

**MSCA Bargaining Proposals**  
 2021-2024 Successor Negotiations  
 June 1, 2021

<b>WORKLOAD</b>		
<i>Teaching</i>		
XII.A.2.a	Full-Time, Teaching Workload	Reduce overall credit load for full-time faculty to no more than 18 credits per year; 4 courses/year at Framingham
XII.A.2.a	Course Preparations	Limit the number of course preparations required during a semester/year.
XII.A.2.a	Course Adaptation	Adjust teaching load to account for the increased work required to adapt courses to new formats.
XII.A.1.b	Course Adaptation – Part-time Faculty	Compensate part-time faculty to account for the increased work required to adapt courses to new formats.
<i>Scholarship/Service</i>		
XII.A.4.d	New - Workload reduction for research/scholarship or service	Faculty may request a credit/course reduction in order to engage in research/scholarship/service.
XII.B.3	New – Workload reduction for research/scholarship or service	Librarians may request a workload reduction of 7.5 hours in order to engage in research/scholarship or service.
<i>Advising</i>		
XII.A.3.a	Advising	Address workload for significant advising loads.
XII	Remote Advising & Office Hours	Faculty shall be allowed to conduct advising and office hours remotely through video conferencing.

## *Proposals on Teaching*

### ARTICLE XII - WORKLOAD, SCHEDULING AND COURSE ASSIGNMENTS

#### A. WORKLOAD OF FACULTY

##### 1. General Provisions

##### b. Part-time Faculty

The workload of part-time faculty other than salaried part-time faculty members shall consist of: (1) teaching workload; (2) preparation for classroom and laboratory instruction; (3) student assistance in the form of academic advising for those students in the faculty member's class; and (4) classroom activities undertaken pursuant to responsibilities as a professional. It shall also be the responsibility of each such part-time faculty member to: (1) be available to advise students in person (at a time mutually agreed upon by the student and the faculty member) or electronically; (2) provide a syllabus to each student and to the Department Chair; (3) abide by the academic policies of the University; and (4) when first employed, attend an orientation session. Save as is provided in Article IV, Section C(1), teaching six (6) or fewer semester hours of credit of instruction per semester shall not constitute half-time employment.

For purposes of the Affordable Care Act one (1) semester hour of credit of instruction shall be equal to two and three-quarters (2.75) hours of work.

*If a part-time faculty member is adapting a course to a new mode of teaching (online, hybrid, or hy-flex), they shall receive an additional \$500 during the semester that they undertake the adaptation.*

##### 2. Teaching Workload

##### a. General

In order to enable faculty members to carry out their several responsibilities, members of the faculty shall not be required to teach an excessive number of semester hours of credit of instruction, be assigned an excessive student load or be assigned an unreasonable schedule. At Universities other than Framingham State University, ~~eighteen (18) twenty-four (24)~~ semester hours of credit of instruction shall be considered the normal faculty teaching workload in academic subject areas for the academic year; provided, however, that every member of the faculty may be required to teach not more than ~~fifty-four (54) seventy-two (72)~~ semester hours of credit of instruction during the three (3) academic years ~~2021-2022, 2022-2023, and 2023-2024~~ ~~2017-2018, 2018-2019 and 2019-2020~~. If a member is adapting a course to a new mode of teaching (online, hybrid, or hy-flex), their faculty teaching workload

shall be reduced by three (3) credits during the semester that they undertake the adaptation.

At Framingham State University, ~~four (4) six (6)~~ courses of instruction shall be considered the normal faculty teaching workload in academic subject areas for the academic year; provided, however, that every member of the faculty may be required to teach not more than ~~twelve (12) eighteen (18)~~ courses during the three (3) academic years ~~2021-2022, 2022-2023, and 2023-2024 2017-2018, 2018-2019 and 2019-2020~~. If a member is adapting a course to a new mode of teaching (online, hybrid, or hy-flex), their faculty teaching workload shall be reduced by one (1) course during the semester that they undertake the adaptation.

