

**Memorandum of Agreement between  
Portland State University (University)  
and the Portland State University Chapter  
of the American Association of University Professors (Association)  
September 16, 2020**

**Subject:** College of Education (COE) Doctoral Compensation Policy

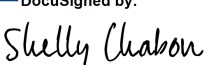
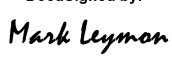
*Recitals:*

The Faculty in COE have determined that the [2015 11Nov17 MOU GSE Release Time Policy](#) is no longer suitable to the needs of faculty members to receive compensation at the time the work is performed. The parties wish to empower a new agreement that resolves that issue.

*Agreement:*

1. The parties agree to adopt the Doctoral Faculty Workload Release Policy dated September 16, 2020 for implementation commencing in Fall term 2020. It is attached as Appendix A.
2. Should COE seek modifications to the policy, the University shall provide notice to the Association of those modifications prior to implementation.
3. This MOA and the policy will be incorporated in the successor Collective Bargaining Agreement as an Appendix during housekeeping.

This agreement shall be effective upon signature and ratification of the PSU-AAUP membership.

<b><u>For the University</u></b>	<b><u>For the Association</u></b>
<small>DocuSigned by:</small>  <hr/> <small>B833FC565FA54C5</small> Shelly Chabon, Vice Provost for Academic Administration & Planning	<small>DocuSigned by:</small>  <hr/> <small>F43C83EB2074E8</small> Mark Leyman, VP of Collective Bargaining
September 16, 2020   11:58 AM PDT <hr/> Date	September 16, 2020   1:59 PM PDT <hr/> Date

**MOA COE Doctoral Faculty Workload Release Policy**  
**Appendix A**  
**COE Doctoral Faculty Workload Release Policy**

The Doctoral Faculty Workload Release Policy in the College of Education (COE) details how faculty are released from teaching when they serve as core advisors of doctoral students and dissertation chairs or dissertation committee members. This policy defines the responsibilities of doctoral faculty roles and how workload release is provided for COE faculty who serve as core advisors, dissertation chairs and dissertation committee members for COE doctoral students. (Note: Service on doctoral committees outside the COE or PSU is professional service and is not part of this workload release policy.) This policy replaces the AAUP MOU #4 11/5/2015, GSE Doctoral Faculty Workload Release Policy.

**Equity in Faculty Advisor Selection**

To prioritize student excellence and success in doctoral education, the COE leadership and doctoral faculty commit to advancing equity in the selection of faculty advisors for doctoral students. To this end, doctoral faculty consult with their department chairs about their service and role as core advisors including dissertation chair and dissertation committee members.

**Faculty Work Assignment**

Given that faculty work assignment is a department responsibility, the department chair and departmental administrators manage (i.e., assign) faculty workload release for service as Core Advisors, Dissertation Chairs and Dissertation Committee members in the doctoral program. Teaching work assignment is defined per credit and the chair approves all assignments. All credits for Core Advising and serving as Dissertation Chair are assigned on an annual basis for the year the advising is provided. Guidelines for Dissertation Committee members are different due to the smaller amount of work required by faculty as committee members, the varying timeframes for completion of the dissertation, and the challenges of incorporating fractions of a single credit unit (i.e. committee members earn 0.2 credits for each completed dissertation defense) easily in to faculty workload. For these reasons faculty service as Dissertation Committee members will be awarded through faculty release retroactively following service, when accrued credits (e.g. 1.0 credit for completion of five dissertations) allow for conveniently incorporating the credits into workload. The policy for Dissertation Committee members will be described separately following descriptions for Core Advising and Dissertation below.

**Administrative Process**

1. The Doctoral Program Coordinator tracks earned credits as students are admitted to the program, make progress through the program and complete milestones (i.e., core paper completion, dissertation proposal, dissertation defense).
2. The Doctoral Program Coordinator provides a report of faculty teaching credit for the following academic year to department chairs at the beginning of Winter term.
3. Credit allocation for core advising and serving as a dissertation chair occurs prior to each academic year during faculty workload planning with the department chair. Credit allocation for serving as a dissertation committee member are tracked each quarter. All credits for serving as a core advisor or dissertation chair (or dissertation committee

member, as credits are earned) will be allocated in faculty workload at the beginning of the academic year.

4. If changes are required mid-year due to doctoral students who drop out from the program or request to change advisors or dissertation chairs, the department chair will meet with the faculty to re-allocate those future credits.

### **Workload Release Policy**

Release is provided for the following doctoral faculty roles: core advising, dissertation chair, and dissertation committee member. In Year 3 and Year 4, Dissertation Chairs guide the development of the dissertation proposal and dissertation. Year 5 is provided on an as needed basis. A description of the policy for Core Advising and Dissertation Chairs is described below according to the doctoral student's year in the program.

#### **First Year Doctoral Students (Core Advising)**

Department Specialization faculty complete interviews and make admission and advising decisions for incoming doctoral students in their identified specialization area by March 1st of the preceding academic year. Department Specialization faculty meet to make advisor assignments for incoming doctoral students by March 15th of the preceding academic year; however final admissions decisions can be completed as late as September 15th.

Department chair coordinates with each faculty member to allocate teaching workload release for each assigned advisee; teaching workload release is completed by spring term and finalized by September 15th prior to beginning Year 1.

