

Collective Bargaining Agreement

between

The Board of Trustees for The University of Toledo

and

**The American Association of University Professors
University of Toledo Chapter**

(Lecturers)

Consolidated Contract

Effective: July 1, 2024 through June 30, 2027

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ARTICLE 1
DEFINITIONS

- 1.1 “BOARD” (also called “EMPLOYER” or “BOT”) The Board of Trustees for The University of Toledo.
- 1.2 “MANAGEMENT” The Board together with its executive officers and professional staff including but not limited to the President, Provost, Vice Presidents, College Deans, Department Chairs and all such other management personnel as defined in Chapter 4117 Ohio Revised Code.
- 1.3 “BARGAINING UNIT” The unit of faculty employees more fully described in Article 2.1 of this Agreement.
- 1.4 “AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS, UNIVERSITY OF TOLEDO CHAPTER” (also called “UT-AAUP”) The exclusive representative of the employees in the Bargaining Unit, pursuant to certification by the Ohio State Employment Relations Board.
- 1.5 “MEMBER” or “MEMBERS” Unless expressly specified otherwise, these terms shall refer to members of the Bargaining Unit.
- 1.6 “PRESIDENT” The President of The University of Toledo unless expressly specified otherwise.
- 1.7 “DAY” A working day exclusive of all Saturdays, Sundays and official holidays observed by the University within the work year.
- 1.8 “RULES OF CONSTRUCTION” Unless specified to the contrary elsewhere in this Agreement, the following rules shall apply:
 - 1.8.1 “APPLICATION OF AGREEMENT” Provisions of this Agreement shall apply to all members of the Bargaining Unit, unless specified to apply only to certain members of the Bargaining Unit.
 - 1.8.2 “HEADINGS” Headings and captions are used in this Agreement for purposes of convenience only and do not carry substantive meaning.
 - 1.8.3 “GENDER and NUMBER” The masculine, feminine, and neutral gender as used in this Agreement import one another, and the singular shall include the plural whenever applicable.
- 1.9 “EMPLOYER’S DESIGNEE” The Employer’s designee is Management’s representative for Faculty Labor Relations, which is currently the Senior Director, Faculty Labor Relations. If the Employer’s designee changes the Administration will notify the UT-AAUP in writing within five (5) days of the change.

- 1.10 “PROVOST” Unless expressly specified otherwise, this term shall refer to either the Main Campus or the Health Science Campus.

ARTICLE 2

RECOGNITION AND DESCRIPTION OF THE BARGAINING UNIT

- 2.1 The Board hereby recognizes the UT-AAUP, pursuant to certification by the Ohio State Employment Relations Board (SERB) in case 97-REP-01-005, dated July 10, 1997, as the exclusive representative for the purpose of collective bargaining with respect to wages, hours, terms and other conditions of employment for the Bargaining Unit described below:

Included: Full-time faculty not hired with tenure or not hired on a tenure track, designated as a Member of the Bargaining Unit, or visiting faculty Members who have held a visiting appointment for more than three years.

Effective August 16, 2004, Part-time faculty who thereafter teach nine credit hours or more in any three semesters, excluding summer session, over a rolling four-year period shall be included in the Bargaining Unit at the start of the semester following the third semester in which nine credit hours or more are taught.

Excluded: Visiting appointments of three years or less; research, in-residence, legal research and writing instructors, off-campus program associate, ESL Specialist (American Language Institute); part-time faculty, College Deans, Department Chairs, endowed Chairs, all Tenured and Tenure-track faculty; College of Law Faculty; superannuates; all managerial and supervisory employees; administrative and professional employees and all other employees.

- 2.2 The Employer shall not aid, promote, or finance any group or organization which purports to engage in collective bargaining on behalf of the Members or seeks to undermine the UT-AAUP's status as the Bargaining Unit's representative.
- 2.3 If, during the term of this Agreement, questions arise as to the Bargaining Unit status of one or more professional staff employees whose positions are not otherwise excluded in section 2.1 of this Agreement, the Parties shall meet promptly to discuss the status of the positions and shall attempt to reach agreement as to the positions' inclusion or exclusion from the Bargaining Unit. If the Parties are unable to reach agreement as to the status of the position within ten (10) calendar days from the commencement of the discussions, either party may petition the SERB for a determination of the status of the position. This procedure shall also apply to questions of this nature arising from mergers, acquisitions and expansions of the University.

ARTICLE 3
NON-DISCRIMINATION

- 3.1 The Employer and UT-AAUP agree that they shall not discriminate nor tolerate discrimination against any Member in matters of wages, hours, terms and other conditions of employment on the basis of race, color, religion, sex, age, national origin or ancestry, sexual orientation, gender identity and expression, genetic information, military or veteran status, a real or perceived disability, marital status, domestic partner status, political affiliation or any other characteristics protected by Federal or Ohio Law.
- 3.2 The Employer and UT-AAUP hereby express their strong opposition to and condemnation of all forms of sexual harassment.
- 3.3 The Employer shall not discriminate against any Member of the Bargaining Unit for any activities on the behalf of the UT-AAUP or for membership in the UT-AAUP.