Workload credits and debits existing as of June 30, ~~2021~~2017 (including accrued debits and credits from all prior years), shall be carried forward for purposes of making teaching workload assignments during the term of this Agreement.

Efforts shall be made to establish teaching schedules so that the time between the beginning of the first teaching period and the end of the last teaching period for any one (1) day does not exceed eight (8) hours and so that the teaching assignments may be made on fewer than five (5) days a week.

~~No faculty member will be scheduled to teach more than three (3) different course preparations during one (1) semester, or five (5) different course preparations in an academic year. If a faculty member agrees to more than the prescribed number of course preparations they may elect to treat the additional preparations as a contribution to the professional growth and development of the university community in accordance with Article VIII, Section (A)(1)(b)(ii), of this Agreement.~~

~~If a member is teaching a course for the first time, they will not be required to teach more than two (2) course preparations during that semester. If a faculty member agrees to more than the prescribed number of course preparations they may elect to treat the additional preparations as a contribution to the professional growth and development of the university community in accordance with Article VIII, Section (A)(1)(b)(ii), of this Agreement.~~

No faculty member shall be involuntarily assigned to teach a course or perform other related work after 4:30 p.m. or to teach a course or perform other related work on Saturday or Sunday.

A faculty member may request special scheduling in order to pursue advanced graduate study, to complete a doctoral dissertation, to engage in scholarly research and publication or for other sound academic reasons. Such schedule shall be subject to the approval of the Department Chair and the Vice President.

*Proposals on Scholarship/Service*

ARTICLE XII - WORKLOAD, SCHEDULING AND COURSE ASSIGNMENTS

A. WORKLOAD OF FACULTY

4. Scheduling

- d. Upon request, faculty shall receive a three (3) credit reduction in teaching load, or a one (1) course reduction at Framingham State University, for the purpose of engaging in scholarship, conducting research, and/or engaging in an approved service responsibility. Such reduction shall be considered an Alternative Profession Responsibility and shall be evaluated as required.

B. WORKLOAD OF LIBRARIANS

3. Schedules of Work

All librarians shall work in accordance with a schedule that shall be established by the Library Director or the Library Program Area Chair, as the case may be, subject to the approval of the Vice President. Such schedule may provide that, in the case of any individual librarian, all or any portion of his/her hours of work shall be performed at any such times as may be required by the schedule of hours during which the University Library is open for use by the university community; provided, however, that nothing herein contained shall be deemed to require that such hours of work must be restricted to the times during which the University Library is so open.

In assigning the schedules of individual librarians, the Library Director or the Library Program Area Chair shall consider such criteria as:

- a. the needs of students;
- b. the professional qualifications and expertise of each librarian; and
- c. the scheduling preference of each librarian.

For the purposes of this Agreement, thirty-seven and one-half (37.5) hours shall be the normal average weekly librarian workload, such that it shall be normal scheduling practice to assign hours of work in the library on that basis. It shall also be normal scheduling practice not to require librarians to work more than five (5) consecutive days in any seven (7)-day period or more than seven and one-half (7.5) hours, exclusive of periods taken for meals, during any single day, and to give librarians two (2) consecutive days off for each period of five (5) consecutive days worked.

In assigning schedules for evenings and weekends, the Library Program Area Chair or the Library Director shall first seek volunteers and shall make reasonable efforts to make such assignments on a rotating basis. No librarian shall be involuntarily assigned to work on consecutive weekends or on more than two (2) nights a week.

In order to permit the undertaking of continuing scholarship, graduate study or other professional activities, a librarian may, upon written request and subject to approval of the Vice President, be granted a flexible work schedule of thirty-seven and one-half (37.5) hours to permit the undertaking of such activities described above. Such schedule shall be developed by the Library Director in consultation with the librarian and shall be subject to the approval of the Vice President.

In establishing and approving the schedule of hours during which each librarian shall be required to work, the Library Director and the Vice President shall endeavor to conform such schedule to the normal average workload and to the standards of normal scheduling practice, as described above. Whenever the Vice President shall have determined that, because of unusual circumstances, it shall be necessary to deviate from such workload and such practice, such determination shall not be arbitrary or capricious.

