed professional journals or periodicals where a submission fee is required, the University shall ensure that the cost of submission is supported by the University. Approval shall be secured in writing by the individual from his/her chair, dean and the dean of Graduate Studies using the appropriate form before making financial commitment to page costs.

Article

28

Teaching Rights and Responsibilities

- 28.1: Right to Teach:** Academic administrators who wish to teach may do so in coordination with, and upon approval of, the department involved but in no case if it jeopardizes the employment of a currently available full-time faculty member. Graduate assistants may be assigned to teach lower-division classes provided that they do not jeopardize the employment of currently available full-time faculty members. Non-employees of the University may not be assigned a full-time teaching load.
- 28.2: Textbook and Course Materials Selection:** A faculty member may select the textbook(s) to be used in his/her courses unless the faculty member teaches a multi-section or sequential course, in which case the department faculty who are involved in teaching the course(s) shall provide for textbook selection. In multiple sections of sequential courses that are also prerequisites to ad-

vanced courses in the sequence, uniform texts will be selected. To assist the University to comply with Section 133 of the Higher Education Opportunity Act written notification shall be provided to the chair regarding textbook and course material selection no later than seven (7) calendar days prior to the date established on the University Calendar of Operations as the Textbook Order Due Date.

A faculty member's failure to provide textbook information by the date established in this article and section shall result in a default to the textbook and course materials previously utilized by the faculty in that course, if available, or if not available, equivalent textbook and/or course material to be used for the upcoming academic term shall be selected in consultation with the faculty member.

- 28.3: Course Requirements:** Members of the faculty must provide each student access to a course syllabus in each course taught. A printed copy of the syllabus must be provided to the chair no later than seven (7) business days after the beginning of each semester/ term whether or not there has been a revision(s) to said syllabus. The course syllabus shall include a clear explanation of the faculty member's policies on grading and class attendance for the course, a list of the days times and location of scheduled office hours (including the methods of communication for distance education courses). The course syllabus shall be made available to students within seven (7) business days after the beginning of the semester/term. During office hours, a faculty member shall explain a grade to a student who requests such explanation. The faculty member must provide to each student at least one (1) written grade report on a class assignment (test, examination, essay, etc.) at least three (3) weeks before the deadline for student withdrawal from the course. Faculty members shall retain student materials in physical or digital form that have not been returned to the students for one (1) semester. Material from the spring or summer semester should be retained through the following fall semester. Faculty members shall retain grade and attendance records (if kept) for one (1) year. Backup of student materials through the course management system by faculty members will satisfy the materials retention requirement. During the first fourteen (14) calendar days of each term faculty members may be required to identify students who do not attend selected lower level classes. The method utilized to identify such students shall be at the discretion of the faculty member. Faculty members may not penalize a student for missing a class if the student provides advanced documentation that the absence was a result of a University-sponsored activity.
- 28.4: Outside Employment:** Faculty members may accept consulting and other employment outside the University provided these activities do not represent a direct conflict of commitment or interest as defined below:

Conflict of Commitment: Faculty members must give due regard to their paramount responsibilities to the University in determining the amount and character of work done outside it.

Conflict of Interest: Faculty members must refrain from engaging in any activity that could potentially have a substantial and continuing negative impact on the faculty member's University or professional obligations. Activities of this nature might include long-term relationships with business, government, or nonprofit organizations; expert testimony; or self-employment.

The extent of consulting and/or outside employment must be disclosed each term academic year on a form provided by the University prior to accepting outside employment. These rights and responsibilities exist at all times, including periods of leave. A full-time appointment to the faculty of another school, college, or University is by definition unacceptable and excessive outside employment. Should a faculty member's outside employment status change at any time during the

academic year, the faculty member is required to submit an updated outside consulting form.

If the chair believes that a faculty member's outside activities interfere with the extent or quality of the faculty member's obligation to the University or his/her profession or compete directly with the University in its pursuit of grants, awards, projects and other sources of funding, the chair and the faculty member shall discuss the situation in an attempt to resolve any problems or misunderstandings. If a resolution cannot be reached at the department level, then either party may appeal to the dean. Should the matter not be resolved at the level of the dean, then either party may appeal to the provost. In no case shall a faculty member be unreasonably denied the opportunity for outside professional development. Faculty members who are in receipt of approved Sabbatical, Faculty Improvement Leave (FIL), or a Research Professorship shall not be eligible to accept outside employment that is competitive with or in conflict with the interests of the university for the duration of the re-assignment.

- 28.5: Start of Contract Period:** Bargaining unit members are expected to be available for service at the beginning of the contract period. If the bargaining unit member reports after the date he/she is scheduled to perform duties, his/her salary shall be reduced by an amount equal to the individual's pay for the days of absence. The penalty shall not apply if the absence has been authorized in advance by the department chair.

- 28.6: Office Hours:** Faculty members, regardless of delivery method used, shall maintain a minimum of five (5) office hours weekly during each term (3 hours for summer term) at times convenient to both the faculty member and to his/her students. Office hours shall be distributed over a minimum of three (3) days each week (2 days each week for summer term) unless alternative arrangements have been made subject to the approval of the department chair. During these times, a faculty member shall be available to meet with students in connection with courses and academic advisement. Office hours missed due to emergencies or unavoidable University obligations shall not be subject to the student grievance process.

For online course(s) the faculty member shall establish office hours for consultation with students at a distance utilizing available communication tools including email, chat, computer conferencing or other technologies. Such online office hours shall count toward the five (5) required office hours. The physical location of these online office hours is at the discretion of the faculty member. These online office hours may fall beyond the standard institutional business operations of the university; however, the students must be informed of online office hours in the syllabus. For each online course, the faculty member must conduct at least one office hour online per week. If the faculty member is teaching all online courses, four (4) hours will be scheduled online distributed between three calendar days and one hour must be in person on campus.

Faculty members teaching distance education course(s) shall post a statement regarding the methods and procedures to be utilized for office hours. Faculty members teaching distance education course(s) are expected to respond to student communications that occur outside of the scheduled office hours within two (2) business days of the receipt of the student communication.

- 28.7: Final Grades:** The parties agree that the individual faculty member retains the authority to make the final determination of the grade to be awarded to each student in his/her courses. No individual or committee shall be authorized to change a grade, except upon the recommendation of the faculty member who awarded the grade, or as provided in Article 20.2. The provisions of this article shall not apply in situations in which the faculty member is no longer in the employment of the University and cannot be contacted by the Administration.

Article
Miscellaneous

29

- 29.1: Salary Checks:** Faculty salary payments shall be made semi-monthly. Payments will be made by electronic transfer so that the money will be available in the bargaining unit member's account at the beginning of the University working day nearest to the fifteenth (15th) and last day of each month. Faculty members with nine-month contracts will have the option of being paid in eighteen (18) semi-monthly payments or twenty-four (24) semi-monthly payments. A faculty member has the responsibility to identify his/her option by placing a checkmark beside the desired pay plan on his/her employment contract. Should a faculty member fail to return a signed contract by the required submission date or who fails to properly identify his/her option by way of the checkmark on his/her contract shall receive his/her pay in eighteen (18) semi-monthly payments. The selected pay option will remain in effect for the duration of the contract year. Changes in pay plan options may not be made during a contract year.
- 29.2: Payroll Deductions:** Upon proper individual authorization, the Administration shall administer the following payroll deductions and a record shall be kept of dates of transfer. Effective January 1, 2009, these deductions shall be transmitted no later than the next pay date.
- Association dues.
 - Up to two (2) tax-exempt charitable organizations.
 - U.S. Government Savings Bonds.
 - Tax-sheltered annuities; Individual Retirement Accounts (IRA), and IRS approved 403(b) programs.
 - Associated School Employees Credit Union.
 - Contributions to an Association Political Action Committee or the Fund for Children and Public Education.
 - the YSU Annual Fund.
 - Section 125 and premium "pass through" payments.
 - STRS service credit purchase.

An employee may enroll in a tax-sheltered annuity program once each year.

- 29.3: Bookstore and Athletic Tickets:** The University will fund the cost of a twenty percent (20%) discount for bargaining unit members on purchases of \$5.00 or more on items sold by the University Bookstore and the cost of a fifty percent (50%) discount on athletic tickets and University Theatre tickets for use by bargaining unit members and their immediate families. (The athletic ticket discount shall be available on individual athletic events only if the tickets are purchased at least one (1) day before the event.)
- 29.4: Tuition or Fee Remission:** Children and spouses/domestic partners (for purposes of this article, the term "domestic partner" shall apply to same sex domestic partners only) of bargaining unit members shall enjoy the benefits of early registration each semester they are enrolled and shall be granted remission for instructional fees at YSU, including out-of-state instructional fees where applicable. "Children" for purposes of this article are the biological children, legally adopted children, or step-children of a bargaining unit employee. Bargaining unit employees must provide sufficient evidentiary information requested by the University such as copies of marriage licenses, birth certificates, and certificates of adoption to assist the University in determining that the child, spouse, or domestic partner is eligible for tuition remission. Bargaining unit employees must also properly complete the University's application/affidavit in order to receive tuition re-

mission. Dependent children shall be eligible for fee remission to the end of the academic year during which they reach age twenty-five (25). However, a step-child of an employee who dies is only eligible for fee remission as long as the surviving spouse of the deceased employee remains unmarried or, if the step-child is already enrolled at YSU, then for the remainder of a maximum of four (4) total years of tuition remission.

