


MEMORANDUM OF UNDESTANDING
On Workload

The University of Illinois Springfield and UPI Local 4100, agree to establish the following processes and procedures to develop a Pilot Program and explore the recommendations of the Faculty Workload Study Group (FWSG) submitted in its July 2021 report:

- 1) Establish/continue the FWSG, with three designees appointed by the Union and three designees appointed by the University; the Provost and the Chapter President shall additionally serve as *ex officio* members of the FWSG;
- 2) Designees may be appointed as replacement members of the FWSG by the Union or the University if a vacancy is established;
- 3) In AY2022-2023, the University will work in consultation with the FWSG to establish infrastructure and revise the Annual Performance Review mechanism as recommended by the FWSG Report:
 - a) Create electronic Annual Performance Review (APR) forms and/or electronic workload forms;
 - b) Create mechanisms for electronic recordkeeping of faculty workload assignments and credits to which faculty members have access;
 - c) Confer with the Campus Senate Personnel Policy Committee to recommend changes to the APR process;
 - d) Upon receiving recommendations by the FWSG, the University and the Union agree to discuss and *finalize* all related forms, applications, and reporting mechanisms to be used for the purposes of determining and allocating workload as well as collecting and storing data;
- 4) With respect to the Pilot Program, during AYs 2022-2024, the FWSG shall propose to the University and Union, which shall subsequently meet and agree on:
 - a) a "typology of courses" and preliminary course workload equivalencies (including activities related to new curriculum development, curricular revision, advising, and other teaching-adjacent activities);
 - b) guidance on the feasibility and utility of creating equivalencies for scholarship and service;
- 5) Appropriate mechanisms shall be developed for the following, based on the FWSG's recommendations:
 - a) The APR calendar will continue to be followed;
 - b) For the Pilot Program, the FWSG will provide recommendations to the University and Union for an annual calendar and framework through which faculty and supervisors allocate workload assignments. The University and Union shall meet to determine the calendar's feasibility and to come to agreement on its implementation;
- 6) In Spring 2023 and/or Fall 2024, the FWSG shall consult broadly with academic units to clarify and determine feasibility of workload equivalencies and gather data related to accreditation and departmental workload; such efforts shall not preclude the Union or the University from communicating with faculty and/or administration;

- 7) During AYs 2024-2025, 2025-2026, the University, in consultation with the FWSG, will pilot a program for faculty members to examine in parallel to the existing workload. This pilot program will use the equivalencies agreed upon in item four (4) of this MOU. The FWSG workload equivalency recommendations are to be used exclusively for the purposes of collecting data. Workload equivalency data shall be reported to both the University and the Union as well as to the FWSG each semester;
- 8) The University shall provide up to three faculty members appointed to the FWSG one non-instructional assignment or equivalent per one academic year (two semesters) for their service on the FWSG. In cases where FWSG members may require work during the summer, and upon mutual agreement between the University and the Union, the University shall provide the agreed upon compensation. Throughout this process, the FWSG is empowered to hold listening sessions with faculty and consult with departments on ways to promote a transparent workload culture;
- 9) The University and the Union further agree that after AY 2025-2026, the Pilot Program and any related forms that result from this MOU shall be subject to bargaining between the Union and the University. The current contractual approach to workload shall remain in place until such time as bargaining obligations are met;
- 10) The parties agree this MOU will sunset no later than June 30, 2026.



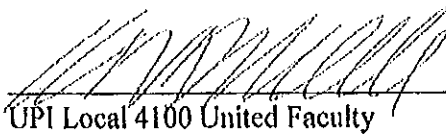
Provost University of Illinois Springfield

5.23.2022
Date

Mark Owens

Labor Relations University of Illinois Springfield

05/23/2022
Date



UPI Local 4100 United Faculty

5/23/22
Date