

**Proposal to
Portland State University (University)
From the Portland State University Chapter
of the American Association of University Professors (PSU-AAUP)
July 3, 2013**

Article 17 ACADEMIC PROFESSIONAL FACULTY

Section 5. Academic Professional Appointments and Compensation

The University and the Association are committed to encouraging the professional growth and development of Academic Professionals, and to rewarding their individual professional contributions.

- (a) Unless their Notice of Appointment letters indicate that the appointment is time-limited, Academic Professionals will be appointed on an indefinite basis. They shall be entitled to the following schedule of notice of termination of their position:

Less than 1 year of service	90 calendar days
1 to 3 years of service	120 <u>180</u> calendar days
3 or more years of service	180 <u>360</u> calendar days

Service shall be defined as service at the University as an Academic Professional.

Time-limited appointments shall not be used outside of grant or contract funding without a specific underlying limit on the funding of the position, or a leave replacement, or to fill a vacancy pending a search, or the written agreement of the Association.

Section 8. Academic Professional Evaluations

- (a) All Academic Professionals shall have annual performance reviews (evaluations). The performance review year will be the preceding 12 months. A calendar for the performance evaluation cycle shall be established and published at the same time as the promotion and tenure review cycle. Academic Professionals on one-year appointments shall be reviewed annually.

- (b) Each division, school, or college is required, with the participation of the appropriate academic professional employees, to establish specific written job-relevant criteria supporting the achievement of program, division, school or college, and university goals as well as professional growth of individuals. Such evaluation methods and criteria should be clear and unambiguous, but also flexible; so that, when an Academic Professional's assignment is in multiple areas such as teaching, research, administration,

and service, the evaluation will address all appropriate areas.

(c) Performance evaluations should promote the effectiveness of Academic Professionals by:

- Articulating the types of contributions that will lead to greater professional growth, recognition, and rewards;
- Recognizing relevant talents, capabilities, and achievements;
- Identifying job performances that were below expectations that shall be addressed during the next evaluation period.

(d) Performance evaluations shall document in writing consideration of:

- Job performance relative to established criteria during the evaluation period;
- Professional development and future expectations.

(e) Salary Increases for Satisfactory Performance

- a. Members shall receive a 1% salary increase for the satisfactory or above completion of any evaluation process established by the University.

The Provost, or other relevant vice president, vice provost, or dean of each division, school, or college is responsible for an annual evaluation of all Academic Professionals employed within his/her unit. The evaluation shall be conducted according to the guidelines established by the University. The guidelines shall be available on the Office of Human Resources website. The University will seek input from Academic Professionals and the Association if substantial changes are contemplated.

Section 10: Academic Professional Vacation Buyout

Academic Professionals may receive cash buyout of unused vacation time provided they give their immediate supervisor at least 45-day notice prior to the end of the fiscal year that they will be unable to use their allotted vacation.

Section 11: Academic Professionals and University Closure Policy

Academic Professionals will receive the same treatment as faculty with regard to working from home during university closures. They will not be required to use vacation time or to suffer loss of income unless they are unwilling to work from home during the university closure.

THE ASSOCIATION RESERVES THE RIGHT TO ADD TO, DELETE FROM, CHANGE OR MODIFY ANYTHING IN THIS PROPOSAL UNTIL AGREED TO BY THE ADMINISTRATION. THIS PROPOSAL DOES NOT COVER ANY CONTRACTUAL PROVISIONS OTHER THAN THOSE SPECIFICALLY IDENTIFIED HEREIN AND THE ASSOCIATION RESERVES THE RIGHT TO MAKE PROPOSALS CONCERNING ALL OTHER CONTRACTUAL PROVISIONS.

<u>For the University</u>	<u>For the Association</u>
_____ Carol Mack, Vice Provost for Academic Administration & Planning	_____ Ron Narode, VP of Collective Bargaining
_____ Date	_____ Date