Bargaining unit members shall receive remission of instructional and general fees, including out-of-state fees where applicable, for up to eighteen (18) semester hours per academic year and six (6) semester hours each summer term. Courses may not be taken at times that conflict with assigned duties. Remission of the general fee shall be granted to members of the bargaining unit only. The restriction of six (6) semester hours shall not apply to courses taken at YSU as part of a Sabbatical or Faculty Improvement Leave granted under the provisions of Article 6.

Bargaining unit members who retire during the term of this Agreement shall continue to be eligible for the fee remission described above, and their dependents shall continue to be eligible for fee remission for dependents, as described above, to include remission of instructional fees. Dependent children of an employee who dies are eligible for fee remission of instructional fees until the end of the academic year during which they reach age twenty-five (25). A surviving spouse of an employee who dies is eligible for fee remission as long as he/she remains unmarried.

- 29.5: Travel Reimbursement for Instruction:** Faculty members who are required to provide instruction or perform other official duties off campus shall be reimbursed for travel in their privately owned vehicles to local sites (less than fifty [50] miles from YSU). Travel for instruction and other official duties that involve international locations shall likewise be reimbursed according to the approved travel policies in the official YSU Travel Policy.

This section constitutes the terms and conditions for the delivery of instructional services by YSU full-time faculty engaged in teaching regular for-credit YSU courses at sites located beyond a fifty (50) mile radius from YSU's main campus. This section does not apply to those current full-time faculty members who are hired specifically to provide instruction exclusively at an off-campus site and who do not teach at the Youngstown main campus. Faculty shall be free to accept or reject such teaching assignments without prejudice.

Faculty shall be reimbursed for mileage, meals, and, subject to prior approval, for overnight stay in accordance with YSU's travel policy and regulations. Travel undertaken for this purpose shall carry University travel insurance. Mileage is defined to be that between the off-campus instructional site and either YSU's main campus or the point of departure, whichever is less.

Faculty shall be subject to all applicable Agreement provisions (syllabus, office hours, returning graded work to students, etc.) as if the course(s) were taught on YSU's main campus. The minimum number of office hours shall be one hour per week per course or section offered. Office hours at the main campus shall be reduced accordingly.

Should the off-campus course(s) trigger an administratively approved overload assignment, the faculty member shall receive overload compensation in accordance with Article 4.7. Normally, the number of overload courses shall not exceed one (1) per year per participating faculty member.

In addition to overload pay, if applicable, participating faculty members shall receive supplemental pay of up to a maximum of \$1,000 per academic term for instructional services provided at an off-campus site. This supplemental pay shall be determined as follows:

An assignment that involves one travel-day (one round trip) per week for a full academic term will qualify for a \$500 supplemental pay.

An assignment that involves two travel-days (two round trips) per week for a full academic term will qualify for the maximum \$1,000 supplemental pay.

For any assignment that involves more than two travel-days (more than two round trips) per week for a full academic term, the faculty member will be offered overnight stay (subject to the limits of YSU's travel policy and regulations) in order to reduce the travel to two travel-days (two round trips) per week.

- 29.6: Student Organization Advisors:** Faculty appointed as advisors to recognized student organizations are engaged in official University business while serving in such capacity. A pool of \$2,500 each year will be available for reimbursing faculty members for costs incurred in their role as faculty advisors to student organizations.
- 29.7: Home Address:** It is the responsibility of the bargaining unit member to provide a current address to both the Office of Human Resources and to the department chair. Notifications that the University sends to a faculty member's home address shall be mailed to the current address on record in Human Resources.
- 29.8: Andrews Student Recreation and Wellness Center:** Members of the bargaining unit and retired bargaining unit members shall have access to the Andrews Recreation and Wellness Center during normal operating hours. In addition, dependent children aged 18 or older and spouses/domestic partners of bargaining unit members shall have access to the Andrews Recreation and Wellness Center during non-peak hours as indicated by the Director of the Wellness Center and based on utilization data for an annual fee of \$100 per person or \$200 per family. At the beginning of each semester, non-peak hours shall be defined and that information distributed to all employees.
- 29.9: Official Forms:** The Office of Human Resources shall maintain a repository of official forms to be used for applying for promotion, sabbatical, faculty improvement leaves, and other applications specified in this Agreement, as well as forms for faculty evaluation. The forms shall be available in paper copy and online. These forms shall not be changed without the mutual consent of the Administration and the Association.
- 29.10: Deadlines:** If a deadline stated in any part of this Agreement falls on a date that the University is closed, the effective deadline will move to the next business day.

Article

30

Types and Duration of Contracts

- 30.1: General:** The standard length of a faculty contract shall be nine (9) months, although exceptions may be made by mutual consent of the University, the Association, and the employee. Faculty members' contracts shall be designated as "tenured," "probationary," "clinical probationary," "term," "temporary," "visiting," "post-doctoral," or "degree completion," and may be designated as "terminal." Faculty members who are tenured shall receive contracts so designated. Terminal degree is defined in Appendix A.

30.2: Types of Faculty Contracts: The types of faculty contracts and special provisions of these types are described as follows:

- **Term:** This type of contract is issued to a faculty member at the rank of Assistant Professor if the faculty member holds a terminal degree in his/her field or at the rank of Instructor if the faculty member has not completed the terminal degree in his/her field. A Term contract may be renewed indefinitely on an annual basis. A faculty member holding a Term contract is not eligible to apply for promotion and is not eligible to apply for tenure. A faculty member holding a Term contract is not eligible to apply for a sabbatical, a faculty improvement leave, Research Professorship, or reassigned time under Article 27.4. A faculty member who has held five (5) or more consecutive term contracts shall be eligible to be nominated for a Distinguished Professor Award.
- **Temporary:** This type of contract is issued to a faculty member at the rank of Assistant Professor if the faculty member holds a terminal degree in his/her field or at the rank of Instructor if the faculty member has not completed the terminal degree in his/her field. A Temporary contract runs for three-years if the faculty member performs satisfactorily. It may be renewed once for a second three-year period. At the end of the second three-year contract, these faculty members may be appointed to a Term contract with the approval of the faculty, department chair, dean, and provost. A faculty member holding a Temporary contract is not eligible to apply for promotion and is not eligible to apply for tenure. A faculty member holding a Temporary contract is not eligible to apply for a sabbatical, a faculty improvement leave, Research Professorship, or reassigned time under article 27.4. A faculty member who has served (5) or more consecutive years on a Temporary contract shall be eligible to be nominated for a Distinguished Professor Award.
- **Degree Completion:** This type of contract is issued at the rank of Instructor to a faculty member who is actively pursuing a relevant terminal degree. The initial letter of appointment shall specify a date by which the terminal degree shall be completed. The contract will be renewed annually, pending satisfactory progress toward the completion of the degree as determined by the chair and with the approval of the dean and the provost. Upon completion of the degree, the faculty member shall be assigned the rank of Assistant Professor and issued a probationary contract beginning the following term. At the request of the faculty member and with the recommendation of the chair and the dean and the approval of the provost, the faculty member will be given up to three years credit toward tenure, but in no case will the faculty member be given credit for more years than she/he has held a Degree Completion Contract.
- **Probationary:** This type of contract is issued to a faculty member at the rank of Assistant Professor or above who has completed the terminal degree in his/her field, or who holds alternative credentials proposed by the department and approved by the appropriate dean; a faculty member issued a Probationary contract has not yet received tenure but is progressing toward it. The contract shall indicate the year of progression in the tenure process.
- **Probationary Clinical Faculty:** Clinical faculty are individuals in the health sciences who teach, participate in patient care, and supervise students participating in patient care. This type of contract is issued to a faculty member at the rank of Clinical Instructor if the faculty member holds a master's degree in his/her field and has a minimum of two years of employment experience in his/her field. A faculty member who holds a doctoral degree in a relevant discipline may be issued a contract at the rank of Clinical Assistant Professor. The contract shall indicate the year of progression in the tenure process. At the Instructor's rank, a faculty

member holding this contract is not eligible to apply for a Research Professorship.

- **Tenure:** This type of contract is issued to a faculty member who, subsequent to a tenure review, has received written notification from the president of the University that tenure has been granted. A faculty member who has been issued a Tenure contract will be sent annual letters of reappointment specifying rank and salary.
- **Terminal:** This type of contract is issued to a faculty member when it is known at the time contracts are issued that the year covered by the contract is to be the final year of service.
- **Visiting:** This type of non-tenure track contract is issued to a faculty member for a term of up to one year and may be renewable to cover a period of up to three academic years. The number of Visiting contracts for a year shall not exceed six. The salary for a visiting faculty member that falls below the minimum for a particular rank specified in Article 4 shall be determined by consultation and approval of the Executive Committee of the Association and the provost. Faculty on a Visiting contract shall not have the shared rights specified in Article 9.43a of the Agreement. Faculty on a Visiting contract shall not be eligible to apply for a sabbatical, an FIL, a Research Professorship, or reassigned time under Article 27.4 and shall not be eligible to receive a Distinguished Professor Award.
- **Postdoctoral:** This type of contract is issued to a faculty member who has completed a doctoral degree in his/her field. There shall be two (2) types of postdoctoral contracts: a Research postdoctoral and a Teaching postdoctoral. A Research postdoctoral shall not exceed four (4) SH per semester in teaching, and a Teaching postdoctoral shall not exceed nine (9) SH per semester in teaching. This type of contract may be renewed no more than one (1) time.