In the event that the schedule of hours during which any librarian shall be required to work deviates from the normal average work week or from normal scheduling practice for a period in excess of two (2) consecutive weeks, such librarian may file with the Library Director and the Vice President a written request for a meeting. Thereafter, the Library Director and the Vice President shall confer with such librarian to discuss whether some adjustment in such schedule of hours is feasible. If, after so conferring, the Vice President, in his/her sole discretion, determines that an adjustment of the schedule of hours is not feasible, he/she shall set forth the reason for such determination in writing.

A copy of the Vice President's decision shall be forwarded to the Library Director and the librarian in respect of whose schedule such decision shall have been made. The decision of the Vice President shall be final. Such decision shall not be arbitrary or capricious.

In establishing and approving the schedule of the hours of work for any librarian who is not eligible for sabbatical leave under the terms of Article XV of this Agreement, the Library Director and the Vice President shall establish such schedule so that during at least one (1) of every three (3) semesters the hours of work of such librarian shall be so arranged to permit such librarian to engage in activities that are conducive to such librarian's professional development and approved as such by the Library Director and the Vice President. In addition, the schedule of a librarian may be arranged by the Vice President to provide for the participation of the librarian in continuing scholarship or graduate study or research. Nothing in this provision shall be deemed to require any reduction in the hours of work required of any librarian by any other provision of this Section. Nor shall anything in this provision be deemed to

prohibit the adoption of a like schedule in respect of any librarian to whom the provisions of this paragraph do not otherwise apply.

All librarians shall be eligible to participate in a program of professional development pursuant to the provisions of Article XIV of this Agreement, and such program may, in accordance with those provisions, permit a reduction in the weekly hours of work of such librarian.

Upon request, any librarian shall receive a reduction in work hours equivalent to seven and one-half (7.5) per week for the duration of one semester, for the purpose of engaging in scholarship, conducting research, and/or engaging in an approved service responsibility. Such reduction shall be considered an Alternative Profession Responsibility and shall be evaluated as required. The University agrees to hire a replacement in order to cover the work responsibilities of the librarian during the semester.

Whenever any librarian is assigned to teach any course or courses or any portion thereof in any academic department, the weekly hours of work of such librarian that are otherwise prescribed by this Article shall be reduced in an amount which, in the determination of the Vice President, is commensurate with the number of hours required to discharge the responsibilities of such assignment; provided, however, that no such assignment shall be made without the prior written approval of the Vice President, the Library Director or the Library Program Area Chair, as appropriate, and the Department Chair of any department to which any such course is assigned.

Nothing in this subsection 3 shall be deemed to prohibit the President of any University from authorizing the scheduling of work for some or all of the librarians at such University on the basis of a four (4)-day week; provided, however, that nothing in this provision shall be deemed to permit any reduction in the hours of work of any librarian who is so scheduled.

At the request of any librarian and at the sole discretion of the President or his/her designee, the schedule and the hours of work of such librarian may be arranged pursuant to such alternative work options as part-time work, flextime, compressed work weeks, staggered work hours and job-sharing; provided, first, that nothing herein contained shall be deemed to alter or limit the authorities or obligations of any University under this Article XII; and provided further that nothing herein contained shall be deemed to cause any part-time librarian to be or become a member of the bargaining unit to which this Agreement applies.

*Proposals on Advising*

ARTICLE XII - WORKLOAD, SCHEDULING AND COURSE ASSIGNMENTS

A. WORKLOAD OF FACULTY

3. Academic Advising and Student Assistance

a. Academic Advising

During the academic year, every faculty member shall provide academic advising to students enrolled at the University as provided below:

- i. the giving of academic advice and assistance to students enrolled in the faculty member's own courses and the giving of such advice and assistance to students enrolled as majors in the department, including the giving of such advice and assistance on an individualized or group basis;
- ii. the giving of academic advice and assistance to students other than such students as are described in the foregoing subparagraph (i) whenever any such students shall have been assigned to any department for such purpose by the Vice President; where the giving of such advice and assistance has been the practice at a University prior to the date of execution of this Agreement, such practice may continue after such date; and
- iii. participation in the pre-registration and registration of students, including the development of the individual student's schedule, when such students are those described in subparagraphs (i) and (ii) above.