ARTICLE 4
MANAGEMENT RIGHTS

Except as expressly limited by the terms of this Agreement, the Board, directly or acting through its duly constituted authorities, retains and reserves exclusively to itself all powers, rights, authority, prerogatives, duties and responsibilities conferred upon and vested in it by the laws and constitution of the State of Ohio and of the United States, and as specifically set out in O.R.C. §4117.08(C), whether exercised or not. Without limiting the generality of the foregoing, except where expressly stated in this Agreement, nothing contained herein shall in any way limit the Board's right to adopt new or modify or terminate existing policies, rules, regulations, and procedures in furtherance and accomplishment of its statutorily mandated authorities and responsibilities. The Board acknowledges its duty to bargain in good faith over the employment effects of such actions if its managerial prerogatives have an effect on wages, benefits, hours or working conditions. Upon fulfilling said duty, the Board may implement its proposed actions.

Except as specifically modified by an express provision of this Agreement, none of the rights reserved exclusively to the Board shall be subject to the grievance procedure of this Agreement.

ARTICLE 5
FACULTY RIGHTS AND RESPONSIBILITIES

5.1 **ACADEMIC FREEDOM**

- 5.1.1 Members are entitled to full freedom in both the physical or virtual classroom in preparing their courses, and discussing their subject. Members shall be careful not to introduce into their teaching controversial matter which has no relation to their subject.

- 5.1.2 Members are citizens, Members of a learned profession, and faculty of the University. When they speak or write as citizens, they shall be free from University censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they must remember that the public may judge their profession and the University by their utterances. Hence they must at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the University.

5.2 PROFESSIONAL OBLIGATIONS

- 5.2.1 Members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, shall recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, Members shall devote their energies to developing and improving their scholarly competence. They have an obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They shall practice intellectual honesty. Although Members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- 5.2.2 As teachers, Members shall encourage the free pursuit of learning in their students. They shall hold before them the best scholarly and ethical standards of their discipline. Members shall demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Members shall make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They shall respect the confidential nature of the relationship between professor and student. They shall avoid any exploitation, harassment, or discriminatory treatment of students. They shall acknowledge significant academic or scholarly assistance from students. They shall protect students' academic freedom.
- 5.2.3 As colleagues, Members have obligations that derive from common membership in the community of scholars. Members shall not discriminate against or harass colleagues. They shall respect and defend the free inquiry of associates. In the exchange of criticism and ideas, Members shall show due respect for the opinions of others. Members shall acknowledge academic debts and strive to be objective in their professional judgment of colleagues. Members shall accept their share of faculty responsibilities in the academic governance of the University.

ARTICLE 6 **CONFLICT OF INTEREST**

To the extent that Members are subject to the Ohio Ethics Laws, they must comply with the Ethics Laws and must file all notifications required by said statutes.

ARTICLE 7
ACADEMIC GOVERNANCE

- 7.1 The vital importance of faculty participation in the making of academic policy is hereby recognized. The Faculty Senate is the organ through which the faculty speak on matters of academic policy and other matters not subject to collective bargaining.
- 7.2 The Employer will seek input from the Faculty Senate on the following matters: curriculum, including addition or elimination of academic courses, certificates, programs and degrees; academic rules, regulations, policies and standards regarding undergraduate students; and the reorganization of Colleges and Departments. Additionally, at such time as the University undertakes a university wide strategic planning process, the administration will seek input on nominations from the Faculty Senate Executive Committee for membership on each criteria team.
- 7.3 Notwithstanding the foregoing limitation, due to the institutional benefits to be derived from a robust culture of shared governance, the administration is committed to obtaining input from the Faculty Senate on major policy decisions of the University regardless of their particular subject matter and shall attempt to obtain such input to the degree it is reasonably practicable to do so.
- 7.4 The principle of faculty participation in the selection of academic officers is affirmed.
- 7.5 Department Chairs are the primary interface between faculty and administration. The faculty of affected Departments shall be given an opportunity to give input prior to the selection or renewal of their Department Chair.
- 7.6 Decisions made by the administration, under this article, shall be fully reported and explained to the Faculty Senate in written detail in order to allow the Faculty Senate to understand the rationale of a given decision.
- 7.7 With respect to this article, the UT-AAUP is restricted to the Grievance article and waives any and all right or ability to restrict or challenge decisions made by either the Board of Trustees or University Leadership. The UT-AAUP may contest only the Employer's failure to seek input from the Faculty Senate on the matters specifically set forth in Section 7.2 and not the content of any decision reached after such input has been sought.

ARTICLE 8
APPOINTMENT, RANK & ASSIGNMENT

- 8.1 The UT-AAUP acknowledges that the Board of Trustees has adopted a workload policy pursuant to O.R.C. 3345.45 and that the Board of Trustees takes the position that workload has become a prohibited subject of bargaining by reason of the policy's adoption. The Board of Trustees likewise acknowledges that UT-AAUP takes the position that various aspects of its Members' employment obligations, including but not limited to appropriate credit for various duties, are not prohibited subjects of bargaining. However, in the interest

of concluding a successor agreement following prolonged negotiations, the parties agree to the following language only for the duration of this contract without waiver or prejudice to the parties' to assert and maintain their positions in any future negotiations, bargaining or other labor employment related proceedings.

It is recognized that the University has a tripartite mission of teaching, professional activity and service. The parties recognize the complexity of establishing faculty workloads as a means to satisfy the tripartite mission. The parties further acknowledge the importance of all three components of the tripartite mission.

8.1.1 Lecturers are full-time Non-tenure-track faculty Members whose conditions of appointment are described in this article.

8.1.2 For nine (9-) month faculty, the work year shall consist of two (2) semesters including the week before the beginning of the academic year but not including scheduled holidays, Fall Break, Thanksgiving Break, Winter Break and Spring Break.

8.1.2.1 Final examinations, if required by the instructor, shall be given during the period of the two (2) semesters set aside for such exams and not during the period set aside for instruction.

