

MEMORANDUM

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

FROM: Lawrence P. Frank
Provost

DATE: February 22, 2010

RE: Processes for Assignment of Duties

Please note that the Forms D for the 2010-2011 academic year are due to my office on or before **April 16, 2010**. 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 March 1, 2010** 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 15, 2010** Department Chairs have given the Teaching Professional the opportunity to discuss the workload assignment in accordance with Article 23.03 (c) (1).
- March 29, 2010** All workload assignments are given to the Teaching Professionals for their signature and forwarded to the appropriate Dean for review.
- By April 16, 2010** Deans submit Form Ds to the Provost for review or approval.
- June 1, 2010** Reviewed and Approved Form Ds are provided to the Teaching Professionals by the Provost.

Resource Professionals

- By April 30, 2010** Preliminary discussion of assignment of duties for 2010-2011; proposed assignments for 2010-2011 will be submitted to Dean/Director.
- By May 14, 2010** 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, 2010** 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