



# **PSU-AAUP 2015-2019 Contract Guide**

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## Contract Length

This contract will last from November 2015 through November 2019. There are specific reopeners on recommendations from the Academic Professional Classification and Compensation study (if the study is done by that time), and if necessary, related to summer session classes. In addition, economic issues could be reopened if there is a significant change in the financial resources expected to be available to the University to meet the expenditures requirements of the CBA; for example, if there is a larger allocation from the state or if the PERS contribution rate rises.

## New Changes & Benefits for All Members



### Cost of Living Adjustments

In order for our salaries to keep pace with inflation in the Portland area, there will be a COLA (Cost of Living Adjustment) for each year of the contract. In the first year you'll receive a 2% cost of living increase, applied retroactively to Jan 2016 if you are a 12 month employee, and Feb 2016 if you are a 9 month employee. That increase was in the May 2016 paycheck. In 2017, 2018 and 2019, you are guaranteed a COLA between 1.5% and 3.5%. The exact rate will be tied to the rate of inflation reported in the

Consumer Price Index for the Portland/Salem area (CPI-U). You will receive your annual COLA in January or February of each year. We'll know what the rate will be by September of the prior year.



### Sick Leave Bank

This will allow AAUP members to share unused sick leave with other members who need it. It will start in AY 2016/2017 year. Anyone can join by donating 3 hours of sick leave to the bank. You only need to opt in once during the initial call for donations in summer 2016, or during open enrollment for the benefit programs in October 2016. If you face a situation in which you need to take time off for parental leave, for catastrophic illness or to care for an ill family member – and you've exhausted your own sick leave – you may withdraw up to 30 days' paid leave from the bank and can reapply for an additional 30 days if needed. You may access the bank again in the future for each separate, documented need. The cost of the sick leave is deducted from your department's account at the time of. As a member of the sick leave bank you will contribute 3 hours every year during open enrollment unless you opt out.



### Faculty Enhancement Grant

The FEG will continue to be funded at \$650,000 annually through the year 2018. Starting in 2019, it will increase to \$675,000.



### Individual Professional Development Accounts (IPDAs)

IPDAs will begin in July 2016, and can be spent on travel, conference fees, professional organization dues, licensure or certification requirements, professional organization fees, workshops, tuition and/or fees, subscriptions and books, specialized equipment. It will be made available for use based upon existing

procedures- in places where procedures are not in place yet, that means direct request for funding from your IPDA in writing to your supervisor. Unused money will roll over for up to 4 years. Tenure-related faculty receive \$1000 annually (bumps up to \$1100 in 2019); non-tenure-track faculty and researchers receive \$600 annually; and APs receive \$500 annually.

IPDAs replace Faculty Travel Awards (the lottery system administered by Faculty Senate that is currently used to allocate conference funding).



## Salary Equity Pool

The contract establishes salary equity pools (a sum of money based upon a percentage of all of the salaries within an employee group). These pools are designed to begin to address issues of salary compression and inversion and to start to bring our salaries more in line with our peers. The 2017 equity pool will be funded at 0.75% of the total salaries for each employee group (tenure-related faculty, non-tenure-track instructional faculty, non-tenure-track researchers, and academic professionals). The 2018 pool will be funded at 0.8%, and the 2019 pool will be funded at 0.9%. The formulas for distributing raises from the pool will differ for each employee group. All formulas will be developed by procedures agreed upon by the Labor/Management Committee. Raises will be designed to identify and address the most glaring inequities, and will continue to be applied to employees until the pool runs out. Twelve month employees who receive a raise from the pool will have it added to their base salary in January, and nine month employees will see their raises in February.

For tenure-related faculty, the focus will be addressing external inequities (bringing our salaries closer to market value). The formula will be similar to a formula used in previous contracts, with some modifications and updates. Non-tenure-track instructional faculty and researchers will have different formulas for each year of the contract. 2017 raises will address internal inequities, such as faculty making the minimum for their rank regardless of their years of experience. 2018 raises will address both internal inequities and external (or market) inequities. 2019 raises will focus solely on external inequities by bringing our salaries closer to those of our peers at other institutions.