During periods of normal activity in the academic year, faculty members shall maintain at least three (3) posted office hours per week, on at least two (2) separate days and during such hours shall be available in their offices **or via video conferencing** to advise students on academic matters by appointment or otherwise. During the regular peak periods in the academic year, namely, the periods of pre-registration, registration, mid-term examinations and final examinations, and during any additional peak periods in the academic year, faculty members may be required to be available to advise students such that the total number of hours of student academic advising, including posted office hours of each faculty member, shall not be less than seventy-five (75) in each semester; provided, however, that the Vice President may, on the recommendation of any Department Chair, approve in writing the reduction of such total number in respect of any faculty member or members of the department in question. Determinations of when additional peak periods of activity occur in the academic year shall be made by the Vice President after consultation with any appropriate Department Chair or Department Chairs.

The assignment of individual student advisees to each faculty member shall be done by the Department Chair of each department. The Department Chair, in consultation with the Vice President, shall be responsible for coordinating the student academic advising hours of all members of the faculty of the department so that academic advising shall be available to students five (5) days a week during peak periods in the academic year. Each faculty member shall arrange to meet with his/her assigned student advisees at least twice each semester and at such other times as are requested by such advisees. Each Department Chair and the Vice President shall meet once each semester to coordinate academic advising procedures and to ensure adequate academic advising for students.

If a faculty member is assigned more than ~~thirty (30)~~ twenty-five (25) advisees at the commencement of an academic semester, ~~he/she~~ they shall receive 0.1 credit for every additional advisee assigned. ~~may elect to treat the advising in excess of thirty (30) advisees as a contribution to the professional growth and development of the university community in accordance with Article VIII, Section (A)(1)(b)(ii), of this Agreement.~~



## ARTICLE VIII – EVALUATIONS

### A. CRITERIA FOR EVALUATIONS

#### 1. Criteria for the Evaluation of Full-time Faculty

b.

ii. other professional activities, which by way of example shall include such matters as public service, and contributions to the professional growth and development of the university community (which contributions may include (v) community-engaged service, (w) scholarship that includes community-engaged approaches and methods of dissemination, (x) service on inter-institutional and system-wide committees, (y) service as a Program Area Chair without a reduction of workload pursuant to Article XII, Section D, ~~and (z) academic advising of students in excess of thirty (30) assigned at the beginning of the semester~~), which contributions are not to be ignored or discounted on the basis that the faculty member received compensation for that work; and

**APPENDIX A-1**  
**PROFESSIONAL ACTIVITIES AND RESPONSIBILITIES: FACULTY (INCLUDING PROFESSIONAL MARITIME FACULTY)**

Name: \_\_\_\_\_

**DIRECTIONS:**

Check off within categories I and II, and within category III if applicable, the activity or activities in which you have engaged and provide supportive materials evidencing them.

**Category I CONTINUING SCHOLARSHIP (Check at least one)**

- Contribution to the content of the discipline
- Participation in or contribution to professional organizations and societies
- Research as demonstrated by published or unpublished work
- Artistic or other creative activities (where applicable)
- Work toward the terminal degree or relevant post graduate study
- Scholarship that includes community-engaged approaches
- Other (Explain):

**Category II PROFESSIONAL ACTIVITIES (Check at least one)**

- Public service
- Contributions to the professional growth and development of the university community (~~including academic advising of students in excess of 30 assigned at the beginning of a semester~~)
- Other (Explain):

**Category III ALTERNATIVE ASSIGNMENTS (If applicable)**

- Department Chair
- Counseling Center
- Article XII, Section D, Alternative Professional Responsibilities Assignment
- Article XIV Professional Development Program
- Other (Explain): Indicate the total number of credit hours of alternative assignment(s):

I have engaged in the activities indicated above and have provided supportive materials evidencing them.

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date