



# PSU-AAUP

# 2021-2024

# Contract Guide

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## Table of Contents

<b>CONTRACT TERM</b> .....	<b>3</b>
<b>NEW CHANGES &amp; CONTINUED BENEFITS FOR ALL MEMBERS</b> .....	<b>3</b>
COST OF LIVING ADJUSTMENTS.....	3
SICK LEAVE BANK.....	3
INDIVIDUAL PROFESSIONAL DEVELOPMENT ACCOUNTS (IPDAs).....	4
STREETCAR ACCESS UPDATE.....	5
EXPANDED FAMILY & BEREAVEMENT LEAVE PROTECTIONS.....	5
WORKLOAD PROTECTIONS.....	5
<b>CHANGES &amp; CONTINUED BENEFITS: SPECIFIC TO INSTRUCTIONAL NON-TENURE TRACK FACULTY (NTTF-I)</b> .....	<b>6</b>
CONTINUOUS APPOINTMENTS & POST-CONTINUOUS APPOINTMENT REVIEW.....	6
POST-CONTINUOUS APPOINTMENT REVIEW SALARY BUMP.....	7
SALARY EQUITY POOL.....	7
<b>CHANGES &amp; CONTINUED BENEFITS FOR ACADEMIC PROFESSIONALS</b> .....	<b>7</b>
FLEX SCHEDULES AND ALTERNATE WORK ARRANGEMENTS.....	7
INTERNAL JOB POSTINGS.....	7
LONGEVITY INCREASE.....	8
ANNUAL REVIEW OF POSITION DESCRIPTIONS.....	8
LEVEL REASSIGNMENT SALARY INCREASE.....	8
PERFORMANCE IMPROVEMENT PLAN.....	8
<b>CHANGES &amp; CONTINUED BENEFITS FOR RESEARCH NON-TENURE-TRACK FACULTY (NTTF-R)</b> .....	<b>8</b>
CONTINUOUS APPOINTMENTS.....	9
BRIDGE FUNDING POOL EXTENSION.....	9
<b>CHANGES &amp; CONTINUED BENEFITS FOR TENURED AND TENURE-LINE FACULTY</b> .....	<b>9</b>
.....	9
POST-TENURE REVIEW.....	9
STATUS QUO ON SABBATICAL RATES.....	9
SALARY EQUITY POOL FOR TENURE-TRACK AND NTT FACULTY.....	10
<b>TASK FORCES</b> .....	<b>10</b>
<b>WHAT ELSE DOES YOUR CONTRACT DO?</b> .....	<b>10</b>
<b>“WHEN SHOULD I REACH OUT TO A UNION REPRESENTATIVE FOR HELP?”</b> .....	<b>13</b>

## Contract Term

This contract is in effect from May 5, 2021, through November 30, 2024. PSU-AAUP negotiated a “contract reopener” on economics, including cost-of-living adjustments, to occur in 2022. This “re-opener” will focus on discussions the economic impact of the COVID-19 pandemic on the University’s finances and on members’ financial well-being.

## New Changes & Continued Benefits for All Members



### Cost of Living Adjustments

There will be a COLA (Cost of Living Adjustment) for years one and two of the new contract. In the first year, bargaining unit members employed on January 1, 2021, on a 12-month basis shall receive a 1.0% increase in base pay effective January 1, 2021. Bargaining unit members employed on February 1, 2021, on a 9-month basis shall receive a 1.0% increase in base pay effective February 1, 2021. In the second year, bargaining unit members employed on January 1, 2022, on a 12-month basis each, shall receive a 1.0% increase in base pay effective January 1, 2022. Bargaining unit members employed on February 1, 2022, on a 9-month basis shall receive a 1.0% increase in base pay effective February 1, 2022. We have an economic reopener after two years, which means we can bargain for additional COLAs.