#### Core Advising

Workload Release: Faculty receive 1 credit per student for Core Advising in their teaching work release during Year 1 of the doctoral student's program.

#### Core Advising Responsibilities:

- support development and completion of the core paper
- serve as a reader on a minimum of one additional core paper.

#### **Second Year Doctoral Students (Core Advising)**

Faculty advisors will retain most of their advisees. However, advisees have the option to change advisors through communication and support from their current advisor and Department Specialization faculty. Department Specialization faculty meet to finalize advisor assignments for doctoral students by March 15th of Year 1.

Department chair coordinates with each faculty member to allocate workload release for each assigned advisee; workload release is completed by spring term and finalized by September 15th prior to beginning Year 2.

#### Core Advising

Workload Release: Faculty receive 1 credit per student for advising in their work assignment during Year 2 of the doctoral student's program.

Core Advising Responsibilities:

- support preliminary development of the dissertation proposal
- support identifying and finalizing a Dissertation Chair, which includes supporting the doctoral student to communicate with potential Dissertation Chair candidates
- Dissertation Chairs should be identified for each advisee and submitted via e-mail to the Doctoral Program Coordinator by April 1st

**Third Year Doctoral Students (Dissertation Chair)**

Dissertation Chairs for each student will be identified prior to beginning Year 3. During fall and winter term of Year 2, doctoral students will be communicating and planning with doctoral faculty to finalize a Dissertation Chair. Specialization faculty meet and finalize Dissertation Chair assignments for doctoral students by April 1st of Year 2.

Department chair coordinates with each faculty member to allocate workload release for each assigned advisee. Teaching workload release is completed by spring term and finalized by September 15th prior to beginning Year 3.

Dissertation Chair

Workload Release: Dissertation Chair receives 2 credits per student for advising in their work assignment during Year 3 of the doctoral student's program.

Dissertation Chair Responsibilities:

- support the doctoral student in finalizing a dissertation committee\*
- support the development of the dissertation proposal
- support completion of the proposed dissertation
- provide evaluative feedback on dissertation
- conduct the dissertation defense meeting

\*The doctoral student works with their Dissertation chair to identify dissertation committee members by the end of year 3. The doctoral student will communicate with each potential dissertation committee member to confirm their participation in the dissertation committee. The doctoral student sends the potential committee membership to the Doctoral Program Coordinator. The Doctoral Program Coordinator will prepare and submit the Graduate School's [GO-16D Appointment of Doctoral Dissertation Committee form](#) to the Graduate School. Committee membership is finalized once approval is received from the Graduate School.

**Fourth Year Doctoral Students (Dissertation Chair)**

The COE will provide workload release to Dissertation Chairs who have doctoral students in Year 4 using the same guidelines and credits outlined in Year 3.

**Fifth Year Doctoral Students (Dissertation Chair)**

The COE strives to support students in completing their dissertation within four years, however, students may face circumstances that require them to extend beyond four years. The COE will provide dissertation chairs who have doctoral students in Year 5 with 1 credit of workload release.

Dissertation Chair

Workload Release: Dissertation Chair receives 1 credit per student for advising in their work assignment during Year 5 of the doctoral student's program.

Dissertation Chair Responsibilities as required to support the doctoral student:

- support the development of the dissertation proposal
- support completion of the proposed dissertation
- provide evaluative feedback on dissertation
- conduct the dissertation defense meeting

### **Dissertation Committee members**

Dissertation Committee members only earn credits after student completion of the dissertation. To align with the comparably small work responsibilities of dissertation committee members, credit allocation for dissertation committee members is 0.2 credits for each student dissertation. Since workload allocation most often coincides with the allocation of full credits (1.0) rather than partial credits (e.g. 0.2 or 0.4 credits), credit for dissertation committee members will be awarded retroactively and banked, most often until the faculty member accrues a full credit. The Doctoral Program Coordinator will track the amount of credits earned for each faculty member and submit a report to Department Chairs at the beginning of winter term. Once faculty have accrued a number of credits that will fit with workload considerations (e.g. 1 full credit following completion of five dissertations), Department Chairs will work with the faculty to actively integrate those credits into faculty release, so the faculty does not continue to accrue unused credits. In no case should a faculty member accrue more than 3 credits of release from serving as a Dissertation Committee member before those credits are implemented in the faculty workload.

### **Dissertation Committee Member**

Workload Release: Dissertation committee member: 0.2 credit per student completion of the dissertation (When faculty accrue 1.0 credit, the faculty work with their department chair to incorporate the credit into their work assignment.)

Dissertation Committee member Responsibilities:

- Participate in the dissertation proposal meeting
- provide evaluative feedback on dissertation proposal
- participate in the dissertation defense meeting
- provide evaluative feedback on dissertation defense

### **Dispute Resolution**

Should concerns arise during this process faculty or the Department Chair involved will first consult with the Doctoral Program Director. The Doctoral Program Director will consult with the faculty member, Department Chair, and Doctoral Program Coordinator in efforts to understand and resolve the concerns. If concerns cannot be resolved the Doctoral Program Director will consult with the Associate Dean and Dean who will determine if concerns are related to

academic affairs or workload. The next steps might include a conference with those involved and/or consultation with OAA. Should efforts to resolve the issue informally not be successful, the faculty member may resort to the grievance procedure in the collective bargaining agreement.

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## Certificate Of Completion

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