A faculty member holding a Postdoctoral contract is not eligible to apply for tenure and promotion, sabbatical, faculty improvement leave, research professorship, reassigned time under Article 27.4, or Distinguished Professor Award.

- **Supplemental:** The Administration and Association may develop supplemental contracts for faculty to perform duties beyond those included in the expected activities of faculty. Such contracts shall be reviewed for approval by a three-member committee made up of one member appointed by the provost, one appointed by the Association president, and one member mutually selected by the two appointees. Approval is not required for supplemental payment funded from external sources or amounts less than \$200.00.

- 30.3: Other Contracts:** In special circumstances, an exception to the types of contracts listed in Article 30.2 of the Agreement may serve the interests of both the University and the Association. In such cases, the provost and the president of the Association, with the approval of the Executive Committee, may agree to a contract under terms other than those indicated in Article 30.2. It is understood, however, that all such faculty shall be members of the bargaining unit and shall be subject to the terms of the Agreement.

Article Distance Education

31

- 31.1: Introduction:** The Administration and Association recognize that advances in technology may allow for the development of technologically innovative methods of instruction that enhance accessibility to learning and may increase enrollments. The definition of "Distance Education" as

used here is in Appendix A.

31.2: Distance Education (DE) Advisory Committee: A Distance Education Advisory Committee (DEAC) composed of the Distance Education Director, one individual appointed by the dean of the School of Graduate Studies and Research, one individual appointed by the Administration, and one Area Coordinator (AC) member from each college with DE experience, recommended by the dean of that college in consultation with the Distance Education Director, shall be established. The Distance Education Director shall serve as chair of this committee. The role of the AC on this committee shall be to

- Act as a liaison between the DE Office and his/her college.
- Consult with the Dean by providing needed information for the development of college DE program goals or plans, including equipment replacement, quality assurance, or course offering plans.
- Assess the success of courses in their college and submit a semester report back to the DEAC.
- Assess the success of online programs in their college and submit an annual report to the DEAC.
- Assess DE technological or educational needs and goals in their college and include this information in the annual report submitted to the DEAC.
- Communicate to faculty, students, or other stakeholders in their college the availability of, or changes to, DE courses or materials, programs, services, or applications.
- Help generate faculty interest in DE.
- Work with faculty in their college to develop and implement the highest quality courses, programs, and services.
- Provide technical or logistical support to users of distance education classrooms, equipment, web sites, or services.
- Perform other tasks deemed appropriate by the provost and/or the DE Director.

The charge of the DEAC committee shall be to use the needs assessment reports submitted by the ACs to

- Make suggestions for improvements on items such as new workshops, needed technology, and training.
- Make suggestions for the development of additional program goals or plans, including equipment replacement, quality assurance, or course offering plans.
- Discuss the effectiveness of distance programs in promoting knowledge or skill acquisition.

31.3: Rights and Responsibilities: The following describes the role and responsibilities of those parties involved with distance education:

- During the period of this contract, opportunities to participate in distance education can be accepted or rejected by faculty members without prejudice.
- A faculty member teaching distance education courses will be required to complete training as specified by DE policy beginning in the academic year 2012.
- A faculty member teaching distance education courses shall minimally comply with all of the standard practices, procedures, and criteria that have been established for traditional in-the-classroom courses, except as set forth below.
- The chair schedules distance-education courses. These courses shall be subject to the usual norms and responsibilities of review and coordination associated with the functions of the college and department. Once a course has been scheduled as a traditional, web-based, web-

centric, hybrid, or video conferencing course, it cannot be converted to another instructional method without the prior approval of the chair.

- The student evaluation of teaching instrument for web-centric, and video conferencing courses will be the same as that used for web-based courses.
- Faculty will comply with the EDUCOM Code of Ethics. Consult this website for details: <http://net.educause.edu/ir/library/html/code.html>.
- Support Services: Within the limits of available resources, the University shall provide technology, software, equipment, and personnel.

- 31.4: Asynchronous Class Size:** In the spirit of collaboration and to keep the decision closest to those with the teaching and learning expertise for the particular discipline, distance-education class size will initially be determined at the department level. Faculty members teaching or developing a course to be taught online and the department chair of the department offering the course will determine the maximum class size based on andragogical/pedagogical considerations.

If agreement on the maximum enrollment cannot be reached among the department chair and the faculty teaching or developing an online course, the maximum class size will be subject to review and recommendation by the Distance Education Advisory Committee (DEAC).

Final decisions on the disputed class size will be determined by the dean after review of the recommendations of the DEAC. If the dean's recommendation is not reflective of the DEAC recommendation, he/she must explain, in writing why the deviation occurred. A copy must be submitted to the chair of the DEAC, department chair, and the faculty member. Enrollment may be increased above the number typically specified for a particular course with the permission of the faculty member teaching the course. In some cases class size may be increased above the maximum enrollment specified by arranging for additional teaching assistance/support (such as teaching assistants and tutors) and resources to ensure that learning environment remains conducive to effective teaching and effective student learning even with larger enrollments.

In no case shall class size exceed the enrollment conducive to effective teaching and effective student learning.

Distance education technology shall not be used to retrench faculty. All guidelines that apply to traditional courses in regards to workload apply to distance-education courses.

- 31.5: Course/Program Development:** Faculty members are not permitted to develop distance-education courses for Youngstown State University unless their proposals are accepted by the provost or his/her designee.

- 31.6: Compensation for Web-based (WB) courses ONLY:**

1. Course Development:

- Courses that are certified by a YSU DE internal review team and/or Quality Matters (QM) beginning summer 2015 shall be compensated with a stipend of \$2,000 to be paid after the course has been certified as identified herein.
- Courses approved for development at a higher payment under the terms of the 2011-14 agreement, must be certified prior to August 17, 2017 in order to receive compensation at the higher rate.
- Major Course Re-development: If approved for re-development, \$1,000 to be paid after

the course has been re-certified by a YSU DE internal review team and/or Quality Matters (QM).

- A course developer who is a member of the bargaining unit shall have the first right of refusal to teach the course he/she developed. A procedure to ensure the exercise of the right of first refusal for summer course rotation shall be identified in the department governance document.
 - If multiple sections of the course must be offered, and the developer exercises the right of first refusal, faculty other than the developer may be assigned to teach the second, third, fourth, etc. sections. If multiple sections of the course must be offered, and the developer does not exercise the right of first refusal, faculty other than the developer may be assigned to teach all sections.
2. **Course Instruction:** Faculty members teaching WB courses for the first time will receive a one-time payment of \$1,000 per course for the 2014-2015 academic year.

Beginning summer 2015, there shall be no additional compensation for the delivery of WB courses.

Appendix A Definitions

Copyright	that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.
Department	academic, administrative, and other budgetary units of the University. An academic department is a budgetary unit that serves the institution's missions of instruction, scholarship, and service.
Dependent	a spouse recognized under Ohio law, a University certified domestic partner, or a dependent child as defined below.
Dependent Child	unmarried children (son, daughter, stepson, stepdaughter, legally adopted son, legally adopted daughter) of benefits-eligible employees. A "dependent child" must meet the definition as a legal dependent of the employee as stipulated by the United States Internal Revenue Code or the Ohio Revised Code, whichever is more inclusive.
Distance Education	The United States Distance Education Association defines distance education as the process that culminates in the acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning at a distance. The planned learning process normally occurs in a different place from teaching and as a result requires special techniques of course design, special instructional techniques, special methods of communication by electronic and other technology, as well as special organizational and administrative arrangements. (See Web-based (WB), Web-centric (WC), Hybrid (HY), and Video Conferencing (VC) below.)
Domestic Partner	a person who, according to the employee's affidavit, has shared a committed, on-going domestic relationship with the same-sex employee for not less than the continuous preceding twelve (12) months. Affidavits shall be on a form provided by the University and maintained in its records.
Faculty Member	individuals included in the bargaining unit as defined in Article 2, unless specified otherwise within and for the limited purpose of a particular article.
Gross Royalty Income	gross revenue resulting from a given Intellectual Property.
Hybrid (Hy)	courses where students meet in a traditional classroom setting during the semester and where between 1/3 and 3/4 of the instruction and interaction occur via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.

Intellectual Property	inventions, discoveries, works of authorship and/or other creative works that may be subject to protection under federal or state patent, copyright, trademark, and/or trade secret laws arising from or related to the works or efforts of faculty.
Invention	any discovery, product, process, machine, composition of matter and/or improvements which may be patentable.
Joint Efforts	projects in which the faculty member and the University knowingly and voluntarily enter into a written agreement, including a sponsored project, as part of the fulfillment of the faculty member's normal duties and responsibilities. The signing of a specific contract with YSU for subsidized research cannot be a stipulated condition of employment.
Leave of Absence	a temporary release from contractual duties for a period of up to one year and is subject to renewal.
Loan of Faculty	a full or partial temporary reassignment from one department to another within the University in accord with the job description and the individual's qualifications.
Net Royalty Income	gross royalty income less costs incurred by the inventor(s)/author(s), the University, and any third party commercializing the product, including securing legal protection and licensing.
Normal Attrition	any reduction in departmental personnel due to resignation, retirement, transfer or nonreappointment (for reasons other than retrenchment), or death.
Patent	that bundle of rights that protect inventions or discoveries which constitute any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof.
Retrenchment	a reduction in department personnel because of financial exigency, program curtailment, or decreased student credit hours.
Scholarship	the faculty duty to maintain a working commitment to inquiry, research, and/or creative achievement as appropriate to one's field and, to the extent possible, to join one's scholarship with effective classroom teaching.
Service	the faculty duty to act as a responsible "citizen" of one's learned profession, and as an officer of one's educational institution. After a period of personal growth and development as a teacher and creative scholar, a faculty member is expectedly to assume increased responsibility, in keeping with the faculty member's professional interests, for the government of the University, the standards of the faculty member's discipline, and the welfare of the civic community.
Tangible Media	Such media include, but are not limited to, books, periodicals, manuscripts, digital media, phonorecords, films, tapes, and disks.