### Sick Leave Bank

The Sick Leave Bank allows AAUP members to share unused sick leave with other members who need it. This Bank was negotiated by PSU-AAUP and opened in AY 2016-2017. All bargaining unit members are automatically enrolled in the DSLB on November 1 of each year. If you do not want to participate in the Sick Leave Bank, you can opt out during the month of October (at the same time you make other open enrollment decisions).

As a member of the Bank, if you face a situation in which you need to take extended time off for parental leave, catastrophic illness, or to care for a family member, once you’ve exhausted your own sick leave you can withdraw up to 40 days’ paid leave from the bank. There is no limit on the

number of times you access the bank; you can access it for each separate, documented incident of need.

In the 2021-2024 contract, a big improvement was made to this benefit: new hires are automatically eligible for access the Sick Leave Bank immediately, if needed, even if they haven't yet donated any hours into the system. This is true no matter when you are hired throughout the course of the year.



## **Individual Professional Development Accounts (IPDAs)**

PSU-AAUP negotiated these accounts, which were launched July 2016. Funds in these accounts 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, and specialized equipment.

Unused money in your account will roll over for up to 4 years. Annual contributions to the IPDA accounts remain the same for this contract as the prior one: Tenure-track and tenured faculty receive \$1,100 annually; non-tenure-track faculty and researchers receive \$600 annually; and APs receive \$500 annually. Members hired during the course of an academic year will have a prorated amount added to their IPDA accounts. Members hired at 0.5-0.74 FTE will have 75% of the above amount deposited to their accounts.

**NOTE:** During the COVID-19 pandemic, PSU-AAUP negotiated an extension of the rollover limit on these funds, since many people were unable to utilize them. That provision has now expired. **This means you must spend down your IPDA to the maximum 4-year rollover amount by June 30, 2023.**

To access these funds, talk to your unit-level supervisor.



## **Academic Freedom**

Academic Freedom language has been updated to acknowledge the challenges posed by new technologies and a changing political climate. A

guide detailing resources and support available to members of the University community who are experiencing harassment or other undue pressure from individuals or groups off campus. This new language has been added to Article 12: “The University affirms its continued commitment to the protection of academic freedom with changes in the political and technological landscape.”



## **Streetcar Access Update**

After an agreement between the City and PSU expired, PSU-AAUP negotiated continued free access to the Portland Streetcar for bargaining unit members.



## **Expanded Family & Bereavement Leave Protections**

PSU-AAUP has negotiated new, expanded protected leaves. New language includes siblings and opposite-sex domestic partners under the definition of “family.” These family members are not currently covered under existing FMLA/OFLA law, but they now are under this contract. AAUP bargaining unit members can use family leave provisions under the contract for these family members now.

This new contract language also allows members to take bereavement leave immediately upon hire; and, as with family leave, expands the definition of “family member” (to include siblings and opposite sex domestic partners) for whom members are allowed to take bereavement leave.

Finally, new language allows members to take bereavement leave up to a year *after* your loved one’s passing, with department approval.



## **Workload Protections**

New language strengthens pre-existing language on workload, including clear procedure for addressing workload problems.

This new procedure for faculty mirrors the one that was already in place for Academic Professionals. The agreement now establishes that Tenure Track and Non-Tenure Track faculty

members (along with Academic Professionals) will not be assigned unreasonable or excessive workload. Additionally, faculty members are encouraged to balance their work so as not to overload themselves and are encouraged to seek assistance from their Department Chairs (or equivalent), as appropriate.

PSU Administration and PSU-AAUP recognize that the distribution of work may vary across disciplines and academic units, as well as during different stages of a faculty member's academic career.

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## Changes & Continued Benefits: Specific to Instructional Non-Tenure Track Faculty (NTTF-I)



### Continuous Appointments & Post-Continuous Appointment Review

Most instructional Non-Tenure Track faculty positions are eligible for Continuous Appointments. “Continuous Appointment” means that non-tenure-track faculty members can become permanent faculty members with meaningful job security. Once on a continuous appointment, you can only be discharged if you receive sanctions warranting termination (see Article 27 of the contract for clarification); in case of retrenchment (layoffs), 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.

