

## MEMORANDUM

**TO:** Deans, Associate Deans, Department Chairs, Directors, Teaching and Resource Professionals

**FROM:** Lawrence P. Frank  
Provost

**DATE:** February 22, 2008

**RE:** Processes for Assignment of Duties

Please note that the Forms D for the 2008-2009 academic year are due to my office on or before **April 16, 2008**. Please follow the 2004-2008 Collective Bargaining Agreement with regard to the assignment of duties, especially Articles 23 and 24 (for Teaching and Resource Professionals).

### Teaching Professionals

- By Feb. 29, 2008** All Teaching Professionals wishing to submit a proposal for an assignment for consideration by their Department Chairs will have done so. In accordance with Article 23.03 (b), "...the proposal shall be written and...may include scheduling options, reassigned time, or assignment of specific duties."
- By March 14, 2008** Department Chairs have given the Teaching Professional the opportunity to discuss the workload assignment in accordance with Article 23.03 (c) (1).
- March 26, 2008** All workload assignments are given to the Teaching Professionals for their signature and forwarded to the appropriate Dean for review.
- By April 16, 2008** Deans submit Form Ds to the Provost for review or approval.
- Approx. May 5** Chairs will submit preliminary course schedules for the Spring semester of 2008 to the appropriate Deans.
- June 1, 2008** Reviewed and Approved Form Ds are provided to the Teaching Professionals by the Provost.

## **Resource Professionals**

- By May 2, 2008** Preliminary discussion of assignment of duties for 2007-2008; proposed assignments for 2007-2008 will be submitted to Dean/Director.
- By May 16, 2008** Discussion period of assignments between Resource Professionals and Dean/Director is concluded and written assignments of duties are submitted to the Provost for approval.
- June 1, 2008** Approved assignments of duties will be provided to the Resource Professionals by the Provost.

C: Sharon K. Hahs, President  
Members of the President's Council  
Members of the Provost's Council  
Therese Schuepfer, UPI Chapter President