Teaching	the faculty duty to attain and maintain comprehensive knowledge in one's field of study, to prepare thoroughly, to show intense interest in students as well as sensitivity to student interest, to maintain open-mindedness, independence and integrity, and above all, to have and to transmit intellectual enthusiasm to students.
Terminal Degree	the Ph.D. degree or an equivalent, research-oriented doctoral degree in all fields that grant a doctorate. In fields where there is no doctorate, the educational requirements for a probationary appointment will be determined by the academic department, with the approval of the college dean. Decisions regarding the appropriate credentials shall be based upon documented national standards, e.g., those set by professional associations or accrediting agencies.
Trade Secret	any information that (a) derive economic value from not being readily known or available to others, and (b) is protected from disclosure by reasonable efforts.
Transfer of Faculty	a permanent reassignment from one department to another within the University in accord with the job description and the individual's qualifications.
University Support	significant use (\$5000 in unreimbursed use, other than incidental uses which include public facilities and normal services including library and computer use) in connection with the work, including support provided by another organization when administered or controlled by the University. Significant use of University facilities means extensive unreimbursed use of laboratory, studio, or computer facilities, or human resources. For purposes of Article 27, Sabbatical/Faculty Improvement Leaves, Research Professorships, and reassigned time for normal duties are specifically excluded from consideration as significant use.
Video Conferencing	(also known as Interactive Distance Learning)—Course where (VC) students meet synchronously on site and at a remote site on a specific day and time. Students can see and interact with the instructor and fellow students using interactive video conferencing systems.
Web-Based (Wb)	100% online course where students interact asynchronously with the instructor and other students. Students do not meet in a traditional classroom setting during the semester. Although there is no set time for instruction, there are likely deadlines placed on assignments. Off-campus proctored exams and/or presentations may be required at authorized proctoring sites or at designated locations in compliance with the Higher Education Opportunity Act (HEOA) provision regarding student authentication.
Web-Centric (Wc)	courses in which students interact both synchronously and asynchronously with the instructor and other students. Typically 75% or more, but not all, of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.

Works for Hire

University-commissioned projects whereby a faculty member and the University knowingly and voluntarily entering into a written agreement to create a specific intellectual property; such efforts are not in fulfillment of the faculty member's normal duties and responsibilities.

Works of Authorship

Such works include, but are not limited to, the following: computer programs, literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works.

Appendix
Retrenchment Matrix

B

Action	Tenured Faculty Member	Non-Tenured Faculty Member
Permanent Transfer to another academic department	When a tenured faculty member is transferred to another academic department, he/she retains his/her rank, salary, and tenure status.	When a non-tenured faculty member is transferred to another academic department, he/she retains his/her rank and salary. His/her years of service in the former department count toward the acquisition of tenure except that the receiving department shall be granted no less than two (2) years of actual service in that department before tenure may be acquired therein.
Permanent Transfer to a non-academic department	When a tenured faculty member is transferred to a non-academic department, he/she retains his/her rank and tenure in the former department. The salary in the non-academic position shall not exceed the amount budgeted for the position.	When a non-tenured faculty member is transferred to a non-academic department, his/her salary in the non-academic position shall not exceed the amount budgeted for the position. If he/she should return to his/her former "home" department, he/she holds the rank and tenure status as he/she had at the time of transfer.
Full or Partial Loan to an academic department.	When a tenured faculty member is placed on full or partial loan to another academic department, he/she retains his/her rank, salary, and tenure status.	When a non-tenured faculty member is placed on full or partial loan to another academic department, he/she retains his/her rank and salary. His/her years on loan count towards the acquisition of tenure. The "home" department will make tenure, promotion, and salary recommendations on the loaned faculty member in consultation with the "loan" department.
Full loan to a non-academic department	When a tenured faculty member is placed on full loan to a non-academic department, he/she retains his/her rank and tenure status. The salary in the non-academic position shall not exceed the amount budgeted for the position.	When a non-tenured faculty member is placed on full loan to a non-academic department, he/she accumulates no credit towards the acquisition of tenure. When he/she returns to his/her "home" department, he/she holds the same rank and tenure status as he/she had at the time of the loan. His/her salary in the non-academic position shall not exceed the amount budgeted for the position.
Partial loan to a non-academic department	When a tenured faculty member is placed on partial loan to a non-academic department, he/she retains his/her rank, salary, and tenure status.	When a non-tenured faculty member is placed on partial loan to a non-academic department, he/she retains his/her rank, salary, and tenure status; his/her years on partial loan count towards tenure; the "home" department continues to make tenure, promotion, and salary recommendations for the loaned faculty member.

Appendix Faculty Tasks, Duties, and Assignments

C

Introduction: The following standards shall be considered as normal for the areas of teaching, scholarship, and professional service:

- A. Teaching.** The highest standards are comprehensive knowledge of the field of study, thorough preparation, intense interest in students as well as sensitivity to student interest, open-mindedness, independence and integrity, and above all, intellectual enthusiasm which is transmitted to students.
- B. Scholarship.** The standard of scholarship requires a working commitment to inquiry and research and to creative achievement. The University obligation for the generation of new knowledge and practices imposes a responsibility for creativity, whether in inquiry and investigation, writing, design and production, or in the performing and fine arts. In the best of scholars and the best of teachers, creative inquiry is joined with effective classroom teaching.
- C. Service.** A University faculty member is a "citizen, a member of a learned profession, and an officer of an educational institution," according to the 1940 joint AAUP/AAC Statement of Principles on Academic Freedom and Tenure. After a period of personal growth and development as a teacher and creative scholar, a faculty member may properly be expected to assume increased responsibility, in keeping with the faculty member's professional interests, for the governance of the University, the standards of the faculty member's discipline, and the welfare of the civic community.

A representative but not prioritized list of tasks, duties, and assignments of the members of the bargaining unit in the areas of teaching, scholarship, and service follows:

(a) Teaching: Teaching may include the following activities:

1. instruction, preparation, and supervision.
2. instruction by a variety of delivery methods which could include asynchronous distance education (web based), video teleconference (interactive distance learning), field-based or off-campus instruction.
3. laboratory design, preparation, instruction, supervision, and other associated responsibilities.
4. student teacher supervision and evaluation.
5. measurement of student performance including the preparation, administration, grading, and evaluation of tests, papers, examinations, and reporting of grades.
6. conferences with and academic advisement of students outside of their registration needs.
7. coordination, supervision, and evaluation of student research beyond regular course assignments, including research for a graduate degree.
8. coordination and supervision of student activities directly related to the academic program such as directing the debate team or supervising the intramural athletic program; coordination and supervision of academic programs such as Classical Studies, Engineering Technology programs, and English Composition.
9. experiments in teaching methods and teaching-oriented research.
10. writing letters of recommendation for students.
11. selection and procurement of books, films, and other materials for classroom or laboratory use.

12. evaluation periodically of library holdings and recommendation of books to be ordered by the library.
13. development of new courses and programs of study.
14. service as a member of a graduate student's research project committee.
15. development and participation in course and program assessment activities.
16. active participation in efforts to improve student retention and graduation rates.
17. other similar activities.

(b) Scholarship: Scholarship may include the following activities:


1. research that leads to the discovery of new knowledge or new applications of existing knowledge.
2. publication in scholarly journals, including peer-reviewed online journals, or books and/or research intended to lead to the same.
3. research related to the scholarship of teaching and learning.
4. ongoing reading and research to maintain proficiency and growth in one's field of professional specialization.
5. in the case of fine and performing arts, regular practice and performance to maintain and develop professional skills.
6. research intended to lead to the preparation and presentation of a scholarly paper to a professional society, or a paper in one's field of specialization to any group.
7. editing professional journals and serving as a referee of manuscripts that have been submitted to a journal.
8. reviewing texts in one's field of specialization for publishers.
9. holding membership or an office in professional associations.
10. attendance and participation in meetings, conferences, and conventions of professional associations.
11. writing proposals for financial support of research or other projects, including academic institutes or workshops.
12. consulting with YSU faculty on research proposals or projects.
13. University-sponsored research.
14. discipline-connected consultation or discipline-connected community service.
15. other similar activities.

(c) Service: Service may include the following activities:

1. service on department, college, and University committees.
2. service on Association committees.
3. service on the Academic Senate and its committees.
4. service on University-related committees.
5. participation in University-sponsored and other activities to recruit students.
6. interviewing and screening candidates for faculty and staff appointments.
7. coordination, advisement, and supervision of student organizations or student activities not directly related to the academic program.
8. advising and counseling of students.
9. participation in University-sponsored community service or community projects.
10. taking inventory of equipment and supplies.
11. service as the designated representative of the University.
12. participation in community-sponsored activities within the University.
13. discipline-related public service.
14. mentoring of faculty.