8.1.3 For twelve (12-) month faculty the work year shall consist of twelve (12-) months but not including scheduled holidays.

8.2 RANK

8.2.1 Assistant Lecturer: Members with three (3) or fewer academic years of credited service as a Lecturer.

8.2.2 Associate Lecturer: Members in their fourth (4th) through ninth (9th) academic year of credited service as a Lecturer.

8.2.3 Senior Lecturer: Members who have completed their ninth (9th) academic year of credited service as a Lecturer or who have held a Lecturer appointment since July 10, 1997.

8.2.4 For purposes of determining rank, the University may award new hires credited years of service based upon experience in a similar position with similar duties and responsibilities at another institution of higher education. Seniority for all other applicable articles and sections of this collective bargaining agreement will be established by the date of hire with the University.

8.3 ASSIGNMENT

8.3.1 Before making assignments to visitors and part-time faculty, the Department Chair

shall make assignments to the Member.

- 8.3.2 If an insufficient number of assignments exist in any given academic year for all Members in a Department or Program, the Department Chair or Program Director shall make assignments by seniority to the most senior Member provided that the Member is qualified to perform the duties of the assignment.
- 8.3.3 The Department Chair shall maintain an updated appointment list which shall list Members by seniority. In instances where more than one Member was hired in the same year, and if an insufficient number of assignments exists for those Members hired in the same year, assignments shall be made using the last four digits of the Member's Social Security number with the highest number receiving an assignment first.
- 8.3.4 Department Chairs shall notify Members of the courses and the number of course preparations the Member will be assigned eight (8) weeks prior to the beginning of the following term, recognizing that several factors, including enrollment, may cause the assignment to change prior to the beginning of a term. The UT course schedule shall include the name of the Member assigned to teach a course no later than seven (7) weeks prior to the beginning of the following term.

8.4 WORKLOAD

- 8.4.1 The average teaching load of full-time, Non-tenure-track faculty as adopted by the Board of Trustees over an academic year shall range between a maximum of thirty (30) credit hours per year and a minimum of twenty-four (24) credit hours per year. The number of work load hours shall depend upon the mix of a Member's teaching, service, and/or professional activity. The Member's teaching assignment shall be based on such considerations as class size, number of course preparations, the nature of the course, contact hours and the Member's other contributions to the Department, College, and University.
- 8.4.2 Assignment in excess of the maximum stated above may only be made by mutual agreement between the Member and the Department Chair.
- 8.4.3 A Member's assignment shall be equitably adjusted to account for election/appointment to UT-AAUP Executive Board, University, Department, or College positions but shall not exceed 4 credit hours of reduced teaching load.
- 8.4.4 A Member's assignment shall be reduced by the number of hours purchased by the UT-AAUP for release time.
- 8.4.5 Each Department, or equivalent unit, annually shall establish the workload for Members within that Department, or equivalent unit, which are consistent with this agreement. Each individual's workload shall be fair and equitable.

- 8.4.6 The Department Chair, or equivalent administrative officer, shall consult with each Member of the unit prior to establishing each Member's proposed workload. Members shall receive a written copy of their workload for review prior to transmittal to the College Dean. A copy of each individual's workload shall be posted via hardcopy or electronic communication in the Department three (3) days before transmittal to the College Dean's office. Once made public within the Department, or equivalent unit, each individual's workload shall be forwarded to the College Dean and ultimately to the Provost for final approval.

8.5 SUMMER EMPLOYMENT

When departmental needs and available resources provide opportunities for summer employment, the Department Chair will assign full-time faculty (either Tenured, Tenure-track and/or Lecturers) who are qualified to teach and indicate a willingness to teach prior to offering the course to visiting or part-time faculty. For the summer 2015 the current published policies describing how such assignments are made will be followed. By the end of Fall semester 2015, each Department or unit must develop a revised policy which must be approved by the Department Chair, College Dean and Provost describing how such assignments are to be made that takes into account that Tenured and Tenure-track and Lecturer bargaining units are on equal footing with respect to such assignments. This revised and approved policy will then be utilized for summer teaching assignments for summer 2016 and thereafter prior to offering the course to visiting or part-time faculty

8.6 INACTIVE STATUS

- 8.6.1 When the staffing needs in the Member's Department or academic unit are such that a Member's services are no longer needed, the Member will be placed on inactive status. Senior Lecturer(s) will receive the Member's pay and benefits, less the Member's portion of the benefit premium, for a one hundred and eighty (180) calendar day period beginning once the Member is placed on inactive status; Associate Lecturer(s) and Assistant Lecturer(s) will receive the Member's pay and benefits, less the Member's portion of the benefit premium, for a ninety (90) calendar day period beginning once the Member is placed on inactive status. The Member will have no right to reinstatement.
- 8.6.2 If the staffing needs in the Member's Department are such that a Member is not needed, the Member may request to be placed in another Department. The Department Chair of the requested Department will consider the Department's staffing needs and the Member's qualifications and experience in deciding whether to allow the Member to teach.
- 8.6.3 A Member who is re-hired as a full-time Member within one (1) year after being placed on inactive status will return with the same seniority as when placed on inactive status.
- 8.6.4 A Member on inactive status may be offered the opportunity to teach as a part-

time employee. A Member hired as a part-time employee will not be compensated at the Member's rate or be eligible for University benefits.

- 8.6.5 Once placed on inactive status, the Member will be provided a COBRA notice following the applicable 90 or 180-calendar day period in 8.6.1 and given the opportunity to continue coverage at the COBRA rate at the Member's expense.

