ARTICLE 16 – Responsibilities of Members

All bargaining unit members will abide by the reasonable rules, policies, and ethical standards of the University.

Tenured and Indefinite Tenure (Tenure-track) Faculty

Members of the bargaining unit shall be available to perform duties during the period of their contractual appointments, as defined by the Notice of Appointment. Duties are those normal duties commensurate with University teaching faculty positions, and generally include scheduled and unscheduled teaching; course and curriculum planning; provision of regularly scheduled office hours; scholarly activities; service on committees; attendance at college meetings, department and division program meetings, spring commencement, and fall convocation; administrative activities as required by the college, department, and/or division; academic advising of students; assistance in the admission, orientation, and registration of students; student support service activities, and participation in those activities that relate to student recruitment and retention; professionally related public service, and other duties as assigned.

Fixed-Term Faculty

The Notice of Appointment, and/or course contract shall define the duration and the nature of duties to be performed during the contract period. Duties are those normal duties commensurate with University teaching faculty positions, and include scheduled teaching, provision of regularly scheduled office hours, administrative activities related to instruction, and regular contact with college, department, or division program chairs or deans.

Additional duties shall be specified in writing and credited toward the FTE assignment of the faculty member. Duties so assigned may include scholarly activities; attendance at college meetings, department and division meetings, spring commencement, and fall convocation; administrative activities as required by the college, department, and/or division; and other duties.

Libraryians Faculty

Members of the bargaining unit shall be available to perform duties during the period of their contractual appointments, as defined by the Notice of Appointment and the position description. Duties are those normal duties commensurate with University librarian positions, and generally include: assist faculty members in course and curriculum planning; provision of regularly scheduled office hours; scholarly activities; service on committees; attendance at library and University meetings, spring commencement, and fall convocation; administrative activities as required for the library and/or University; assistance in the admission, orientations and registration of students; student support service activities, and participation in those activities that relate to student recruitment and retention; professionally related public service; facilitating
library operations and assisting patrons in their library needs during normal working hours; and other duties as assigned.

**Distance Education**

Members of the bargaining unit engaged in distance learning will perform duties in addition to those described of tenured, fixed-term, or librarians, as defined by a Memo of Expectation between the University Division of Distance Education and the contracted faculty member. These duties shall include, but are not limited to, providing instruction, preparing materials for distance delivery, and providing the equivalent of online availability and timely response and advising to students as appropriate to course delivery mode.

All bargaining unit members will abide by the reasonable rules, policies, and ethical standards of the University.

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**Tentative Agreement**

5/13/2014

Date

Art Doherty
EOU

Joe Corsini
AAP