15. activities related to General Education Requirements.
16. other similar activities.

Appendix D
Insurance Benefits



MEDICAL MUTUAL OF OHIO
AND ITS FAMILY OF COMPANIES

Youngstown State University
Effective July 1, 2014



Benefits	Network	Non-Network
Benefit Period	January 1 st through December 31 st	
Dependent Age	Up to Age 26 Removal upon End of Month	
Older Age Child	Ages 26 - 28 Removal upon End of Month (cost of coverage at the employee's expense)	
Pre-Existing Condition Waiting Period	Not Applicable	
Blood Pint Deductible	0 pints	
Overall Annual Benefit Period Maximum	Unlimited	
3 month Deductible Carryover	Not Covered	
Benefit Period Deductible – Single/Family ¹	\$250/\$500	\$425/\$950
Coinsurance	90%	70%
Coinsurance Out-of-Pocket Maximum (Excluding Deductible) – Single/Family	\$925/\$1,725	\$2,000/\$4,000
Total Medical Out-of-Pocket Maximums – (Including Deductible) - Single/Family	\$1,175/\$2,225	\$2,425/\$4,950
Maximum Out-of-Pocket (MOOP) ³ Including deductible, Coinsurance Out-of-Pocket Maximums and Copays) Single/Family	\$6,350 / \$12,700	Does Not Apply
Physician/Office Services		
Office Visit (Illness/Injury) ^{2,3}	\$15 copay, then 100%	70% after deductible
Urgent Care Office Visit ^{2,3}	\$15 copay, then 100%	70% after deductible
Advanced Practicing Nurse/Office Visit ^{2,3}	\$10 copay, then 100%	70% after deductible
All Immunizations – Medically Necessary	90% after deductible	70% after deductible
Administration of H1N1	100%	
Preventive Services		
Preventive Services, in accordance with state and federal law ³	100%	70% after deductible
Routine Physical Exams (Age 21 and over)	100%	70% after deductible
Well Child Care Services including Exams, Well Child Care Immunizations and Laboratory Tests (To age 21)	100%	70% after deductible
Routine X-rays, Labs and Medical Tests	100%	70% after deductible
Routine Colonoscopy	100%	70% after deductible
Routine Mammogram (One per benefit period)	100%	70% after deductible
Routine Pap Test (One per benefit period)	100%	70% after deductible
Routine PSA Test	100%	70% after deductible
Routine Vision Exam (One per benefit period)	100%	70% after deductible
Routine Hearing Exam (One per benefit period)	100%	70% after deductible
Outpatient Services		
Surgical Services	90% after deductible	70% after deductible
Diagnostic Services	90% after deductible	70% after deductible
Physical Therapy & Occupational Therapy - Facility and Professional (40 visits combined per benefit period)	90% after deductible	70% after deductible
Chiropractic Therapy – Professional Only (12 visits per benefit period)	90% after deductible	70% after deductible

Youngstown State University – eff January 1, 2012 Non-Grandfathered 1st Health Network – SuperMed Plus / PPO – age 26/28

MOOP effective 07/01/2014 (Rev. 04/25/14)

Speech Therapy – Facility and Professional (20 visits per benefit period)	90% after deductible	70% after deductible
Cardiac Rehabilitation	90% after deductible	70% after deductible
Emergency use of an Emergency Room ^{4,5}	\$75 copay, then 100%	
Non-Emergency use of an Emergency Room	90% after deductible	70% after deductible
Benefits	Network	Non-Network
Inpatient Facility		
Semi-Private Room and Board	90% after deductible	70% after deductible
Maternity Services	90% after deductible	70% after deductible
Skilled Nursing Facility	90% after deductible	70% after deductible
Human Organ Transplants	90% after deductible	70% after deductible
Additional Services		
Allergy Testing	90% after deductible	70% after deductible
Allergy Treatments	90% after deductible	70% after deductible
Ambulance Services includes Air	90% after deductible	70% after deductible
Durable Medical Equipment / Medical Supplies	90% after deductible	70% after deductible
Home Healthcare	90% after deductible	70% after deductible
Hospice Services	90% after deductible	70% after deductible
Private Duty Nursing	90% after deductible	70% after deductible
Weight Loss Services (including complications from weight loss surgical services)	90% after deductible	70% after deductible
Mental Health and Substance Abuse – Federal Mental Health Parity		
Inpatient Mental Health and Substance Abuse Services	Benefits paid are based on corresponding medical benefits	
Outpatient Mental Health and Substance Abuse Services		

Note: Services requiring a copayment are not subject to the single/family deductible.

Deductible and coinsurance expenses incurred for services by a non-network provider will also apply to the network deductible and coinsurance out-of-pocket limits.

Deductible and coinsurance expenses incurred for services by a network provider will not apply to the non-network deductible and coinsurance out-of-pocket limits.

Non-Contracting and Facility Other Providers will pay the same as Non-Network.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

¹ Maximum family deductible. Member deductible is the same as single deductible.

² The office visit copay applies to the cost of the office visit only.

³ Preventive services include evidence-based services that have a rating of "A" or "B" in the United States Preventive Services Task Force, routine immunizations and other screenings, as provided for in the Patient Protection and Affordable Care Act.

⁴ Copay waived if admitted. The copay applies to room charges only. All other covered charges are not subject to deductible or coinsurance.

⁵ Copays apply to the Maximum Coinsurance Out-of-Pocket (MOOP) \$6,350-Single / \$12,700-Family – Affordable Care Act.

**Appendix D: Insurance Benefits
(Continued)**

Definitions:

Contract Period and Fiscal Year are defined as the 12-month period July – June

Funding Level—The overall dollars needed to cover estimated health care expenses. The **Funding Level** will be converted to **Funding Rates** for the **Contract Period**:

For the Fiscal Year beginning July 1, 2014:

Medical = the sum of the Expected Claims Liability, Fixed Costs and the midpoint between the Expected Claims Liability and Maximum Claims Liability.

Rx = Expected Claims Liability + (Expected Claims Liability x 15%) + Fixed Costs

Dental = Expected Claims Liability + (Expected Claims Liability x 15%) + Fixed Costs

Vision = Expected Claims Liability + (Expected Claims Liability x 15%) + Fixed Costs

Because of the methodology using the 15% margin in the Funding Level formula above and plan experience for the plan ending June 30, 2014, the Funding Rates for July 1, 2014 shall increase 0% from the July 1, 2013 Funding Rates.

For the Fiscal Year beginning July 1, 2015:

Medical = Expected Claims Liability + (Expected Claims Liability x 7-1/2%) + Fixed Costs.

Rx = Expected Claims Liability + (Expected Claims Liability x 7-1/2%) + Fixed Costs

Dental = Fully insured rate as set forth by the dental insurance carrier

Vision = Fully insured rate as set forth by the vision insurance carrier

Because of the methodology using the 15% margin in the July 1, 2014 Funding Level formula above and a 7-1/2% margin in the July 1, 2015 Funding Level, the Funding Rates for the July 1, 2015 plan year are guaranteed not to exceed a 5.5% increase over the July 1, 2014 plan year Funding Rates.

For the Fiscal Year beginning July 1, 2016:

Medical = Expected Claims Liability + (Expected Claims Liability x 3-3/4%) + Fixed Costs.

Rx = Expected Claims Liability + (Expected Claims Liability x 3-3/4%) + Fixed Costs

Dental = Fully insured rate as set forth by the dental insurance carrier

Vision = Fully insured rate as set forth by the vision insurance carrier

Because of the methodology using the 15% margin in the July 1, 2014 Funding Level formula above, a 7-1/2% margin in the July 1, 2015 Funding Level, and a 3-3/4% margin in the July 1, 2016 Funding Level, the Funding Rates for the July 1, 2016 plan year are guaranteed not to exceed a 5.5% increase over the July 1, 2015 plan year Funding Rates maximum.

Funding Rates are based on a structure that includes Employee Only; Employee + One Dependent; and Family (Employee + two or more dependents).

Expected Claim Liability is determined by the stop loss carrier and/or Third Party Administrator (TPA) for the Contract Period, and/or actuary for the health care consultant.

Actual Costs = Paid Claims + Fixed Costs – Prescription Drug Rebates

Fixed Costs = Administrative Costs + Stop Loss Premiums

Appendix D: Insurance Benefits (Continued)

Funding Level/Rates Calculations

The July, 2014 - June, 2015 **Funding Level and Funding Rates** have already been established using the Fully Insured Equivalent and will not be recalculated until July 1, 2015 **Funding Rates** for the medical, prescription drug, dental and vision plans each July 1st, will be determined using the formulas identified above to calculate **Funding Level**.

Reserve

The University will maintain a health care Reserve in accordance with the guidelines outlined in the HCAC Target Reserve Policy.