After continuous appointment status is awarded, Non-Tenure-Track faculty undergo post-continuous appointment reviews (PCAR) every 5 years, and will have expanded protections and opportunities for reconsideration if they disagree with the outcome of the review. University-wide guidelines were developed for all continuous appointment-related reviews by the Faculty Senate. All Non-Tenure-Track faculty are now on a 5-year review cycle. A pay increase is linked to a positive post-continuous-appointment review (PCAR); members who received a positive PCAR at the 5-year mark will be eligible for the newly negotiated PCAR salary increase.



## **Post-Continuous Appointment Review Salary Bump**

Starting in the 2021-2022 AY, any non-tenure track faculty who had a positive PCAR will receive a salary bump of \$1,900 the following September.



## **Salary Equity Pool**

Salary equity pools (a sum of money based upon a percentage of all the salaries within an employee group) were negotiated in the 2015 – 2019 contract. 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 and closer to market value. In September 2021, 2022, and 2023, a 0.8% pool of all Non-Tenure-Track salaries will be used to address inversion, compression, and equity issues.

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## **Changes & Continued Benefits for Academic Professionals**



### **Flex Schedules and Alternate Work Arrangements**

Procedures for APs to obtain and be evaluated on alternative work schedules including remote work, compressed schedules, non-standard workdays, and flex time are more clearly explained in this contract. Flexible schedule language for APs allows them to request a compressed workweek (i.e. 4 10-hour days), an alternate schedule (starting earlier or later), or the ability to work remotely. APs can make up time for a temporary need for time off like a doctor's visit where the time can be made up outside of regular business hours.



### **Internal Job Postings**

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



## **Longevity Increase**

PSU-AAUP has negotiated a new longevity system for APs. APs with 4 years of experience at PSU will be eligible for a raise if they attained a satisfactory or above rating on their evaluations. The raise will be \$1,600 to annual base salary; APs are eligible for this increase to base every four years beginning July 2022. The amount will remain the same for the duration of this contract.



## **Annual Review of Position Descriptions**

AP position descriptions will be reviewed annually. An appeal procedure has been established if APs feel their position description or position placement is not correct. If the Academic Professional and Supervisor believe the position description updates are significant enough to warrant a change to job groupings and/or career track and level, they shall make a request for a position placement review to Human Resources when they update the position description.



## **Level Reassignment Salary Increase**

APs reassigned to a higher level within the same job family will receive a pay increase. The minimum salary increase in 2021 will be \$2,237 for 9-month employees or \$2,723 for 12-month employees.



## **Performance Improvement Plan**

The University will provide support and training for supervisors about the AP evaluation process. If an AP receives a negative evaluation, a written performance improvement plan will be offered by the supervisor.

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## **Changes & Continued Benefits for Research Non-Tenure-Track Faculty (NTTF-R)**

See also benefits for NTTF-I





## Continuous Appointments

Non-tenure-track researchers are eligible to convert to Continuous Appointment 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 have the option of hiring researchers on continuous rather than short-term appointments.



## Bridge Funding Pool Extension

This pool of money was 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 was launched in September 2016 and has been extended for fiscal years 2021 and 2022 in the amount of \$70,000 each year. If all of the monies in the Research Bridge Fund are not spent at the end of fiscal year 2021, these monies may carry over to fund the allocation for fiscal years 2022, 2023, 2024.

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## Changes & Continued Benefits for Tenured and Tenure-Line Faculty



### Post-Tenure Review

Tenured faculty members who successfully complete a post-tenure review will receive a \$4,788 increase to their base salary. Post-tenure reviews occur on a 5-year cycle.



