TO: University Senate  
FROM: Barbara Polivka, Chair, Senate Rules Committee  
DATE: 5/20/2010  

RE: Proposal to change faculty rules to redefine “term of duty”

WHEREAS the University Senate on June 11, 2009 charged the University Senate Rules Committee to make the appropriate changes in the University Faculty Rules to reflect a semesters calendar;

WHEREAS the proposed set of changes defining term of duty were approved by the Rules Committee on April 20, 2010;

WHEREAS the proposed set of changes defining term of duty were approved by the Faculty Council on May 13, 2010;

WHEREAS the proposed set of changes defining a University Year were approved by the Steering Committee on May 20, 2010;

NOW THEREFORE BE IT RESOLVED that the University Senate approves the proposed changes to Faculty Rules regarding semesters and term of duty and respectfully requests the concurrence of the Board of Trustees, said proposal to be effective immediately where applicable and then again upon commencement of the semesters calendar.

3335-5-07 Term of Duty

Definition of regular faculty duties and responsibilities.
All members of the teaching staff on duty during a given quarter, semester, or session, are expected to report for duty and to be available for consultation and organization at least one day preceding the day designated in the calendar as the day for classes to begin. They are also expected to remain on duty through the convocation and examinations which conclude the work of the quarter, semester, or session.

Regular faculty members who are on duty are accountable for meeting the formal and informal obligations associated with research, service, and/or teaching or clinical practice. Duties and responsibilities are assigned annually in accordance with the workload policy laid out in the pattern of administration of each faculty member’s tenure initiating unit and, as appropriate, regional campus.

Term of Duty
Regular full-time faculty members are expected to be on duty for an average of 19 working days a month, with working days defined as weekdays that are not designated as university holidays. Faculty members on nine-month appointments are commonly on duty for 19 working days a month averaged over a 9-month period. The most common pattern for a 9-month on-duty period under quarters includes the autumn, winter and spring quarters. The most common pattern for a 9-month on-duty period under semesters includes the autumn and spring semesters.

Breaks within a given semester or session, as well as any days between the end of the exam period and the beginning of the next quarter, semester or session, will be considered off-duty days. Faculty on 12-month appointments are on duty on all working days except for the days they accrue and designate as vacation days. Terms of duty for full-time auxiliary faculty on 9- or 12-month appointments should parallel the terms for regular 9- and 12-month faculty unless otherwise specified in their annual letter of appointment; terms for shorter-term auxiliary faculty are specified in their annual letters of appointment.

Quarter to Semester Rule change:
3335-5-07 Term of Duty
Regular full-time faculty members are expected to be on duty for an average of 19 working days a month, with working days defined as weekdays that are not designated as university holidays. Faculty members on nine-month appointments are commonly on duty for 19 working days a month averaged over a 9-
month period. The most common pattern for a 9-month on-duty period under quarters includes the autumn, winter and spring quarters. The most common pattern for a 9-month on-duty period under semesters includes the autumn and spring semesters and the May session.

Breaks within a given semester or session, as well as any days between the end of the exam period and the beginning of the next quarter, semester or session, will be considered off-duty days. Faculty on 12-month appointments are on duty on all working days except for the days they accrue and designate as vacation days. Terms of duty for full-time auxiliary faculty on 9- or 12-month appointments should parallel the terms for regular 9- and 12-month faculty unless otherwise specified in their annual letter of appointment; terms for shorter-term auxiliary faculty are specified in their annual letters of appointment.