HCAC Target Reserve Policy

- I. Components of the Target Reserve:
 - a. **IBNR Reserves** - represent the funds necessary to cover claims Incurred But Not Reported. For purposes of this contract, IBNR Reserves = 2.5 months of Expected Claims for medical, prescription drug, dental and vision claims. These are claims for which members have received services but the claims have not been paid or billed to the University; and
 - b. **Margin** - represents the difference between the Maximum Claim Liability (applies to medical only) and Expected Claims Liability set by the University's consultant. This amount is calculated by multiplying Expected Claims Liability by 125%.
- II. Targeted Reserves should be expressed as a range from Optimistic, Intermediate to Pessimistic to reflect the potential for variance.
- III. Funding of the Reserve should target the Intermediate Targeted Reserve Level of 35% of projected annual costs.
- IV. This Reserve Policy should be integrated in the annual Funding Level Calculations:
 - a. A three-year projection of the Targeted Reserves should be used to effectively plan and adjust accounts through premium increase or decreases;
 - b. Should the reserve balance exceed 45% of the average of the annual actual cost, the Health Care Advisory Committee shall consider options, including premium holidays, and make recommendations intended to reduce the reserve balance. The average of the annual actual cost is defined to be the three-year average of the annual actual cost required to operate the health care plan for the previous three fiscal years. The annual actual costs for a particular fiscal year includes claims or premium costs including stop loss insurance, administrative expenses incurred from vendors and consultants, wellness expenditures, all legally required fees and taxes associated with the health care plan, and other expenses that may be required to effectively operate the health care plans.
 - c. Should the reserve balance fall below 25% of the projected annual costs, the Health Care advisory Committee may consider options and make recommendations intended to raise the reserve balance.

- V. An actuarial consultant will confirm annually that the reserve policy is properly aligned with the stop loss coverage and to identify risks associated with the coordinated policies.

Employee Contributions

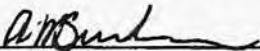
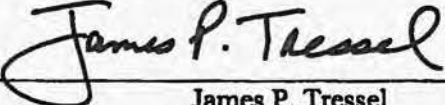

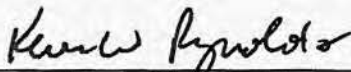
Employees will contribute, via payroll deduction, an aggregate of 15% of the Funding Level. In each year of the contract, once the funding rates are determined for the Employee Only; Employee + One Dependent; and Family (Employee + two or more dependents) contracts, the University and the Union will meet to identify the flat percentage of salary within the bargaining unit that is required for Funding Level to be reached in each year of the contract. Once both sides agree to the flat percentage, it will be implemented by the University. This will occur each July 1 of the contract thereafter.

Notwithstanding the foregoing formula, employees shall pay no more or no less than the following percentages of the Funding Rates: Minimum 11%; Maximum 21%.

Effective July, 1, 2015, and thereafter, the minimum will be 10% and the maximum will be 20%.

Signature Page

IN WITNESS WHEREOF, the parties hereto, by their duly authorized agents and officers, have affixed their signature.

Youngstown State University - Chapter of Ohio Education Association	Youngstown State University
 Annette Burden President	 James P. Tressel President
 Gabriel Palmer-Fernandez Chief Negotiator	 Kevin W. Reynolds Chief Negotiator

Committee Members

YSU-OEA

Gabriel Palmer-Fernandez
Annette M. Burden
Stephen Chalmers
Howard D. Mettee
Elvin B. Shields
Jamal Tartir
Peter Woodlock

YSU

Kevin W. Reynolds
Seth P. Briskin
Bryan W. DePoy
Charles L. Howell
Joseph J. Mistovich
Teresa Riley
Stephanie Smith
W. Gregg Sturru

**Side Letter of Agreement
2014-2017 Agreement between
Youngstown State University
and**

Youngstown State University Chapter of the Ohio Education Association

The following retirement incentive plan has been established to provide an opportunity for current faculty members to receive a retirement incentive provided that they have completed twenty-five (25) years of service with the University by August 11, 2015 or by August 15, 2016.

Eligible faculty members shall be required to apply in writing for the incentive plan no later than March 16, 2015 if retiring in 2015 and no later than January 30, 2016 if retiring in 2016.

Faculty members who apply and are determined to be eligible in 2015 must retire on or before August 11, 2015 in order to receive retirement incentive payments as follows:

\$10,000.00 payable on September 15, 2015
\$10,000.00 payable on September 15, 2016
\$10,000.00 payable on September 15, 2017
\$10,000.00 payable on September 15, 2018

Faculty members who apply and are determined to be eligible in 2016 must retire on or before August 15, 2016 in order to receive retirement incentive payments as follows:

\$10,000.00 payable on September 15, 2016
\$10,000.00 payable on September 15, 2017
\$10,000.00 payable on September 15, 2018
\$10,000.00 payable on September 15, 2019

Faculty members have an opportunity to withdraw from the plan if they provide written notification to the provost ninety days prior to their date of retirement.

Faculty members who retire on May 15, 2015 or later during the term of this agreement shall have the total amount payable to the employee as eligible retirement incentive (this side letter) and sick leave conversion pay (Article 19.2) paid by the University into an annuity contract or custodial account that is designed to meet the tax-qualification requirements of IRC Section 403(b) (a "TSA"). Participation in the 403(b) Plan shall be mandatory for any employee actively employed on or after May 15, 2015 for the duration of this agreement who will be age 55 or older in the calendar year in which the employee retires.


The required contribution to the 403(b) Plan shall be made in accordance with this side letter. However, if the amount payable to the 403(b) Plan in the calendar year of retirement would exceed the maximum amount that is permitted under the applicable federal income tax law for that year, the remaining amount that is permitted under the applicable federal income tax law for that year shall be contributed to the 403(b) Plan after the first payroll date in January of the next calendar year. If there are any remaining amounts, those amounts shall be contributed to the 403(b) Plan, after the first payroll date in January of the subsequent year, not to exceed the maximum permitted under the applicable federal income tax law for each year.

The TSA that shall be used for the 403(b) Plan shall be the group annuity contract of VALIC Retirement. 403(b) Plan participants shall be required to complete VALIC Retirement enrollment

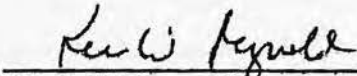
forms; and unless and until a member does so, no contribution of applicable retirement incentive and sick leave conversion pay shall be made to under the 403(b) Plan on behalf of the member.

Faculty members who participate in the retirement incentive plan acknowledge and agree to indemnify the University from any and all tax related liabilities associated with the above incentive payments. Faculty members will be required to sign the University's standard general release in order to receive incentive payments.

For the Association


Gabriel Palmer-Fernandez
Date: May 12, 2015

For the University


Kevin W. Reynolds
Date: May 12, 2015

Side Letter of Agreement
2014-2017 Agreement between
Youngstown State University
and

Youngstown State University Chapter of the Ohio Education Association

The following academic rank bonus payments have been established to provide acknowledgement to the various faculty ranks in recognition of their teaching, scholarship and research contributions to the University.

Contract Year Two The University will provide academic rank bonus payments to faculty members who are actively employed during the 2015-2016 academic year and were employed during the previous academic year in accordance with the following:

Professor	\$2,000.00
Associate Professor	\$1,500.00
Assistant Professor	\$1,300.00
Instructor	\$1,000.00

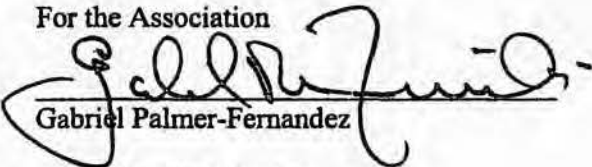
Said payments shall be paid on September 15, 2015 and will be subject to required state, federal and local taxes as well as contribution to the State Teachers Retirement System (STRS) or Alternative Retirement Plan as may be applicable to the individual faculty member.

Contract Year Three The University will provide academic rank bonus payments to faculty members who are actively employed during the 2016-2017 academic year and were employed during the previous academic year in accordance with the following:

Professor	\$1,000.00
Associate Professor	\$ 750.00
Assistant Professor	\$ 650.00
Instructor	\$ 500.00

Said payments shall be paid on September 15, 2016 and will be subject to required state, federal and local taxes as well as contribution to the State Teachers Retirement System (STRS) or Alternative Retirement Plan as may be applicable to the individual faculty member.

For the Association


Gabriel Palmer-Fernandez

Date: February 12, 2015

For the University


Kevin W. Reynolds

Date: February 12, 2015

Index

A

Academic Calendar · 50
Academic Department · 23
 Chairperson · 25
 Scheduling · 24
 Shared Rights and Responsibilities · 24
Academic environment · 59
Academic Environment
 Dean's Advisory Council · 23
Academic freedom · 52
Access
 to Building · 55
 to Personnel Files · 52
Accumulated sick leave · 16, 17
Accumulation and Use · 16
Actual Costs · 85, 86
Administration-Association Relations
 Access to Information · 57
 No Strike - No Lockout · 56
 Non-Discrimination · 55, 59
 Recorded Conversations · 57
 Regular Meetings · 57
 Representation Elections · 57
 Selection of Representatives · 57
Administrators · 1, 30, 39, 42, 52, 63
Administrators
 and Participation in Department Matters · 2
 and Right to Teach · 63
Adoption · 17, 18, 20, 66
adoptive parent · 17
Advising · 47
 and Association Rights · 54
Advising of departmental majors · 24, 47
Agreement · 1, 2, 3, 6, 7, 9, 10, 11, 12, 15, 16, 20, 21,
 22, 23, 24, 25, 26, 29, 32, 33, 34, 38, 39, 44, 49,
 50, 51, 52, 54, 55, 56, 57, 58, 61, 62, 67, 68, 70,
 72
 Printing of · 55
 Successor · 2
 Term of · 2
Alternative Retirement Program · 3
Annual Physical · 10
Appeals of Judicial Decisions · 58
Application
 for Promotion · 39, 40, 41, 43
 for Sabbatical or Faculty Improvement Leave · 14
ARP · 3
Assignment of faculty to offices · 24
Assistant and associate deans · 1
Assistant and associate vice presidents · 1
Assistants to the deans · 1
Assistants to the president · 1
Association dues · 56, 66
Association leave · 15, 18
Association Reassigned Time · 55
Association Rights · 54
 Access · 55

