

## CAS CE Policy Process - STEP THREE GRIEVANCE

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Dear Provost Prelock,

United Academics (UA) advances this grievance at Step Three, contesting the College of Arts and Sciences (CAS) Dean's office process of controlling and directing uniformity of departments' course equivalency guidelines revisions. Article 16.15 states:

***"The faculty and the Chair in each department or equivalent unit shall develop course equivalencies for all credit-bearing instructional activities to which faculty may be assigned. This shall include, but not be limited to: course instruction, regardless of the mode of delivery (i.e., lecture, discussion, laboratory, studio, online, hybrid, etc.) or size of the class (i.e. seminar, medium-size lecture, large enrollment, etc.); and supervision of theses and dissertations, independent studies, reading and research, and supervision of internships. This shall be completed with the participation of department faculty within six months after ratification of the contract. Such guidelines will be sent to the Dean and the Provost for review. Upon approval by the Dean and Provost, these course equivalency guidelines shall be distributed to faculty and posted electronically, and also sent to the Union, and shall be implemented in the immediately subsequent academic year. These guidelines shall be used by Chairs when making instructional workload assignments. Approved course equivalency guidelines for each department or unit shall be housed on the Provost Office's website. The faculty and Chair in each department or equivalent unit shall review and may revise at any time these course equivalencies, but the review will happen at least every three (3) years. Proposed changes will be sent to the Dean and Provost for review. Upon approval by the Dean and Provost, the standards will be distributed to faculty, and also sent to the Union, and will be implemented in the immediately subsequent academic year."*** (emphasis added).

The CBA language on development of Course Equivalency (CE) guidelines places the process at the department-level, with the faculty and Chair. Article 16.2 provides context and rationale for the CE guidelines being discipline-specific and developed by individual departments, rather than having a college-wide or university-wide set of guidelines: *"It is recognized that, given the diverse nature of faculty work, the varying types of faculty appointments and the needs of the departments and academic units, the weighting of assignments and the particulars of individual assignments will vary both between and within individual departments and academic units."*

In the Spring 2022 semester, Dean Falls communicated to a number of CAS Chairs that he was planning to 'normalize' the CEs developed by departments in terms of the number of points accumulated through non-classroom, credit-bearing activities for a course release (some departments have used 10 points, while Dean Falls rejected that and indicated that the 'College norm' is 12), and in the course credit (CEs) given for various large enrollment courses and instructional activities. For example, in an email to Anthropology, Dean Falls said: "As

discussed, our hope is to bring consistency to CE policies across CAS. I recognize that one size does not fit all and so I'm perfectly happy with carving out particular exceptions, as you do with intensive SL courses. **However, I cannot support 1.5 CE for courses that enroll 60 to 99 students. The norm in CAS is to award 1 CE for all courses up to and including 99 seats.** I've also added the table format that I've asked to be inserted into all CE policies. I'm less concerned about the format of the table than its content so feel free to ignore the standard table format." (emphasis added)

The content of the table referenced here is the core substance of the CE guidelines, so the Dean is directing Chairs to insert specific guidelines that are in many cases different from what the department faculty and Chair have decided is appropriate for their department and discipline.

Chairs of other departments were also instructed by the Dean to reduce the credit given for particular instructional activities or to eliminate teaching reduction granted for design of new courses or redesign of courses. Dean Falls is using supposed college "norms" to increase workload and substantially change CE policies in particular departments.

The Dean's office's insistence on uniformity in CE guidelines across departments and units violates the intent of the parties as reflected in the Article 16 CBA language. If Deans and other administrators wish to be able to direct department faculty and Chairs toward adopting uniform course equivalency policies across departments and/or colleges, at a minimum Articles 16.2, 16.15 and 16.16 would need to be renegotiated by the parties. However, as the CBA is currently written, the development of CE guidelines is within the purview of the department, and guidelines are likely to vary from department to department. In particular, the specific directive by the CAS Dean's office that departments should assign a workload weighting of 1 CE for any and all courses with an enrollment up to 99 students is a direct violation of the initial clause of Article 16.15 which unambiguously identifies the faculty and Chair as the appropriate parties for developing such CE policies within each department.

As a remedy for this grievance, UA requests that: the CAS Dean's office sends a revised communication to all Chairs and faculty (note, however, that many faculty are now off-contract and should not be expected to respond or participate in a decision-making process over the summer); and any CE guidelines that were developed by departments should be accepted without Dean-level modifications, or alternatively departments (including faculty and Chair) should have the opportunity to choose the version of the guidelines that they discussed and voted on without the Dean's restrictions.

Sincerely,

Katlyn Morris, Executive Director, United Academics

CC: Megan Boucher, Labor and Employee Relations  
Wade Carson, Ellie Miller, and Ingrid Nelson, United Academics Contract  
Administration Committee