Academic professionals will receive a length of service adjustment in January, 2017. The LOS will be measured by how many continuous, full-time years you've been employed in a benefits eligible position at PSU as of January, 2017. The LOS will be a permanent addition to your base pay. APs with at least 3 years of service, but less than 5 will receive a \$500 raise, those with 5-7, a \$1200 raise, those with 7-10, a \$1600 raise and those who have been here 15 years or longer will receive a \$2000 raise. In 2018, there will be an AP salary pool (equivalent to 0.8% of salaries). That pool will be used to help fund salary increases negotiated in the bargaining over the results of the Classification and Compensation study. If the study has not been completed by that date, all APs will receive a 0.8% across the board salary increase. In 2019 another pool will be established, used and distributed in the same manner. That pool will be 0.9% of all AP salaries. See more details on the Classification & Compensation Study below under "Academic Professionals."

## Additional New Changes & Benefits for Instructional Non Tenure Track Faculty (NTTF-I)



### Continuous Appointments

Most instructional NTTF positions are now eligible for Continuous Appointments (CAs). Continuous Appointments mean that non-tenure-track faculty members can become permanent faculty members with meaningful job security. Once on a CA, you can only be let go if you receive sanctions warranting termination (see Article 27 of the contract for clarification), in case of retrenchment, if your position is eliminated due to a programmatic change, or if you receive an unsatisfactory evaluation and are unable to remediate within one year. Fixed-term contracts can only be used if a position is truly temporary. This new status does not affect your promotional opportunities (i.e., to move from Instructor to Senior Instructor I or II). Newly hired NTTF will be evaluated for conversion to a CA appointment during their sixth year of employment; however, current NTTF will be eligible to convert to a CA after they've completed four years at PSU (see details below).

After CA status is awarded, the faculty members will be evaluated every three years using departmental peer review processes. University-wide guidelines were developed for all CA-related reviews (pre-CA, to award a CA and post-CA review) by the Faculty Senate, and those procedures will be finalized in bargaining AAUP/PSU bargaining in Fall 2016. Once a Memorandum of Understanding (MOU) between PSU and AAUP is signed about these procedures, each department will create their own CA review guidelines.

Current NTTF-I will have their contracts automatically converted to a continuous appointment if they have completed at least 4 years of full-time service at PSU and have successfully promoted. Current NTTF-I who have completed at least 6 years and have undergone at least 4 annual or multi-year reviews and those reviews were positive will also have their contracts automatically converted. Current NTTF-I who have completed 6 years, but have either not had an opportunity to promote or be consistently reviewed or whose reviews were not positive can apply to convert to continuous appointment by creating a portfolio of their work that includes a narrative and supportive evidence. Contact AAUP for more guidance.



### Summer Session Pay

Pay for summer session teaching has been restored to the historic rate—2.5% of your Annual Salary Rate per credit (i.e., for teaching a 4-credit summer class, you get paid the equivalent of 10% of your yearly salary). PSU will report on any classes cancelled, as well as the faculty mix during summer in 2017. If we see significant changes, AAUP can reopen bargaining on this issue mid-way through the contract.

### Sabbatical Rates

Pay rates for faculty on sabbatical will increase. Currently, faculty receive 85% of their regular salary for a one-term sabbatical, 75% for two terms and 60% for a full year (remains in effect through the 2016-2017 academic year). The new rates will be 85% for a one-term sabbatical, 80% for two terms and 75% for a full year, starting in academic year 2017-2018. In addition, in AY 2016-17 disparate sabbatical leave policies across the University will be aggregated in a University policy, which will include negotiations with AAUP.



## Additional New Changes & Benefits for Academic Professionals



### Classification and Compensation Study

The AP class/comp study is intended to redesign job families to create promotional pathways for academic professionals, as well as create a pay structure that rewards experience and expertise. It will also help PSU comply with the new Federal Labor Standards Act guidelines that will determine who should be salaried and who should be hourly by the Dec. 1, 2016 deadline. Note that some employees may become overtime-eligible when the study is bargained over and implemented. There will be a committee of AAUP members as well as members of the administration who will provide input and oversight into the process. The contract will be reopened when the study is finished in order to bargain based on the results. There will be no negative effect on individuals (reduction in salary or FTE) as a result of the study.



### Workload Protections

AP workload is defined in the contract as approximately 2080 hours per year, or the equivalent of roughly 40 hours per week. There is now language in our contract that protects against overwork beyond this level. If the workload is heavier for a stretch of time or exceeds regular hours, APs should be given reduction in workload or hours within a reasonable time frame. APs do not need to provide an hour by hour accounting of time to demonstrate this. In addition, APs should not be assigned “unreasonable or excessive” workloads. If you feel your workload is unreasonable, bring it to your supervisor’s attention. If they do not adequately fix the problem, we can bring the issue before the joint Labor/Management committee who will mediate and come up with a mutually agreeable solution. Issues of overwork can be taken all the way to arbitration. APs are encouraged to speak up in response to unreasonable workloads; our union will be there to support you!