Committee Service and Advising Duties · 55
Printing of Agreement · 55
Use of Facilities · 55
Asynchronous Class Size · 72
Athletic coaches · 1
Athletic Ticket Deduction · 66
Athletic Ticket Discount · 66
Audio or video recording · 57

B

Bargaining Unit
 Exclusions · 1
 Scope of · 1
Booklets · 7, 9, *See* Insurance
Bookstore
 Discount · 66
Building Access · 60

C

Calendar (Academic) · 50
Cause for disciplinary action · 30
Certification Deficiency · 6
Chair evaluations · 51
Chairperson's Evaluation of Faculty · 37
 Modification of Form · 37
Classroom and Laboratory Space · 60
Classrooms
 Meetings regarding · 60
Clinical Faculty · 48, 69
COBRA Rights · 11
College Promotion Committee · 41
College-Specific Workload Provisions · 48
Commitment to Students · 53
Committee Assignments · 48
Committee Service
 and Duties · 55
Compensation for Web-based (WB) courses · 72
Completed pre-tenure reviews · 49
Conference Courses · 5, 45
Conflict of Commitment · 64
Conflict of Interest · 64
Consulting · 64, 80
Continuation of Services · 32
Continued Benefits · 54
Contract Courses · 48
Contract Period · 66, 85, 86
Contracts
 Other Types of Contracts · 71
 Standard Length · 69
 Types · 70
Convertible life insurance policy · 11
Conviction of a felony · 30
Copyright · 75
Corrective Action · 29, 30, 31, 32, 52
Course and program assessment plans · 24
Course Outline · 64

Course/Program Development · 73
 Coverage Eligibility for Approved Leaves · 11
 Coverage Levels and Additional Coverage Features · 8
 CPC · 42, 43, 44
 Cross-appointed faculty · 36
 Curricular Issues
 Departmental · 24
 Extra-Departmental · 24
 Curriculum vitae · 3, 52

D

DAC · 23, 40, 45
 DEAC · 72, 73
 Deadlines · 68
 Deadlines for all matters essential to an efficient functioning of the University · 24
 Deans · 1, 35, 38, 43, 46, 47
 Dean's Advisory Council · 23, 40
 Deductions from Payroll · 66
 Degree Completion · 1, 13, 69, 70
 Denial of Tenure Appeal Process · 28
 Dental Coverage · 10
 Department · 23, 24, 25, 33, 38, 39, 40, 42, 46, 47, 64, 74
 Administrative Rights and Responsibilities · 24
 Meetings · 24
 Promotion Committee · 41
 Shared Rights and Responsibilities · 24
 Department budget requests · 24
 Department Chair · 24
 Acting · 26
 Requests for new elections · 26
 Selection · 25
 Term of Office · 25
 Department chairs · 1, 2, 17, 34, 35, 42, 63
 Department Governance · 24, 47, 62, 73
 Departmental travel funds expenditure policy · 24
 Departmental workload policies · 24
 Dependent · 7, 10, 9, 63, 67, 68, 74, 85, 87
 Development and evaluation of the academic goals · 24
 Director of Faculty Relations · 2, 17, 21
 Directors of schools · 1, 23
 Disability · 11, 15, 16, 19
 Distance Education · 47, 64, 65, 70, 71, 72, 74, 79
 Distance Education Advisory Committee · 71, 72
 Distance Education Director · 71
 Distinguished Professors · 3
 Distinguished Professorship Awards · 3
 Distribution of Any Funds Generated · 62
 Domestic partner · 7, 9, 15, 16, 17, 19, 20, 66, 74
 Domestic Partner · 74
 Dues Deduction
 Fair Share Fee · 56
 Indemnification · 56
 O.R.C. Applicability · 56
 Duration, Pay, and Duties · 52

E

Effective date of contract termination · 32, 33
 Emergency leaves · 19
 Emergency Sick Leave Reserve · 17
 Employee Contributions · 11, 87
 ESLR · 17
 ETS · 2
 Evaluation
 Chairperson's Evaluation of Faculty · 37, 38
 Student Evaluation of Faculty · 53
 Exchange professor leave · 16
 Exchange Professors Leave · 19, 20
 Exclusivity · 1, 38
 Expected Claim Liability · 85
 Extended serious health condition · 15, 19
 Extended Teaching Service · 2
 Extended Teaching Services · 2
 Externally Funded Chairs · 6

F

Faculty Development and Research
 External Funding · 61
 Publication Costs · 63
 University Outreach Fee Remission · 63
 Faculty Development and Travel · 62
 Faculty Evaluation · 36, 53, 68
 Chairperson's Evaluation · 37
 Modification of Instrument for Student Evaluation · 37
 Purpose · 36
 Student Evaluation of Teaching · 36
 Faculty Improvement Leaves · 11
 Appeal of Decision · 14
 Change in Activities · 15
 Disposition of Application · 15
 Duration, Pay, and Numbers · 12
 General · 12
 Procedures · 13
 Report of Activity · 15
 Faculty Member · 74, 78
 Faculty Mentoring · 80
 Faculty Rights and Responsibilities
 Final Grades · 66
 Office Hours · 65
 Faculty Supplement for International Field Classes · 6
 Failure to correct serious, substantive, and persistent deficiencies in teaching, scholarship, or service · 30
 Family and Medical Leave · 17, 20
 Family Educational Rights and Privacy Act · 51
 Fee Remission
 University Outreach · 65
 YSU Tuition · 66
 Field Based Courses · 44
 Final Grades · 65
 Final Notice and Reasons · 28, 29, 32
 Fiscal Year · 84, 85
 Fixed Costs · 84, 85

Flexibly scheduled classes · 7
FMLA · 15, 17, 19, 20
Formation of Task Forces · 33
Funding Level · 9, 84, 85, 86
Funding Rates · 9, 84, 85, 86, 87

G

Governance Document
 Department · 24
Graduate Assistants
 and Teaching Rights · 63
Graduate Non-Thesis Projects · 49
Graduate Thesis or Non-Thesis Projects · 46
Graduate Thesis Projects · 49
Grant · 5, 26, 43, 54, 61, 76
Grants · 61
Grievance
 Arbitrability · 23
 Arbitration · 22
 DFR and Grievance Procedures · 21
 Expedited Processing · 22
 Initiation and Time Limits · 20
 Materials in Personnel Files · 51
 Step 1: Dean · 22
 Step 2: Provost · 22
 Step 3: Arbitration · 22
Grievances · 21, 22, 51, 54
Gross negligence in teaching, scholarship, and
 service · 30
Gross Royalty Income · 74
Group insurance benefits · 7
Guidelines for Promotion
 and DAC · 39

H

HCAC · 10, 86
Heads/directors of non-academic departments or
 programs · 1
Health Care Advisory Committee · 9, 10, 11, 86
Health Care Budgets · 9
Health Professions and Human Ecology · 48
Hiatuses · 16
Home Address · 68
Hybrid (Hy) · 74

I

IBNR Reserves · 86
Impact of Judicial Decisions · 58
Impact of New Legislation · 58
Individual Study Courses · 46
Information Technology Advisory Committee · 60
Information Technology Resources · 60
Initial Appointment · 6
Instruction
 Types of · 45

Instructional Technology · 60
Insurance and Retirement · 11
Insurance benefits · 7
Insurance Benefits · 7, 9, 16, 20, 53, 82, 84, 86
Intellectual Property · 61, 62, 74, 75, 77
Intellectual Property Rights · 62
Interdisciplinary Courses · 46
International sites · 6
Intra-University Transfer · 6
Invention · 75
Irrevocability · 53

J

Joint Efforts · 75

L

Laboratory Courses · 45
Leave for Extended Serious Health Condition or
 Disability · 19
Leave of Absence · 75
Leave to Care for Domestic Partner · 20
Leave Without Pay · 19
Leaves
 Sabbatical and Faculty Improvement · 11
Lecture Courses · 45
Legal leave · 18
Letters of discipline/reprimand · 49
Life Insurance — Active · 11
Life Insurance — Retirees Conversion Policy · 11
Loan of Faculty · 75
Loans and transfers · 34
Loans of Faculty · 34
Long-Term Disability Benefit Policy · 11

M

Maintenance of Benefits/Open Enrollment · 7
Major and minor and program development · 24
Margin · 84, 85, 86
Maternity leave · 15, 17
Mechanically recorded · 57
Medicare · 7, 8
Meetings
 Association/Administration · 57
 Departmental · 24
Memoranda of Understanding · 57
Mentoring · 80
Mentoring of faculty · 24, 80
Military Leave · 20
MOU · 57, 58

N

Narrative · 37

Net Royalty Income · 75
 Newly hired faculty members' teaching assignments · 44
 Non-Discrimination · 55, 59
 Non-teaching Equivalencies · 47
 Non-tenured faculty · 35, 36, 37, 78
 Non-Tenured Faculty
 Non-Reappointment · 28
 Normal Attrition · 75
 Normally expected activities and expectations for progress toward tenure and promotion · 24
 Normally expected activities and expectations for term and temporary faculty · 24
 Nursing · 48