8.7 TERMINATION

- 8.7.1 A Member with the rank of Assistant Lecturer may be terminated after one (1) unsatisfactory annual evaluation.
- 8.7.2 A Member with the rank of Associate Lecturer may be terminated after two (2) unsatisfactory annual evaluations.
- 8.7.3 A Senior Lecturer may be terminated after receiving two (2) unsatisfactory annual evaluations in any rolling five (5) year period.
- 8.7.4 A Member may be terminated as a result of Corrective Action as described in Article 15 of this agreement.
- 8.7.5 A Member may be terminated based on staffing needs following the applicable 90 or 180-calendar day period as described in Section 8.6.1 of this agreement.

ARTICLE 9 **EVALUATION**

- 9.1 Nothing herein prevents the Administration from managing, supervising, advising, or commenting on faculty performance during the term of appointment. The process described in this Article is the sole process by which Members shall be evaluated.

9.2 OBSERVATION

- 9.2.1 The observation shall be done by the Department Chair for which the Member teaches. The Department Chair may conduct scheduled classroom observations. If the Department Chair has significant concerns regarding the Member's teaching following an observation, the Department Chair may select a designee from the Department to observe the Member. The Department Chair shall select a designee in the following order: a Senior Lecturer; if none is available, then an Associate Lecturer; if none is available, then a Tenured Faculty member. Members shall receive a copy of any observation evaluations within two weeks of the date of the observation.
 - 9.2.1.1 Members may be observed in the Members' first, second, third, fifth, seventh, ninth, fourteenth, nineteenth, twenty-fourth, and twenty-ninth year of employment as a Lecturer with the University.

9.2.1.2 Nothing in this Agreement prohibits the Department Chair from observing Members in response to a complaint made by a student.

9.2.1.3 Any subsequent observation done after a Member has been found to be unsatisfactory at a given rank, shall be done by the Department Chair. The Department Chair may conduct scheduled classroom observations. If the Department Chair has significant concerns regarding a Member's teaching following an observation, the Department Chair may select a designee from the Department to observe the Member. The Department Chair shall select a designee in the following order: a Senior Lecturer; if none is available, then an Associate Lecturer; if none is available, then a Tenured Faculty member. Members shall receive a copy of any observation evaluation within two weeks of the date of the observation.

9.2.2 Person(s) conducting the observations described in 9.2 shall use the evaluation instrument described in 9.4.1.4

9.3 ANNUAL EVALUATION

9.3.1 Bargaining Unit Members shall be evaluated annually with the highest priority given to teaching and teaching related duties, field work and field supervision. Members may rely upon objectives identified by the Department Chair as a guide for creating an evaluative narrative of quality and satisfactory performance. Members shall compile and submit the evaluative materials outlined in 9.4 to their Department Chair annually pursuant to the Academic Personnel Calendar. Department Chairs must have Fall semester's student evaluations available to Members by the last day of the second week of Spring semester. Members may respond to Fall semester's student evaluations and have those responses added to their evaluative materials. If Members choose to respond, they must submit comments to the Department Chair by the last day of the third week of Spring semester.

9.3.2 Evaluation dates will be based on the previous academic year.

9.4 EVALUATIVE MATERIALS

9.4.1 The Department Chair for which the Member teaches and the appropriate College Dean shall consider the following evaluative materials as well as activities turned in to the Department Chair by the Member to assist in the evaluation:

9.4.1.1 Student evaluations of all courses or other instructional activities administered in accordance with departmental procedures.

9.4.1.2 Self-evaluation, classroom observations by the Department Chair or designee as described in 9.2, review of syllabi, examinations, and other curricular materials.

- 9.4.1.3 Annually submitted Annual Reports of Professional Activity (ARPAs).
- 9.4.1.4 An evaluation instrument developed by a committee of Members of a Department. Department Chairs shall meet with a committee of Members from the Department to develop a standardized classroom observation form to be used. Any new instrument developed must be approved by the appropriate College Dean.
- 9.4.1.5 Materials in the Member's personnel file commencing with the academic year in which the Member entered the Bargaining Unit that specifically relate to teaching effectiveness.
- 9.4.1.6 Any letter of expectations resulting from an "unsatisfactory" evaluation, as outlined in sections 9.4.2 and referenced in Article 9.4.5.3.
- 9.4.1.7 Following a review of the evaluative materials described in this Article, the Department Chair shall write an evaluation of the Member's overall effectiveness in teaching and other core responsibilities, as well as comments regarding the Member's non-core duties.
- 9.4.2 The evaluation shall state whether the Member's degree of effectiveness in their assignment(s) has been satisfactory or unsatisfactory. The evaluation must specifically state the reasons for a "satisfactory" or "unsatisfactory" rating. If a Member is given an "unsatisfactory" rating, the evaluation must also specify what needs to be done to achieve a "satisfactory" rating, or the objectives outlined in 9.3, unless the rating results in non-renewal.
- 9.4.3 The Department Chair shall send to each Member a copy of her/his evaluation annually pursuant to the Academic Personnel Calendar. If the Member does not request reconsideration as referenced in 9.4.5, or after 9.4.5 has been completed, the evaluation shall be forwarded to the College Dean. The College Dean shall have the option to accept the Department Chair's evaluation or write her/his own evaluation. The College Dean's decision shall be final.
- 9.4.4 When the College Dean has completed a review of the Members' evaluations, copies of the Members' evaluations shall be sent to the appropriate Department Chairs. Each Member shall also receive a copy of her/his evaluation review.
- 9.4.5 Request for Reconsideration

The Member being evaluated shall have the right to request, in writing, within five days of an evaluation and recommendation being received by the Member that the administrator reconsider the Member's case. The Member shall have the right to appear with a UT-AAUP representative before the administrator making the evaluation and recommendation being reconsidered. The administrator shall reconsider the case within ten (10) days of the request being made and shall

immediately inform the Member of her or his decision in writing. A request for reconsideration shall stay the evaluation process for that Member at the next higher level until the reconsideration has occurred. Absent a request for reconsideration, the review process shall go forward.

