

**DEPARTMENT OF ENGLISH WORKLOAD EQUIVALENCIES
2017-2021 AGREEMENT**

- I. Articles 18 (Faculty Responsibilities and Assignment of Duties, Unit A), 16 (Distance Education), 19 (Summer Session), and 32 (Professional Responsibilities and Assignment of Duties, Unit B) address issues of workload. These articles enumerate modifications and additions to the contractual assignment of duties as stipulated in Articles 18.2.c.1 and 32.
- II. Important considerations of workload are in Article 18.2.c.2 (College Workload Equivalents) and Article 18.2.c.3 (University Workload Equivalents). These Articles permit for the approval of special and unique equivalencies. College Workload Equivalents shall be developed by the appropriate Dean. English Department DWEs are in addition to CWEs and UWEs.
- III. Sabbatical leaves (Article 27.2) shall be counted as a 9 ACE equivalency. Mini Sabbatical leaves (Article 27.17) shall be counted as 3 or 4 ACEs.
- IV. The department workload equivalents for the Department of English for the Agreement 2017-2021, in addition to those referenced above, include the following:
 - a. Mass lecture (Articles 18.2.a and 32.1.a). Because of its strong commitment to interactive pedagogy in the department's courses, all of which, in one context or another, also emphasize writing instruction, the department sees no need to designate any course as being mass lecture.
 - b. Laboratories (Articles 18.2.b and 32.1.a). For laboratories, each actual contact hour shall be assigned at the rate of .5 ACE. Each hour of scheduled lecture shall be assigned one ACE.
 - c. Preparations (Articles 18.3 and 32.1.a). Faculty assigned more than 5 class preparations in an academic year will be awarded additional ACEs per the contract. For Unit A, "Except for activities courses, no more than five different preparations (of 3 to 4 semester hour courses) per year shall be assigned. For additional preparations, one ACE shall be awarded for each preparation of a 3 to 4 sh course. Except for intersession and activity courses, two 1 sh course preparations shall count as one preparation and three 2 s.h. courses shall count as two preparations" (18.2.b). For Unit B, "duties, which will be specified in the letter of appointment and will receive an academic equivalent (ACE) value" (32.1.a).
 - d. Advising (Articles 18.4 and 32.1.a). Currently undergraduate advising is assigned to a full-time professional advisor who is in the Academic Support Personnel unit. Temporary replacement advisors will receive one ACE for every 17 undergraduate students advised. Graduate Advising is an assigned duty of the Director of Graduate Studies and is included in the ACEs for that position (see below, V.a.4).
 - e. Tutored Study (Articles 18.6 and 32.1.a). Tutored Study shall mean supervision/teaching of a catalog-listed course (other than Independent Study, research, practica, etc.) with an enrollment too low for the course to be offered as a regular class. A tutored study does not have to meet the same number of hours as a regular class. In general, the enrollment thresholds shall be under 15 students in a lower division class, under 10 in an upper division class, and under 5 in a graduate class. Faculty members assigned to teach a tutored study course shall receive the pro-rata equivalent of one ACE for five students in a 3 s.h. course.

- f. Team Teaching (Articles 18.7 and 32.1.a). Faculty teaching English courses paired with courses outside the department shall receive the full ACEs for both courses, provided English faculty teach throughout the entire semester in both courses.
 - g. Internships (Articles 18.8 and 32.1.a). Internship supervision shall be awarded between .1 and .4 ACE per student, based on the number and distance of site visits and level of supervision required.
 - i. Distance: .1 ACE for internships located less than 60 miles from Macomb; .2 ACE for internships located more than 60 miles from Macomb.
 - ii. Level of Supervision: .1 ACE if the student makes the arrangements for the internship and the supervisor has 2 contacts per semester; .2 ACE if the faculty member makes the arrangements for the internship and has 2 contacts per semester.
 - h. Off-Campus Instruction (Articles 18.10, 29.9, 32.1.a, and 43.11). Faculty teaching dual enrollment or other-off campus courses will receive the standard ACEs for the course being taught and the monetary compensation detailed in the contract: “Based on a semester-long course taught once per week (16 weeks per semester), the following compensation will be awarded:(1) \$720 for sites located more than 150 miles from the campus;(2) \$560 for sites located 50 to 150 miles from the campus; or (3) \$400 for sites located less than 50 miles from the campus. c. Payment shall be increased or decreased proportionately for courses which involve more or fewer trips to the off-campus site. When two courses are taught at the same site on the same day, involving one trip, payment will be based on the one trip (29.9.b-c).
 - i. Teaching Certification Portfolios (Articles 18.18 and 32.1.k). No faculty member shall be assigned more than 10 portfolios without receiving ACE compensation. Evaluation of Teaching Certification Portfolios will be awarded based on the following scale:
 - i. 0-10 portfolios: 0 ACEs
 - ii. 11-15 portfolios: .5 ACE
 - iii. 16-20 portfolios: 1 ACE
 - iv. 21-25 portfolios: 1.5 ACEs
 - v. 26-30 portfolios: 2 ACEs
 - vi. 31-35 portfolios: 2.5 ACEs
 - vii. 36-40 portfolios: 3 ACEs
 - j. University Writing Center consulting (Articles 18.2.c.1 and 32.1.a). Faculty assigned to serve as writing center consultants will receive 1 ACE for every 3 hours of consulting work per week in the University Writing Center.
 - k. Assessment (Articles 18.2.c.1 and 32.1.a). Faculty assigned to develop and implement an assessment plan for the department’s General Education courses and/or for other programs in the department not already detailed in specific job descriptions below, or assigned to assist the chair, directors, or coordinators with specific program assessments will receive between 1 and 3 ACEs for that work per year.
- V. Recruitment and Retention (Articles 18.2.c.1 and 32.1.a). Faculty assigned to develop and implement the department’s recruiting and retention plan, assist the chair with recruiting events (including Discover Western, CAS College Days, SOAR, high school and community college visits, and

department open house events), collect retention data from faculty and institutional research, and/or assist faculty in connecting at-risk students with university resources will receive between 1 ACE per 15-30 contact hours of chair-sanctioned activities, with a maximum of 3 ACEs per year. Non-teaching but teaching-related Assigned Duties (Article 18.2.c.1 and 32.1.a). Faculty holding various non-teaching but teaching related positions will be awarded ACEs as described below as approved by the Chair and Dean.

- a. Loads for Director and Assistant Director positions are subdivided below into annual teaching load and reassigned time (see attachments for full job descriptions).
 - i. Director of Writing Program: 12 ACEs plus two summer months salary with one summer class.
 - ii. Director of University Writing Center: 9 ACEs plus one summer month salary and no summer class.
 - iii. Director of English Education: 9 ACEs.
 - iv. Director of Graduate Studies: 6 ACEs.
 - v. Assistant Director for U.S. Bank/Quad Cities Writing Center: 6 ACEs.
- b. Loads for Coordinator positions are subdivided below into semester teaching load and reassigned time (see attachments for full job descriptions).
 - i. Technology Coordinator: 0-3 ACEs.
 - ii. Creative Writing Coordinator: 0-1 ACEs.
 - iii. Film Coordinator: 0-1 ACEs.
 - iv. Quad Cities English Coordinator: 0-3 ACEs.