### Status Quo on Sabbatical Rates

Pay rates for faculty on sabbatical will remain the same. Currently, faculty receive 85% of their regular salary for a one-term sabbatical, 80% for two terms and 75% for a full year.



## **Salary Equity Pool for Tenure-Track and NTT Faculty**

PSU-AAUP negotiated salary equity pools (a sum of money based upon a percentage of all the salaries within an employee group) in the 2015 – 2019 contract. 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 and closer to market value. In September 2021, 2022, and 2023, a 0.8% pool of all Tenure Track and NTT faculty salaries will be used to address inversion, compression, and equity issues.

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## **Task Forces**

PSU-AAUP participates in several joint task forces to develop new policies and strategies to address our members' concerns. The following task forces have been commenced or continued:

- **Academic Freedom Task Force** on the state of Academic Freedom at PSU.
- **Student Evaluation Task Force** to craft language on Diversity, Equity and Inclusion for the University P&T Guidelines and examine how student surveys evaluations and course surveys should be used in faculty reviews and promotions.
- **Work / Life Balance Task Force** (continued from the Family Friendly Task Force that created the Donated Sick Leave Bank) to continue policy and practice development that will provide support and career options for employees who balance family and career.

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## **What Else Does Your Contract Do?**

### **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.

## **Progressive Discipline**

The AAUP contract outlines firm guidelines for how employees are disciplined. You have the right to have a union representative present in any meeting that you believe may result in disciplinary action (Weingarten rights). 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 supervisor has to tell you and give you a chance to fix it. See Article 27 of the contract for more details on what the process looks like. We recommend that you contact your Unit Representative and/or the AAUP office immediately if you are called into a disciplinary meeting, or if you believe you may be subject to a disciplinary investigation.

Also be sure to check out this 12-minute video explaining your Weingarten rights at <https://www.psuaaup.net/resources/know-your-rights>.

## **Grievance Procedure**

The grievance procedure in the contract lays out a process that gives you recourse if your rights under the contract are violated. There are timelines and deadlines for filing a formal grievance – it's crucial to talk with your Unit Representative or a union officer as quickly as possible. Union representatives can also assist you with informal advocacy to address workplace issues and coach you on how to resolve problems yourself or along with other co-workers. A good rule of thumb is, if something feels wrong or unfair in any way contact the union office for a consult! You can call 503-725-4414 or email [aaup@psuaaup.net](mailto:aaup@psuaaup.net).

## **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, or a response to a statement contained in your file.

## **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 the AAUP office.

## **Nondiscrimination Protections**

If you feel you are being discriminated against 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 in union-related activities - we can help. An AAUP representative can help you explore options for action.

## **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 bullied, you may be experiencing discrimination. There are both legal and AAUP-contract-related protections. Contact the AAUP office for help.

## **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.

## **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 by extending the probationary period for promotion and tenure.

## **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.

## **Staff Fee Rate**

You are eligible to use your staff fee rate to take classes at any institution that was part of the Oregon University System (U of O, OSU, PSU, EOU, SOU and WOU). You are also allowed to transfer that staff fee rate to two immediate family members (spouse or child) per term. Second one applies to PSU, for Undergraduate education only.

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## **“When should I reach out to a union representative for help?”**

- I believe I may have been unfairly evaluated.
- I haven't received my evaluation on time ... or at all.
- I might be facing disciplinary action.
- I'm worried there may be backlash for exercising my academic freedom rights.
- I think my workload is unreasonable.
- I believe a coworker or supervisor is discriminating against me.
- Our supervisor has instituted new rules or that make my work life more difficult.
- I need to strategize about how to approach a co-worker or supervisor about a workplace issue.
- I'm not sure where to go with my problem ...

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 guide or view a copy of the contract at <http://psuaaup.net> to see if there's a simple answer to your question.

But if you are unsure or just want a second opinion, send an email to [aaup@psuaaup.net](mailto:aaup@psuaaup.net).

Someone will be in touch!