- 9.4.5.1 Members must receive their evaluation review, approved by the College Dean, no later than the last day of March.
- 9.4.5.2 A satisfactory annual evaluation of a Member shall not constitute a promise of future employment. Future employment opportunities shall be governed by the provisions of Article 8 Appointment, Rank and Assignment.
- 9.4.5.3 If a Member receives an “unsatisfactory” recommendation on an annual evaluation that does not result in termination or non-renewal, as outlined in sections 9.4, the Department Chair shall prepare a letter of expectations. The letter must specify what the Member needs to do to achieve a satisfactory evaluation. The Department Chair shall then meet with the Member and the Member’s representative of the UT-AAUP to discuss the letter of expectations. Members given such an unsatisfactory rating will meet with the Member’s Department Chair twice during each semester in order to discuss the Member’s progress in addressing the issues raised in the evaluation. A Member may request that a representative of the UT-AAUP be present at the meetings.

9.5 SPECIAL ASSESSMENT

- 9.5.1 When the appropriate College Dean or the Provost has good reason to believe there is a significant problem regarding a Member's performance of duties, the College Dean shall meet with the Member, along with any other appropriate individuals, in an attempt to clarify and, if necessary, rectify the situation. Special assessments shall be reserved for the truly unusual situation that cannot be rectified by any other means, or for not fulfilling professional obligations as set forth in Article 5.2 of this Agreement.
- 9.5.2 If, following the meeting described in section 9.5.1, the College Dean or the Provost determines that a special assessment is appropriate, the College Dean shall meet and confer with the Department Chair and the affected Member on the design of an appropriate evaluation. The evaluators shall report the results of the evaluation to the College Dean, Department Chair and the affected Member.
- 9.5.3 Should the evaluation identify matters requiring remedy, the College Dean and Department Chair shall meet with the Member to discuss and identify remedies. The University will provide appropriate support identified by the Member to achieve the agreed upon remedies. The College Dean shall notify the Member and the Department Chair in writing of the remedy or remedies decided upon and the required schedule of compliance and means of monitoring compliance. If the

Member fails to cooperate or comply with the remedies ordered by the College Dean, the matter may be remanded to the process set forth in Corrective Action, Article 15.0.

9.6 PERSONNEL FILES

- 9.6.1 The official personnel file for Members shall be that which is maintained in the Office of the Provost.
- 9.6.2 The employer's designee shall, upon request of a Member, make available for inspection and copying any and all documents in the Member's personnel file.
- 9.6.3 In order to preserve confidentiality, the employer's designee shall remove all letters of recommendation on the Member prior to the Member's examination of the Member's file.
- 9.6.4 Before any solicited or unsolicited derogatory allegations about a Member are included in the Member's official University personnel file, the Member shall be given a copy of such material and an opportunity to append a response to the allegations which shall be attached to said allegations in the Member's file. Evaluations and assessments prepared pursuant to this article shall not be deemed derogatory allegations.
- 9.6.5 Challenges to the propriety of documents in the Member's personnel file shall be addressed in writing to the employer's designee who shall issue a written decision.

ARTICLE 10 **INSTITUTIONAL ENVIRONMENT**

- 10.1 An adequate working environment and supporting services are necessary for effective teaching, learning and research.
 - 10.1.1 The Employer recognizes the importance of providing library systems and resources, both physical and virtual, responsive to faculty and student needs consistent with standards of quality recognized at a national level by higher education and program accrediting bodies and the Association of College and Research Libraries.
 - 10.1.2 Members shall have same or similar access to the instructional support services, facilities, and clerical services of their academic Department or instructional unit that are made for Tenured and Tenure-track Faculty.

ARTICLE 11

COMPENSATION

11.1 Salary Increases

11.1.1 Salary Increases for 2024-2025.

Each 1.0 FTE Bargaining Unit Member employed as a Member of the Bargaining Unit on March 1, 2024, and still employed as a Member of the Bargaining Unit on August 19, 2024, shall receive a three percent (3%) increase to their base salary, with retroactivity to August 18, 2024, for nine (9) month Bargaining Unit Members and July 28, 2024, for twelve (12) month Bargaining Unit Members.

11.1.2 Salary Increases for 2025-2026.

Each 1.0 FTE Bargaining Unit Member employed as a Member of the Bargaining Unit on March 1, 2025, and still employed as a Member of the Bargaining Unit on August 18, 2025, for nine (9) month Bargaining Unit Members and July 27, 2025, for twelve (12) month Bargaining Unit Members, shall receive a two and a half percent (2.5%) increase to base salary. In addition, Bargaining Unit Members employed as Members of the Bargaining Unit on March 1, 2025, and still employed as Members of the Bargaining Unit on August 18, 2025, will receive a one-time lump sum not added their base wage of one thousand dollars (\$1,000.00).

