

DEPARTMENT OF ENGLISH AND JOURNALISM  
DEPARTMENT WORKLOAD EQUIVALENCIES  
2008-2011 AGREEMENT

- I. Articles 18 (Faculty Responsibilities and Assignments of Duties), 19 (Summer Session), and 16 (Distance Education) 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 18.2.c.2 (College Workload Equivalents). This Article permits for the approval of special and unique equivalencies. College Workload Equivalents shall be developed by the appropriate Dean. She/he will distribute the CWE document to college/unit faculty for their review and comment. The Dean shall submit the CWE document, along with faculty comments, to the Academic Vice President for approval/disapproval following discussion with the Deans and Union Chapter President.

It is anticipated that College 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 18.2.c.1.

- III. Sabbatical leaves shall be counted as an 11 ACE equivalency.
- IV. Departmental Independent Study/Readings. It is expected that faculty will occasionally direct departmental independent study. Faculty supervising Independent Study/Reading shall receive PAA points as determined by the department.
- V. Tutored Study shall mean supervision/teaching of a catalog-listed course (other than Independent Study, research, practica, etc.) with an enrollment too low for the course to be offered as a regular class. A tutored study does not have to meet the same number of hours as a regular class. In general, the enrollment thresholds shall be under 15 students in a lower division class, under 10 in an upper division class, and under 5 in a graduate class. Faculty members assigned to teach a tutored study course shall receive the pro-rata equivalent of one ACE for five students in a 3 s.h. course.
- VI. The workload equivalents for the Department of English and Journalism for the Agreement 2008-2011, in addition to those referenced above, include:
  - (1) Mass lecture (Article 18.2.a). Because of its strong commitment to interactive pedagogy in the department's courses, all of which, in one

context or another, also emphasize writing instruction, the department sees no need to designate any course as being mass lecture.

- (2) Laboratories (Article 18.2.b). The department has no “lab classes” in addition to its regular classes for which ACEs are assigned. For laboratories, each actual contact hour shall be assigned at the rate of .5 ACE. Each hour of scheduled lecture shall be assigned one ACE.
- (3) Internship supervision (Article 18.8). Internship supervision shall be awarded between .1 and .4 ACE per student, based on the number and distance of site visits and level of supervision required.

#### Distance

- .1 ACE for internships located less than 60 miles from Macomb
- .2 ACE for internships located more than 60 miles from Macomb

#### Level of Supervision

- .1 ACE if the student makes the arrangements for the internship and the supervisor has 2 contacts per semester
- .2 ACE if the faculty member makes the arrangements for the internship and has 2 contacts per semester.

- (4) Faculty assigned more than 5 class preparations in an academic year will be awarded one ACE per additional 3 s.h. preparation.
- (5) Advising (Article 18.5). Currently undergraduate advising is assigned to a full-time professional advisor who is in the Academic Support Personnel unit. Temporary replacement advisors will receive one ACE for every 17 undergraduate students advised.

Graduate Advising is an assigned duty of the Director of Graduate Studies and is included in the ACEs for that position (see below, VI.8).

- (6) Article 18.18 states that no faculty member shall be assigned more than 10 portfolios without receiving ACE compensation. Evaluation of Teaching Certification Portfolios will be awarded based on the following scale:
  - 0-10—0 ACEs
  - 11-15—.5 ACE
  - 16-20—1 ACE
  - 21-25—1.5 ACEs
  - and so on
- (7) Faculty members assigned to oversee, collect, and/or analyze data; write reports; or otherwise to be involved in program accreditation will be

awarded 1 to 3 ACEs per academic semester based upon the level on their involvement in the accreditation process.

- (8) Faculty holding various non-teaching but teaching-related positions will be awarded ACEs as described below as approved by the Chair and Dean. In all cases, total load per year corresponds with that of points III and IV above; for descriptive purposes the load is subdivided below into annual teaching load and reassigned time. (See attachments for full job descriptions).

Position

Director of Writing Program	9 ACEs
Director of Writing Center	9 ACEs
English Educator Coordinator	9 ACEs
Director of Graduate Studies	6 ACEs
Director of Journalism	9 ACEs
Technology Coordinator	3 ACEs

(Reassigned time for the Chairperson of the Faculty Senate, Director of Faculty Development, University Writing Examination Director and Assistant Director, and UPI Chapter President are determined by University Workload Equivalents).