### Building Closures

APs and other 12-month employees can no longer be required to use a vacation day when PSU is closed (i.e. due to inclement weather).



### Job Security

Through bargaining, we clarified that APs can only be let go if they receive a sanction warranting termination (see Article 27 of the contract for clarification), retrenchment or if the position is eliminated due to programmatic changes. Note that anyone eliminated due to programmatic changes has “recall rights.” (This means that management can’t lay you off and repost your position shortly after; you would have the right to return to that job if it opens up again within a year.)



### Internal Job Postings

AP positions will open to internal candidates first for a 10-day period. Internal candidates who meet qualifications are guaranteed an interview.



## Additional New Changes & Benefits for Research Non-Tenure-Track Faculty (NTTF-R)



### Continuous Appointments

Non-tenure-track researchers are also eligible to convert to CA status with departmental approval. While most researchers work on “soft money,” some research units have a track record of stable funding year after year, and these units will now have the option of hiring researchers on continuous rather than short-term appointments.



### Bridge Funding Pool- pilot

This pool of money is being established to cover non-tenure-track researcher pay and benefits in case of a temporary funding gap that necessitates layoff or a reduction in FTE. The one-year pilot program will launch in September 2016 and will be administered by the Provost’s Office. An advisory committee will suggest criteria for accessing the fund, and final decisions will be made by the Provost. The initial pool will have \$70,000 in funding for the pilot year, with subsequent funding amounts to be determined at a later date if the program is continued.

## Additional New Changes & Benefits for Tenured and Tenure-Line Faculty



### Post-Tenure Review

Post Tenure Review is fully funded for the length of the contract, and faculty members will receive a \$4396 increase upon successful review.

Quintile 1—under review, salary bump retroactive to Sept. 2015

Quintile 2—under review, salary increase goes into effect Sept. 16, 2016

Quintile 3—reviewed in 2016/17, salary bump Sept. 16, 2017

Quintile 4—reviewed in 2017/18, salary bump Sept. 16, 2018

Quintile 5—reviewed in 2018/19, salary bump Sept. 16, 2019



### Summer Session

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## Task Forces

AAUP participates in many task forces in order to develop new policies and strategies to address our members' concerns.

The following task forces have been commenced or continued:

- Work / Life Balance Task Force (continued from the Family Friendly Task Force that created the Donated Sick Leave Bank)
- Academic Quality Task Force (continued from last contract)
- Progressive Sanctions Task Force (continued from last contract)
- Continuous Appointment Task Force: proposed evaluation criteria for continuous appointments to Faculty Senate, which form the ground work for the new NTTF evaluation system
- Non-tenure-track Emeritus Task Force: researched and then codifying practices around NTTF emeritus status across campus
- Tenure for Teaching Task Force: focused on strategic planning and work through the Faculty Senate
- In addition, there will be advisory groups to oversee the AP class/comp study as well as the Bridge Funding Pool for non-tenure-track faculty.

The Intellectual Property Task Force will have an AAUP member representative added to the team.



## What Else Does Your Contract Do?

### Ensures Living Wages

#### Minimum Salaries

All academic professional job families have a salary range, and all ranked positions have salary minimums available to view in the contract. Consult it to see where you fall in the salary range, and where the range starts for other job families or ranks. If you are unsure of your job family or rank, contact Human Resources and they can tell you.

### Gives You Rights At Work

#### Progressive Discipline

The AAUP contract outlines firm guidelines for how employees are disciplined. You have the legal right to have a union representative present in any meeting that you believe may result in disciplinary action. To invoke this right, simply inform the person who called the meeting that you wish to postpone until you can have a union representative in the room with you. You cannot be penalized or retaliated against for exercising this right. Progressive discipline tends to make employee treatment more fair and transparent. It generally means that if you do something wrong, your boss has to tell you and give you a chance to fix it. See the Article 27 of the contract for more details on what the process looks like. The most important thing to note is that if a disciplinary action seems fishy (for instance, it comes long after the incident occurred, or it seems extreme when compared to the nature of the offense), consult the contract and contact AAUP.