11.1.3 Salary Increases for 2026-2027.

Each 1.0 FTE Bargaining Unit Member employed as a Member of the Bargaining Unit on March 1, 2026, and still employed as a Member of the Bargaining Unit on August 17, 2026, for nine (9) month Bargaining Unit Members and July 26, 2026, for twelve (12) month Bargaining Unit Members, shall receive a two percent (2%) increase to base salary.

11.2 Overload Compensation.

Overload compensation for teaching will be offered only when the Bargaining Unit Member receiving the overload has provided evidence that the Member has met the workload expectations assigned in the previous two (2) years and the Department Chair certifies that the Member's workload for the semester is being fulfilled. Overloads shall be voluntary.

11.3 Minimum Base Salaries.

Effective August 19, 2024, the minimum base salaries are set out below:

Assistant Lecturer	\$50,000
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Associate Lecturer \$52,000

Senior Lecturer \$55,000

All increases provided in sections 11.1 through 11.4 will be applied after a Member's annual salary is made to be no less than the minimum annual salary as set out immediately above.

11.4 Summer Assignment and Compensation.

- 11.4.1 The Department Chair, in conjunction with the Provost office, is responsible for establishing which courses are taught in the summer. The Provost's office has the authority to offer or to cancel any class as it deems appropriate. The Department Chair will assign full-time faculty (either Tenured, Tenure-track and/or Lecturers who are on equal footing for the assignments) who are qualified to teach and indicate a willingness to teach prior to offering the course to part-time faculty. If the Department Chair fails to offer the course to full-time faculty prior to offering the course to part time faculty, the full-time faculty has the right to bump the part-time faculty from teaching the course.
- 11.4.2 If a course assigned to a Bargaining Unit Member (either Tenured, Tenure-track and/or Lecturers who are on equal footing for the assignments) is cancelled, the Bargaining Unit Member has no right to be assigned an alternative course and no right to bump other UT-AAUP Bargaining Unit Members or Non-Bargaining Unit Members from their assigned course, except as provided in section 11.4.1.
- 11.4.3 Compensation for a 9-Month Faculty Member who teaches in a summer session will be three and a third percent (3 1/3%) of the current academic year (9-month) salary, excluding any stipends, for one (1) credit hour of instruction. Teaching a total of six (6) credit hours will be considered full-time. Members shall be paid 3 1/3% of the current academic year (9-month) salary for one (1) credit hour of instruction, excluding any stipends, for up to six (6) credit hours or two courses, whichever is greater.
- 11.4.4 Bargaining Unit faculty shall be compensated for summer on a course-by-course basis (not including independent study, master's thesis supervision, doctoral dissertation supervision, and the like) at the per semester credit hour rate set out in this section.
- 11.4.5 This section does not preclude summer compensation from grants, endowed chairs, contracts, or other non-teaching activities.
- 11.4.6 By the end of Fall semester 2015, each Department or unit must develop a revised policy which must be approved by the Department Chair, College Dean and Provost describing how such assignments are to be made that takes into account that Tenured and Tenure-track and Lecturer bargaining units are on

equal footing with respect to such assignments. This revised and approved policy will then be utilized for summer teaching assignments for summer 2016 and thereafter prior to offering the course to visiting or part-time faculty.

- 11.5 The University reserves the right to adjust a Member's salary beyond the negotiated levels to retain the Member and/or to counter bona fide offers of employment. Funds for such increases shall come from outside of those negotiated within this Agreement. When such an adjustment is proposed, the Provost or his/her designee will immediately provide UT-AAUP with written notice of the proposed adjustment and/or evidence of a bona fide offer to the affected Member before any decision is finalized by the Provost or his/her designee. Prior to approval for an adjustment by the Provost there must be mutual agreement amongst the Bargaining Unit Member, Department Chair and appropriate College Dean.
- 11.6 A Member promoted in academic rank during the term of this agreement shall receive an increase to annual base salary on the effective date of promotion as follows:

For Academic Years 2024-2025, 2025-2026, 2026-2027	
To Associate Lecturer	\$2,000
To Senior Lecturer	\$3,500

- 11.7 The University, at its discretion, may grant retirement incentive benefits at any time outside the scope of this Article or in addition to the maximum annual University contribution. These benefits will be granted only upon the written agreement of the Bargaining Unit Member, the Department Chair, the College Dean, the Senior Director of Faculty Labor Relations and the Provost.
- 11.8 When faculty develop or substantially revise a distance learning course they shall receive \$3,500. Faculty who are paid \$3,500 or more for the development or revision of a course are subject to the Article 28 provisions. As such, the payment received shall satisfy the significant financial support referenced in 28.2.1.2 and the work, material and documentation created shall be owned by the University.

ARTICLE 12

HEALTH CARE BENEFITS

- 12.1 For the duration of this Agreement, the University will provide Bargaining Unit Members with medical insurance, a prescription drug benefit, dental insurance, and vision insurance under the plans provided to the employees of the University, and on the same terms and conditions on which those benefits are provided to non-bargaining unit employees of the University. The medical insurance plans shall include at least one PPO plan and at least one high deductible CDHP/HSA plan.

If the University decides to change or modify the benefit plan(s) consistent with this Section 12.1 above, the University will inform the Union ninety (90) days prior to the

effective date of the new benefits.

The University will make available on its website a summary plan description for the medical plan(s) at the beginning of each plan year. The University shall notify Members when the new SPD has been posted.

- 12.2 Notwithstanding section 12.1, above, Members will be responsible to pay twenty percent (20%) of the full premium of the University's plan through payroll deduction that includes group medical, pharmacy, dental and vision coverage which the Bargaining Unit Member elects.

