

Memorandum of Agreement

Whereas a collective bargaining agreement, the 2018-2022 UPI-EIU Unit A Agreement (“Unit A Agreement”) and the 2018-2022 Unit B Agreement (“Unit B Agreement”), was ratified by EIU-UPI membership on September 13, 2018 and approved by the EIU Board of Trustees on September 14, 2018; and

Whereas Article 6.5.a. of the Unit A Agreement and Article 6.1.i.(1) of the Unit B Agreement provide for revision of the approved assignment of duties for resource professionals; and

Whereas Article 6.5.a. of the Unit A Agreement and Article 6.1.i.(1) of the Unit B Agreement charged a task force of representatives of EIU administration and UPI membership to negotiate the revision of the assignment of duties for resource professionals; and

Whereas the attached revised Assignment of Duties for Resource Professionals – Effective Fall 2019 was negotiated by representatives of EIU and UPI and ratified by majority vote of the Booth Library faculty who are UPI members on Feb. 19, 2019;

Therefore, be it resolved that the Provost, on behalf of EIU, and the UPI Chapter President, on behalf of UPI, hereby with their signatures on this date agree to replace the Assignment of Duties for Resource Professionals with the revised Assignment of Duties for Resource Professionals – Effective Fall 2019 (attached) and put them into effect for the 2019 Fall Semester and thereafter until further revised.

It is further agreed that this Memorandum of Agreement does not constitute a precedent or practice, and the agreement is limited to the terms specified herein.



Dr. Jay Gatrell
Provost and Vice President for Academic Affairs
Eastern Illinois University

2/20/19

Date



Dr. Jeannie Ludlow
Chapter President
UPI-EIU

Feb. 20, 2019

Date

Eastern Illinois University
Library Services

Faculty Librarian
ASSIGNMENT OF DUTIES¹
Spring 2019

In consultation with the Dean of Library Services, each library faculty member will be assigned core duties as defined in the 'Duties and Responsibilities' document and evaluated per Library Services Departmental Application of Criteria.

If a change occurs in the core duties of a faculty librarian, this change shall be reflected by a written modification of the Duties and Responsibilities document. A faculty librarian may request modification of her/his core duties. Such a request shall be made in writing to the Dean of Library Services. If the Dean of Library Services wishes to modify the faculty librarian's core duties, she/he shall consult with the faculty librarian about the proposed modification, providing the faculty librarian with a copy of the proposed modification. The faculty librarian shall incorporate any agreed modification of her/his core duties into the Duties and Responsibilities document. The date upon which any approved modification of core duties becomes effective shall be specified in the written Duties and Responsibilities.

The normal Library faculty CU assignment will be 30 to 36 CUs per year for 12-month contracts. Ordinarily, the assignment of duties will be based on the distribution as follows: Core Duties (24 non-unit head/21 unit head), Core Duties as Unit Head (6), Professional Activities and Responsibilities (a minimum of 3 CUs are required for non-unit heads, other assignments optional, and in one or more of the following categories: Continuing Scholarship, Professional Activities, Alternative Assignments. Limit 3 CUs per category), Contact Hours (4), Shared Governance (1), and Library Publications, Reports, Grants, and Representation (1). In some situations, the ordinary assignments may vary pursuant to the UPI contract and in consultation with the faculty member. Professional Activities & Responsibilities CUs are assigned in consultation with the Dean of Library Services and review of library faculty.

Annually each spring the Dean of Library Services and Library Faculty will collectively and collaboratively review individual Professional Activities & Responsibilities initiatives, any changed or updated Duties & Responsibilities, and academic department subject specialist assignments. Updated faculty AODs will take effect the following July 1.

The Assignment of Duties Guidelines will be reviewed and revised as necessary each contract period, and any revisions must be approved by library faculty, the Dean of Library Services, the Vice President of Academic Affairs, and the President of EIU-University Professionals of Illinois.

Maximum CUs

Library Services faculty may accept additional overload not to exceed 13 credit units, for a cumulative total of 49 credit units per calendar year.

Interim/Acting duties, Shared Governance Service, and Overload Status

In order to maintain consistent services for patrons, the Dean of Library Services may request that library faculty assume additional designated interim/acting duties when a library faculty position is vacant due to sabbatical leave, retirement, resignation, reassignment, etc. The CU assignment will be collaboratively determined by the Dean of Library Services and library faculty and assigned per tier level as noted in the chart below. When possible, the Dean of Library Services will consult with library faculty to cover these duties in-load with a documented commensurate reduction of current duties under Professional Activities & Responsibilities. CUs not possible to cover in-load will default to overload. Interim/Acting appointments will be reviewed annually and are not to exceed 24 months.