#### Grievance Procedure

The grievance procedure in the contract lays out a process that gives you recourse if your rights under the contract are ever violated. Our union can grieve the violation and seek resolution to the issue. All grievances should be initiated within 20 days of the incident, and must be initiated within 120 days of the incident, so if you think you may have a grievance, contact AAUP as soon as possible to discuss it. Our union also helps members with informal advocacy to address workplace issues, so even if your problem doesn't involve a contractual violation, don't be afraid to call the main office to set up a confidential meeting. A good rule of thumb is, if something feels wrong or unfair in any way, give us a call: 503-725-4414.

#### Access to Your Personnel File

You have the right to see your personnel file and makes copies of it for your record. You can bring a representative of your choice to read your file. Your file can't contain any anonymous submissions. If there are errors or omissions in the file, you can petition the Provost to have it changed. In addition, you can submit additional information to be placed in your file such as transcripts, documents related to your professional growth, scholarly research, a response to a statement contained in your file, and so on.

#### Transparency in Evaluations

Criteria on which evaluations are made must be transparent and relevant. If you do not have access to the criteria against which you are being evaluated, ask your supervisor. If they do not provide it, contact AAUP.



## **Nondiscrimination Protections**

If you feel you are being discriminated against in any way on the basis of your age, color, disability, marital status, family status, national origin, race, religion, sex, gender, gender identity, sexual orientation, veteran status, or for being a member of or participating with AAUP - we can help with that! AAUP can help you explore legal options, as well as options for resolution at the university level.

## **Health and Safety Protections**

You have the right to a safe and healthy workplace. If you feel that your workplace or situation puts you in harm's way, you have the right to request a temporary relocation. If you are being harassed or abused you may be experiencing unlawful discrimination, which is protected by the contract. You should contact AAUP immediately.

## **Protects Work/Life Balance**

### **Flexible Scheduling for APs**

Did you know you can request to have flexible scheduling if you don't already? Many APs find that flexible scheduling makes their work more efficient and allows for a healthy work/life balance. If flexible scheduling is not currently part of your unit's policy, you can request to discuss the possibility with your supervisor. Human Resources will also provide training for supervisors on how to enact flexible scheduling if they are unfamiliar or uncertain about the process.

### **Workload Protections for Non-Tenure-Track Instructional Faculty & Researchers**

According to the contract, assigned university/community/professional service and scholarly work should not exceed 10% of an instructional non-tenure track faculty member's workload without a reduction in instructional load. For researchers, your assigned service work and instructional duties should not exceed 10% of your work. If you feel that your workload does not reflect those numbers, contact AAUP.

### **FMLA Protections and Tenure Timelines**

If you are a tenure-line faculty member who wishes to take time off under the Family Medical Leave Act, you can request to stop the tenure clock, so to speak, by extending the probationary period for promotion and tenure.

## **Supports Your Career Path**

### **Guaranteed Raise Upon Promotion for Instructional Faculty**

Non-tenure-track instructional faculty as well as tenure-related faculty are guaranteed an 8% raise upon promotion.

### **Academic Professionals Job Family Review**

You may request a review of your job family, and/or the job family level in which your position is placed. In order to do this, APs first meet with their supervisor to request the review, and then submit a written request for a review to Human Resources. The review will be conducted within 30 working days, and the results can be appealed.

### **Staff Fee Rate**

You are eligible to use your staff fee rate to take classes at any institution that had been part of the Oregon University System (U of O, OSU, PSU, EOU, SOU and WOU). You are also allowed to use that staff fee rate for one immediate family member (spouse or child) per term.



## When to Contact Our Union

Do you feel like you may have been unfairly evaluated?

Have you not been evaluated in a timely manner, or at all?

Are you facing disciplinary action?

Are you worried there would be negative consequences for exercising your academic freedom?

Is your workload unreasonable?

Do you feel that a coworker or supervisor is discriminating against you?

Has your supervisor instituted new rules or changes that make your life more difficult?

Do you need help figuring out who in the University you need to talk to about a particular issue?

DO you need help strategizing how to ask for assistance? How to discuss a problem co-worker with your supervisor?

Etc. Etc.

Then contact our union! It's always a good idea to give the AAUP office a call if anything seems amiss or feels unfair. You can consult this resource, or view a copy of the contract on [psuaaup.net](http://psuaaup.net) to see if there's a simple answer to your question. But if you are unsure, or want a second opinion, call (503) 725-4414 or contact Phil Lesch, Executive Director, directly at [phil@psuaaup.net](mailto:phil@psuaaup.net) or 503-343-6082.

