

UUP Labor Management Meeting NOTES for September 18, 2024

Chapter: Pamela, Anastasia, Kelly, Malongze, Janet, Sophia, Tony, Michelle (LRS)

Management: Lisa, Rob, Lindsay

Data requests are in **bold**.

Faculty Workload

- **The chapter requests a list of all line faculty members who are teaching this year, showing:**
 1. Name
 2. Department
 3. Target and actual numbers for teaching credits
 4. Target and actual numbers for mentee credits
- Faculty over 60% at this time will likely go over their targets.
 - What actions are being taken to plan for these overloads?
 - The chapter would like to discuss this unbalance. Putting so much of the teaching load in one semester will lead to the employee working an incredible number of hours in the term.

DISCUSSION: Management states OAA has been openly discussing the importance of the Extra Service process, faculty consent to teach an extra work or load, and the importance of timeliness. There are currently 15+ faculty searches underway. Five or six will be brought on for January, the remaining will likely come on for the next Fall term (2025). Deans are very aware of the process and the need for timeliness. Next step might be for OAA to meet with Deans to look into the 60%+ workload situations.

Part Time Faculty Appointment Letters

- At the time of preparing this agenda, the chapter has heard that there are still some (if not all) part time line faculty and full time contingent faculty who have not yet received their appointment letters. These members are now working without an appointment, which is a critical situation.
- **The chapter requests a list of all of these members who do not yet have a letter, and a status of when they can expect it.**
- What was the reason for the delay, and what are the plans to ensure it does not happen again?

DISCUSSION: *All appointment letters have gone out. All information aligns with current contract stipulations. There were a lot, and any delays were just human limitations due to the volume.*

Discretionary Salary Increases (DSI)

As in the past, the chapter is advocating for transparency in this process. Cabinet members, directors and other supervisors, and UUP members all need to know the process and timing of decision making. Each year, the chapter hears from many who were not aware it was taking place.

DISCUSSION: *Management states they just received the info about DSI and timelines. Lindsay will meet with Julie Majak about the process, followed by a discussion at Cabinet. There's a two pay period timeline for paying out, with payout in mid-December.*

What is the status of the search for a new AVP for Human Resources?

DISCUSSION: *Announcement was made in August about a VP for HR. The search process is just beginning, with the hope of having someone in place by the end of the calendar year (December).*

Interview Exchange (IE)

Our understanding, based on previous conversations at labor management, was that supervisors prepare professional programs and evaluations in a word document, and use that for discussion with the employee. Once the content is finalized, the supervisor will copy/paste the document into IE for the approval workflow.

We have heard from multiple members that some supervisors are still entering info into IE first, which is shortened and difficult to provide for a productive, collaborative discussion with the employee, and possible back-and-forth to edit the documents. Members are left with the impression that the initial content in IE is not available for changes and they are expected to signify receipt and move the document along.

It is expected that during consultation with the employee, draft documents are discussed (or prepared afterwards) by the supervisor. It is a collaborative meeting after which the employee will see a "final draft" before it is entered into the workflow in IE.

This is especially difficult as there are important issues to discuss, including performance, professional development, goals and initiatives for the next year, and more.

The training when IE was launched did not incorporate the use of Word, which is why we previously asked about this topic. How have supervisors been informed and trained about proper procedures to complete professional programs and evaluations in ways that complies with both the letter and spirit of the UUP agreement?

The chapter requests that instructional text is placed in IE that explains the process, and instructs the supervisor to prepare the documents in Word for consultation, and when finalized, copy and paste into IE.

DISCUSSION: HR will continue to educate supervisors about the process, and look for ways to create reminders and instructions inside IE where possible.

PRODiG

The chapter requests a list of all faculty hired under this program since its inception.

DISCUSSION: The list sent over includes everyone brought in since the program began. The PRODiG+ Fellows program, and the one before it is that the previous one was a Visiting Professor role but the new one requires a line be made available for the Fellow to apply when their fellowship is over.

Van Arsdale

- Please confirm that those faculty are no longer being assigned students from other areas.
- We have also heard that the students who were already assigned have not been moved. When will this happen?
- What is the status of a search for the new Dean of Van Arsdale?

DISCUSSION: Management explains there is no agreement that HVASLS mentors would stop being assigned mentees from outside Van Arsdale. It is not part of the current discussion. Labor faculty expertise allows for mentoring in the generalized mentor model due to the interdisciplinary nature of Labor Studies. The Provost has stated many times that these decisions wouldn't be until Phase 4 and we are currently in Phase 2.

Directors of Academic Review

We understand there was a presentation to the Provost regarding workload for this group, and that there are planned changes for it.

- **The chapter requests the workload data from that presentation.**
- What changes are being considered, if any? What is the timeline?

DISCUSSION: *The data HR sent over only captures one element of the work. There is current plans to get additional internal support for the School of Business to help offset some of the workload, with the intention of moving another FT line into that school. As of now, this change is only for Business. Other assignments will remain as such.*