12.3 SPOUSAL HEALTH CARE ELIGIBILITY

If a spouse has accessibility to health insurance through their employer, they must enroll in that plan as primary for a minimum of single coverage and may stay on the UT plan as secondary. If the working spouse makes \$25,000 or less annually and health insurance through their employer would cost them more than \$75/month for a single plan/employee contribution, they may be carried on the UT plan as primary.

12.4 HEALTH CARE ELIGIBILITY FOR CERTAIN DEPENDENTS

Members who elect coverage through the University may also elect coverage for their dependents who are of ages 19 to the age required by State or Federal law. Persons who are dependents to Members because of disability may be covered under the Member's health plan as a "dependent" regardless of age or student-status.

12.5 HEALTH CARE INFORMATION

Upon request, the UT-AAUP shall be provided utilization information and all non-protected, non- confidential, health (PHI) information on all plans on an annual basis.

ARTICLE 13
OTHER BENEFITS

13.1 OTHER INSURANCE

- 13.1.1 The Employer will continue to provide Members term life and accidental death and dismemberment insurance at no cost to the Member in the amount of 2.5 times salary for those on nine (9-) month appointment and 2.045 times salary for those on twelve (12-) month appointment, rounded upward to the next highest \$1,000. Supplemental and dependent life insurance may be purchased at group rates.
- 13.1.2 Members shall continue to be covered, for the life of this Agreement, by travel insurance as was in effect on May 30, 2008, or equal.

13.2 RETIREMENT

Members will continue to be enrolled in either:

- 13.2.1 The State Teachers Retirement System (STRS) as per statute. Employee contributions will continue to be “picked up” from the Member’s pay and paid to the retirement system on a pre-tax basis; or
- 13.2.2 For Members hired on or after February 1, 1999 who timely elect under the terms of the plan in an alternative retirement plan, authorized by law and adopted by the UT Board of Trustees pursuant to statute. Contributions to such an alternative plan will be governed by the terms of the alternative plan adopted by the Board.

13.3 TAX SHELTERED ANNUITIES

The Employer agrees that, pursuant to Internal Revenue Code (I.R.C.) Section 403(b), and subject to the restrictions and limitations outlined below, a Member may enter into a salary reduction agreement pursuant to which the Member will agree to have a reduction in the Member’s salary and the Employer will forward the amount equal to the reduction in the Member’s salary to an annuity contract or custodial account that is qualified under I.R.C. Section 403(b) (a "tax-sheltered annuity" or "TSA"). The following restrictions and limitations apply with respect to such matters:

- 13.3.1 The Employer may restrict the timing of the Member’s salary reduction elections to comply with the requirements of federal tax laws. Each Member must enter into a written salary reduction agreement which is provided by the Employer.
- 13.3.2 Members are responsible for limiting the amount of their contributions to the maximum amount that, under the federal tax laws, may be tax-deferred in any year. The Employer may, but is not required to, restrict or limit contributions on behalf of the Members to the extent that it believes that the total contributions for a Member will exceed the maximum tax-deferral limits in effect for any year.
- 13.3.3 Members may utilize only 403(b) vendors who have been approved by the University. The Employer agrees to include other vendors upon petition by the required number of employees in accordance with Ohio Revised Code (O.R.C.) Section 9.91.
- 13.3.4 In accordance with O.R.C. Section 9.91, the Employer may require all tax-sheltered annuity providers or brokers to execute a reasonable hold harmless agreement protecting the Employer from liability.

The Employer will make reports to the Internal Revenue Service (e.g. Form W-2s) and withhold federal, state school district and local income taxes and employment taxes as it believes it is required to do by law.

13.4 EDUCATION BENEFIT

13.4.1 Members, their spouses, and their dependents shall be eligible for the educational benefits provided by the Educational Assistance and Tuition Waiver Policy 3364-25-35 and the Institutional Aid Policy 3364-30-53 that are applicable as of the effective date of this agreement. Copies of these policies are attached as Appendix C.

13.5 PARKING

The Employer will provide Members with the same on-campus parking privilege as other non-union employees and access to the same lots as other non-union employees. The charge for this privilege may be paid via payroll deduction. The rates paid by Members will not be more than the rates paid by other non-union employees.

13.6 RECREATION/PHYSICAL FITNESS FACILITIES

Members may continue to utilize campus recreation/physical fitness facilities at the usual and customary membership rates for UToledo employees.

13.7 PAY OPTIONS

The Employer will provide full-time, nine (9-) month Members with the option to receive their academic year salary on a 26 (27 every 10th year) bi-weekly pay plan. Effective August 20, 2019, the employer has the right to migrate faculty from a bi-weekly pay cycle to a monthly pay cycle. In the event the employer migrates to a monthly pay cycle, faculty pay will be issued on or around the last day of the month. Regardless of pay cycle, 9-month faculty will have the option of receiving their academic year salary on either a monthly 9-month pay plan or a monthly 12-month pay plan.

13.8 DIRECT DEPOSIT

The Employer will provide for automatic direct deposit from a Member's paycheck in a bank or credit union account via the Financial Institution Clearing House with a limit of two (2) such deposits per paycheck. Effective August 18, 2018, all new hires will be required to use direct deposit.

13.9 DISABILITY INSURANCE

The Employer will cover Members with long-term disability insurance. Said insurance will "wrap-around" similar coverage provided by the State Teachers Retirement System and will provide, after 180 continuous calendar days of disability or the exhaustion of the employee's sick leave, whichever occurs later, 70% of base salary until the disability is removed, upon death, or the date the Member's current earnings exceed 80% of their indexed pre-disability earnings, or exhaustion of the maximum benefit period, whichever occurs first. When the Member becomes eligible to draw upon this insurance benefit, the

Member will be placed in inactive pay status and shall cease to earn salary, leave or other benefits.