O

O.R.C. §§ 3902.11 · 8
 O.R.C. 4117.08 · 54
 Office Hours · 65
 Office Space · 60
 Meetings regarding · 60
 Office Visit Co-pay · 10
 Official Forms · 68
 Official Personnel File · 15, 26, 27, 36, 37, 38, 40, 43, 51, 52, 54
 Official transcripts of all higher education work · 51
 Opt out of health insurance benefits · 9
 Outside Employment · 64
 Overload · 48
 Overload Pay · 6
 Overload rate · 6

P

Paid Leaves · 16
 Paid parental leave · 17
 Parental leave · 17
 Parking · 60
 Part-time faculty · 1, 5, 24, 60
 Part-time Teaching · 35
 Patent · 75
 Payroll Deductions · 56, 66
 Permanent Transfer of Faculty · 34
 Personal day · 16
 Personnel Files
 Access · 52
 Access Log · 52
 Contents · 51
 Inspection · 52
 Material Concerning Student Complaints · 51
 Removal of Items · 52
 Political leave · 16, 19
 Postdoctoral · 3, 47, 48, 70
 Post-Doctoral · 1, 25, 28, 29, 33, 61, 68
 Premium cost sharing · 9
 Premium Sharing · 9
 Prescription Coverage · 10
 President · 1, 3, 14, 15, 17, 22, 25, 26, 27, 28, 29, 30,

32, 33, 34, 35, 37, 40, 42, 43, 52, 55, 56, 58, 59, 60, 61, 70
 Pre-tenure Review · 24, 26
 Pre-tenure review procedures · 24
 Preventive Care · 10
 Probationary · 6, 13, 26, 27, 28, 41, 42, 44, 61, 68, 69, 76
 Professional Development · 51, 65
 professional leave · 15, 18, 19
 Professional leave with pay · 18
 Professional Leave without Pay · 19
 Promotion · 3, 23, 24, 27, 39, 40, 41, 42, 43, 44, 51, 57, 68, 69, 70, 78
 Appeal · 43
 Application · 40
 College Promotion Committee · 41
 Department Promotion Committee · 41
 Disposition of Documents · 43
 Eligibility for · 39
 Evaluation for · 39
 Guidelines for · 39
 Number of Faculty Promotions · 39
 Provost Action on CPC Recommendations · 42
 Record of Proceedings · 43
 Suitability for · 40
 Support materials · 40, 41, 43
 Promotion to the rank of Associate Professor · 39
 Promotion to the rank of Clinical Assistant Professor · 40
 Promotion to the rank of Clinical Associate Professor · 40
 Promotion to the rank of Clinical Professor · 40
 Promotion to the rank of Professor · 39
 Promotion/tenure application forms · 49
 Publication Costs
 Reimbursement for · 63

R

Recommendations on library acquisitions · 24
 Recording of Lectures · 61
 Recruitment and recommendations to the dean of appointments to the full-time faculty · 24
 Reimbursement
 Student Organization Advisors · 68
 Travel · 67
 Report of Results · 37
 Report of Sabbatical and Faculty Improvement Leave, Research Professorship, and Professional Development · 51
 Research
 Grants and · 61
 Research Professors · 61
 Retained Rights · 54
 Retrenchment · 33, 34, 75, 78
 Review of departmental policies to ascertain compliance with University and state guidelines · 24
 Revisions to Agreement · 58
 Right to Alter Carriers · 10
 Rights and Responsibilities · 24, 54, 63, 64, 71

Rotational system for summer teaching · 4, 24
Royalty income · 62, 74

S

Sabbaticals · 11
 Appeal of Decision · 14
 Change in Activities · 15
 Disposition of Application · 15
 Duration, Pay, and Number · 12
 General · 12
 Procedures · 13
 Report of Activity · 15
Sabbaticals and Faculty Improvement Leaves · 11
Safety · 59
Salaries for Faculty on Grants · 6
Salary Checks · 66
 Payment Plan · 66
Salary Increases · 2
Salary Minima for Ranks · 2
Salary Reduction Pick-Up · 2, 3
Savings · 66
Schedule · 50
Scheduling of Faculty · 24
Scholarship · 62, 75, 79, 80
 Representative List of Tasks · 79
Scope of Bargaining Unit · 1
Second and/or Third Medical Opinions · 10
Section 125 and Premium Pass-Through Benefits · 11
Section 125 Benefits
 and Payroll Deduction · 11, 66
Self-employed individual · 7
Seniority · 16, 36, 35, 51
Service · 25, 27, 28, 29, 32, 34, 35, 37, 38, 39, 40, 44,
 45, 48, 49, 52, 53, 55, 65, 66, 70, 74, 75, 78, 79,
 80, 89
Sexual Harassment · 59
Shared Rights and Responsibilities · 24
Sick Leave · 15, 16, 17, 19, 20, 27, 40, 52, 53
Signature Page · 88
Sole proprietor · 7
Special Circumstances · 47, 70
STRS · 2, 3, 12, 53, 66, 80
Student Academic Grievances · 51, 54
Student Evaluation of Teaching · 36
 Modification of Form · 37
 Team-Taught Courses · 36, 37
Student Evaluation of Teaching and Learning
 Summary · 37
Student Government · 54, 59
Student Organization
 Reimbursement for Advisors · 68
Summary of Coverage · 7
Summer Assignments · 4
Summer Continuation · 52
Supervision of department office · 24
Supplemental · 7, 47, 67, 68, 70
Surveillance · 61
Suspension · 30, 31, 32
Syllabus
 Requirement to Distribute · 64

T

Tangible Media · 75
Task Force · 33, 53, 59
Tax-sheltered annuities · 66
Teaching · 1, 35, 36, 37, 39, 40, 43, 44, 46, 47, 48,
 52, 54, 61, 75, 79
 Representative List of Tasks · 79
Teaching Hours · 44
Teaching Rights and Responsibilities
 Availability at Start of Contract · 65
 Course Outline · 63, 64
 Outside Employment · 64
 Right to Teach · 63
 Textbook Selection · 63
Teaching Schedule · 50
Team Teaching · 46
Team-taught courses · 36, 37
 Student Evaluation of Teaching · 36
Technology
 Meetings regarding · 60
Temporary · 25, 69
Tenure · 2, 4, 6, 13, 16, 22, 23, 24, 25, 26, 27, 28, 29,
 32, 33, 35, 37, 38, 39, 40, 41, 42, 44, 46, 49, 51,
 57, 61, 68, 69, 70, 78, 79
 Early Tenure Review · 28
 Review Process · 26, 27
 Terminal Contract for those denied tenure · 28
 Years of Service Defined · 27
Tenure denial · 28
Tenured faculty · 22, 23, 27, 28, 32, 33, 35, 36, 37,
 38, 41, 42, 78
Tenured full Professors · 37, 38
Term · 1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15, 16, 19, 20,
 21, 24, 25, 26, 28, 29, 33, 37, 38, 46, 48, 49, 50,
 52, 55, 57, 58, 61, 64, 65, 66, 67, 68, 69, 70
Term life insurance · 11
Term of Agreement · 2
Terminal · 28, 29, 39, 40, 68, 69, 70, 76
Terminal Degree
 Defined for Promotion · 39
Termination for Cause · 22, 29, 30, 31
Textbook Selection · 63
The Academic Environment · 20, 23
Third Party Administrator · 11, 85
Trade Secret · 75, 76
Transfer of Faculty · 76
Transmittal letter · 6, 28
Travel
 Reimbursement · 67
Tuition
 Fee Remission for YSU Tuition · 66

U

Undergraduate Thesis Projects · 46
University Outreach
 Fee Remission for · 63
University Support · 76
Unpaid Leaves · 19

Unpaid maternity leave · 17
Use of Intellectual Property · 62
Use of Other University Facilities · 55
USERRA · 15, 20

V

Variable Credit Courses · 47
Verbal counseling · 30, 31
Vice presidents · 1
Video Conferencing · 72, 74, 76
Vision Care · 10
Visiting · 3, 12, 61, 68, 70
Voluntarily transferred · 8
Voluntary Life Insurance Coverage · 11
Voluntary Long Term Care Coverage · 11
Voluntary student evaluations · 51

W

Web-Based (Wb) · 72, 74, 76
Web-Centric (Wc) · 72, 74, 76
Wellness Center · 68
Wellness Program · 9
Work Environment
 Building Access · 60
 Drug-Free Workplace · 61
 Work Environment and Safety · 59
Workday · 50
Working from home · 16

Working Spouse Coverage Obligations · 7
Working Spouse/Coordination of Benefits · 7
Workload

 Department Workload Reports · 44
 Duplicate Credit · 50
Workload Activities · 6, 18, 43, 44, 47
 College of Education · 48
 College of Fine & Performing Arts · 48
 College of Health & Human Services · 48
 College of Science, Technology, Engineering and
 Mathematics · 49
 Commencement · 50
 Committee Meetings · 18, 50, 60
 Distribution · 44
 Research Hours for Professional Development ·
 51, 65
 Teaching Hours · 44
 Teaching Schedule · 50
 Types of Instruction · 45
 Workday · 50
Workload distribution · 44
Works for Hire · 62, 77
Works of Authorship · 74, 75, 77
Written reprimand · 30, 31, 32
Written warning · 29, 30, 31

Y

Years of Service
 Defined for Tenure · 27