¹ Pursuant to Article 15 of the Unit A collective bargaining agreement and Article 19 of the Unit B collective bargaining agreements, the Assignment of Duties is subject to grievance procedures for disputes concerning the interpretation or application of the Assignment of Duties

	DUTY	CUs	DESCRIPTION
1	Core Duties	24/21	Practice as a professional faculty librarian as described in the “Duties and Responsibilities” document. These duties may not be altered except via consultation and written agreement between the Dean of Library Services and the faculty member. 24 for non-unit head/21 for unit head.
2	Core Duties (Assignment as Unit Head)	6	Management, leadership, and oversight of a Library Services unit: In consultation with the Dean, addressing the strategic planning, goal-setting, policies, procedures, supervision and evaluation of personnel, statistics and reports, and daily operations of a Library Services Unit.
3	Professional Activities & Responsibilities Categories A, B, C below (Continuing Scholarship, Professional Activities, and/or Alternative Assignments CUs in one category or multiple categories)	3/6	CUs assigned in collaboration with the Dean of Library Services for the purpose of supporting or articulating the extended scope and purview of core duties, or to lead particular projects. Reviewed annually. NOTE: Minimum 3 CU assignment for non-unit heads, prioritized by Library Services needs and in consultation with the Dean of Library Services. 3 CUS per category.
A	Continuing Scholarship	(3)	Library faculty initiatives performed related to core duties that: Develop the skills, knowledge and experience of the librarian; Contribute to the practice and pedagogy of the discipline through the development of library programs or library services; or have artistic or other creative merit (where applicable).
B	Professional Activities	(3)	Library faculty initiatives performed related to core duties that: Develop improvements to library resources and services; or Contribute to the professional growth and development of the university community.
C	Alternative Assignments	(3)	Library faculty initiatives beyond the scope of core duties, based on identified shared governance service opportunity or library need, and in collaboration with the Dean of Library Services.
4	Contact Hours	4	Professional service provided to faculty, staff, students, peer institutions and colleagues, or community members via any format.
5	Shared Governance	1	Required attendance at library faculty meetings, all staff meetings, and assigned committee meetings.
6	Library Publications, Reports, Grants, and Representation	1	Assistance provided to the Dean of Library Services in support of the library’s mission – to support grant applications, documentation, data analysis, Library Services publications and reports, and representation of Library Services at recruitment fairs, student and community events, etc.

7	Interim/Acting Duties*		<p>In collaboration with the Dean of Library Services, CUs assigned to library faculty for interim/acting duty assignment to temporarily fill in for library faculty absences/vacancies. Ordinarily, planning associated with sabbaticals or anticipated leave will occur in the prior academic year and duties may be distributed across multiple colleagues. Selection of appropriate tier level for interim assignments will be decided in collaboration between the Dean of Library Services and Library Faculty.</p>
		1-4	Tier I: Temporary duties assigned to fill partial semester absences or limited additional duties.
		6	Tier II: Assignment of Interim/Acting duties for one semester.
		12	Tier III: Assignment of Interim/Acting duties for one academic year.
8	Extraordinary Service*	3-6	Service CUs assigned for elected or appointed positions per the Assignment of Duties Guidelines or UPI service as detailed in the EIU-UPI agreement.
9	Extraordinary Teaching*	Up to 13	CUs assigned for teaching a course in an academic department. As extraordinary teaching is voluntary, CU assignments for teaching in areas outside of the library should, in most cases, be considered overload.

*Total overload CUs for 12 month library faculty are limited to 13 CUs in an academic year.

Definitions

Alternative Assignments – A subset of the Professional Activities and Responsibilities section of the AOD. Alternative assignments are duties that further the work of the library but are outside the scope of Core Duties. These assignments may be requested by faculty librarians based on personal interest and expertise. Alternative assignments may also be initiated by the Dean of Library Services, in consultation with the faculty librarian, to meet a need in the library. Up to 3 CUs can be used to assign interim/acting duties in-load. This category may also be applied to shared governance service CUs per Unit A collective bargaining agreement.

Contact Hours – Pursuant to Article 6.8 of the Unit A collective bargaining agreement and article 6.1g of the Unit B collective bargaining agreement, contact hours ensure faculty accessibility. Typically, a significant portion of faculty librarian’s work will be performed within the library building during the Working Day, therefore contact hours are not required to be posted. Faculty librarians embedded in Distance Education courses may perform work in the category of Contact Hours online.

Core Duties – The essential duties of each faculty librarian position. Core duties are a cohesive set of responsibilities that support a specific area of library operations.

Duties and Responsibilities Document – A written description of the work performed that is considered Core Duties. The Duties and Responsibilities document is unique to each faculty librarian. The document is written by the faculty librarian in consultation with the Dean of Library Services.

Faculty librarian / library faculty member – A subset of the “Resource Professionals” group defined in the Collective Bargaining Agreements. Faculty librarians include tenured / tenure track faculty and Annually Contracted Faculty whose appointment is located in Library Services.

Library Publications and Grants – Information contributed to reports, internal documents, workflow documentation, or other material prepared to assist the Dean of Library Services. Grant work in this category includes providing statistics or general narrative detail to a grant on which the faculty member is not the principal investigator. Contributions to publications and grants in this category are not products of Research and Creative Activity.

Professional Activities and Responsibilities – Duties that further the work of the library that related to Core Duties (PAR sections A and B) or extend beyond the scope of core duties (PAR section C). These duties are assigned in consultation with the Dean of Library Services and are reviewed annually by all members of the library faculty. Professional Activities and Responsibilities are separate from the faculty research and service categories defined in the Departmental Application of Criteria.

Unit – A group of library faculty and staff that support a specific area of library operations. All civil service staff members of a unit report to the Unit Head.

Unit Head – A faculty librarian that is responsible for the management, leadership, and oversight of a functional area of library operations. Typically, a Unit Head will supervise civil service staff, complete performance evaluations for civil service staff, and sign off on payroll for civil service staff. Unit Heads advise the Dean of Library Services on matters of policy and library governance.