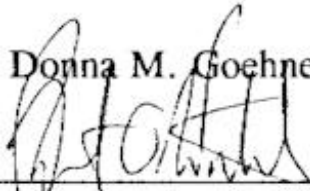


MEMORANDUM

Western Illinois University
Office of the Provost
Phone: 298-1066
Fax: 298-2021

TO: Dr. Donna M. Goehner

FROM: 

Dr. Burton O. Witthuhn

DATE: May 12, 1997

RE: DEPARTMENT WORKLOAD EQUIVALENCIES (REVISED)

The Library's Department Workload Equivalencies are hereby amended to include:

"VII. Library assignments for Associate Faculty shall be assigned at the rate of 0.5 ACEs for each scheduled hour of work."

A new Department Workload Equivalencies document dated May 12, 1997 (revised) is attached and should be circulated to the attention of your faculty.

Copies of the revised document also have been place in the master files maintained by UPI and my office.

sb

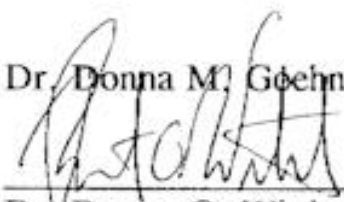
Attachment

cc: Dr. Maurine Magliocco, UPI/WIU Chapter President

MEMORANDUM

Western Illinois University
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Phone: 298-1066
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TO: Dr. Donna M. Goehner

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RE: DEPARTMENT WORKLOAD EQUIVALENCIES (REVISED)

- I. Articles 17 (Faculty Responsibilities and Assignment of Duties), 18 (Summer Session), and 19 (Distance Teaching) address issues of workload. Except as defined herein these articles shall be used to define the assigned duties of faculty.
- II. An important consideration of workload is Article 17.4.b. (College Workload Equivalents). This Article permits for the approval of special and unique equivalencies. Please note that such workload equivalencies require submission of a request to the Provost for approval after discussion with the Dean and Union Chapter President.

It is anticipated that such workload equivalencies will require regular, semester by semester, authorization. In the event that a College Workload Equivalency becomes routinely required, such equivalencies will be made part of the approved additional workload equivalents under Article 17.4.a.

- III. For purposes of determining workload (Article 17.4.c., University Workload Equivalents) the following general rules shall apply:
 - (1) Twenty-two ACEs shall be the maximum workload for two semesters.
 - (2) Additional workload equivalents and/or defined workload equivalencies shall be subtracted from 11 in determining the workload for a given semester or from 22 in determining a two-semester workload.

- (3) On the tenth day of the spring semester the annual workload for a faculty member shall be fixed. **This load for the semester may be as small as 9 ACEs or as large as 13 ACEs but cannot exceed 22 ACEs for two semesters.**
- (4) Persons with more than 13 ACEs on the 10th day of the fall semester or 22 ACEs on the 10th day of the spring semester will be paid overload (see Articles 32 and 43.8.).

IV. Sabbatical leaves shall be counted as an 11 ACE equivalency.

V. Undergraduate or Graduate Research Projects (Article 17.4.c., University Workload Equivalents)

Supervision of either undergraduate or graduate research projects for which course credit is given will be compensated at a rate of \$65/credit hour to a maximum of \$195 one time per authorized student.

VI. The approved workload equivalents for the University Library for the *Agreement, 1996-2000* in addition to those referenced include:

(1) Bibliographic Instruction (Article 17.4)

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

(2) Reference/Public Desk (Article 17.4)

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

(3) Other Duties (Article 17.4.b.)

ACEs may be authorized for other duties following the provisions of Article 17.4.b.

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