

TO: James Huesmann, Dean, Malpass Library
Malpass Library Faculty

FROM: Eric Stiffler, Acting Provost

DATE: May 31, 2002

RE: Department Workload Equivalents

I am pleased to report that the department workload equivalents for the Malpass Library have been approved. A copy of the approved document is attached.

c: Maurine Magliocco, President, University Professionals of Illinois, WIU Chapter

COPY

TRANSMITTAL SHEET

2001 - 2005
DEPARTMENT WORKLOAD EQUIVALENTS OF
MALPASS LIBRARY

Department Chair check ONE box:

- Faculty were consulted and had no comments.
 Faculty were consulted and their comments are attached.


Department Chair

2/14/02
Date

LIBRARY DEPARTMENT WORKLOAD EQUIVALENCIES
2001-2005 UPI CONTRACT

Additional Workload Equivalents (Article 17.2c):

1. Bibliographic Instruction:

For each bibliographic instruction class or equivalent, 0.1 ACEs shall be awarded.

2. Reference/Public Service Desk:

Employees may be assigned up to 80% of their workload on Reference/Public Desk. Assignments above 80% threshold shall Have employee concurrence.

3. ACEs may be authorized for other duties following the provisions of Article 17.2c.

4. Library assignments for Associate Faculty shall be assigned at the rate of 0.5 ACE for each scheduled hour of work.

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Checklist for Revision of Department Workload Equivalents

The list below identifies the major changes in the 2001-2005 collective bargaining agreement affecting department workload equivalents. Compare each of the changes with your current statement of workload equivalents. If the statement does not require modification to accommodate the change, write "NA" in the blank. For changes that require revision of the statement, fill in the blank with the page number where the revision has been made.

- _____ Definition of "mass lecture" is deferred to department workload equivalents. The new contract has eliminated the old SCH threshold of 1300 SCH. [17.2.a]

- _____ Definition of graduate load range for graduate-only programs is deferred to college workload equivalents. [17.2.a]

- _____ Additional preparations beyond 5 earn 1 ACE per 3-4 semester hour course. [17.3.]

- _____ "Credit will be given for undergraduate advising at a ratio to be specified in Department Workload Equivalents. The ratio used in the DWE shall be for every 17 students advised one ACE shall be given. ACEs will be given in increments of no less than one-half ACE. Graduate advising will be covered in the DWEs." [17.4.]

- _____ Tutored study: "Appropriate ACE assignments may be specified in Department Workload Equivalents but these equivalents will never be less than one ACE for five students in a 3 s.h. course." [17.7.] (Definition of tutored study appears on page 5.)

- _____ "Evaluation of Teaching Certification Portfolios will be addressed in Department Workload Equivalents taking into consideration the number of artifacts to be evaluated. No faculty member will be assigned to evaluate more than 15 portfolios per academic year without workload compensation in increments of no less than .5 ACEs." [17.19.]