13.10 PROFESSIONAL LIABILITY INSURANCE

The Employer shall maintain, for the life of this Agreement, its professional liability insurance policy in effect on May 30, 2008, or equal.

13.11 TICKETS TO UNIVERSITY EVENTS

The Employer shall, for the life of this Agreement, maintain its policy of allowing Members to purchase UT athletic event tickets at half-price.

13.12 BENEFITS INFORMATION

Members shall be provided with written descriptions of all benefit programs available to them within ninety (90) days of the effective date of this Agreement and on an annual basis thereafter.

ARTICLE 14 **LEAVES**

14.1 PAID LEAVE

14.1.1 Sick Leave

14.1.1.1 Members shall earn sick leave at the rate of 0.575 days for each completed bi-weekly period of service in pay status. There is no limit on the amount of sick leave that may be accumulated.

14.1.1.2 Members who retire with ten (10) or more years of service with the University, or die, shall be paid for up to thirty (30) days of accumulated and unused sick leave if employed by the University before July 1, 1993 or for up to twenty (20) days of accumulated and unused sick leave if employed on or after July 1, 1993.

14.1.1.3 Members shall use sick leave for an absence due to personal injury, illness (including maternity related disability and adoption of pre-school age children up to and including age seven (7)), exposure to contagious disease which could be communicated to other employees, and for serious illness or injury to a member of the Member's immediate family defined as spouse or significant other ("significant other" as used in this definition means one who stands in the place of the spouse and who resides with the employee including domestic partner), the significant other's immediate family (as defined herein), parents, children, grandparents, siblings, grandchildren, brother-in-law,

sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, step-parents, step-children, step-siblings, or a legal guardian or other person who stands in the place of parent (in loco parentis). It is the Member's responsibility to timely report absences to the Employer using the process defined by the Employer. In the rare instance when a Member is unable or fails to report absences in a timely manner, the Member's Department Chair may report the absence on the Member's behalf. When the Department Chair reports the absence, the Department Chair must simultaneously notify, in writing, the Employer's Designee and the UT-AAUP.

- 14.1.1.4 The federal Family and Medical Leave Act of 1993 (FMLA), as amended, shall be followed. If the Member's use of sick leave described in 14.1.3 qualifies as an FMLA leave, the sick leave and the FMLA will run concurrently.
- 14.1.1.5 Members on paid sick leave will receive their regular compensation during the period of leave, including any salary increases, promotions, awards of tenure, or any other rights that they would have received had they not been on sick leave.
- 14.1.1.6 When a Member is unable to report to work, the Member shall promptly notify the Member's Department Chair or equivalent supervisor for each day of sick leave using the process defined by the Employer and, if possible, indicate an expected time of return. If a Member indicates they will need a specific number of days of sick leave in advance, they will be excused from the daily reporting requirement.
- 14.1.1.7 When an absence exceeds eight (8) consecutive days, the Employer may require the Member to provide proof of illness from a health care provider. When an absence exceeds fifteen (15) days, as a condition of returning to work, the Member shall present a release from the Member's health care provider stating that the Member is fit to return to work to the University's designee. The University's designee may confirm said release with the Member's health care provider. "Health care provider" shall have the same definition herein as set forth in the Family Medical Leave Act.
- 14.1.1.8 Members exhibiting an abusive pattern of absences may be required to submit a health care provider's statement to the University's designee, justifying use of sick leave.
- 14.1.1.9 A Sick Leave Bank assists employees who are unable to perform their job duties as a result of a catastrophic personal illness or a personal injury. If the employee is not eligible to receive long-term disability insurance, the employee must exhaust all existing sick and vacation leave balances before enjoying access to the Sick Leave Bank

(Appendix A). Once the employee is eligible to receive long-term disability insurance, he/she will no longer be eligible for Sick Leave Bank benefits. The award or denial of sick leave bank credits shall not be subject to the grievance procedure.

14.1.2 VACATION

- 14.1.2.1 Members on twelve (12-) month appointments only shall accrue vacation leave at the rate of two (2) days per month of full-time service. Use of vacation leave when requested by a Member is subject to the approval of the Member's Department Chair or other immediate supervisor within five (5) calendar days of the request being made. Use of vacation leave may not interfere with the teaching of the Member's scheduled courses.
- 14.1.2.2 Members who are entitled to earn and accrue vacation leave may accrue up to seventy-two (72) days if on the University's full-time payroll before July 1, 1993 and forty (40) days if employed thereafter.
- 14.1.2.3 When a Member terminates employment at the University or changes to a nine (9-) month appointment the Member shall be paid for up to forty-eight (48) days of accrued vacation leave if on the University's payroll before July 1, 1993 and twenty (20) days if employed thereafter.
- 14.1.2.4 The University shall not be obligated to pay compensation for accrued vacation to terminating Members who give less than a thirty (30) day notice of resignation.

14.1.3 FAMILY CHILD CARE LEAVE

- 14.1.3.1 Eligibility – In recognition of the unique nature of the workload and role of faculty, the Employer adopts the following Family Child Care Leave for Members of the Bargaining Unit who experience the birth of a child or adoption of a pre-school age child up to and including age seven (7). This benefit is available to a Member beginning with the first day of appointment. In cases where both spouses or domestic partners are Members of the Bargaining Unit, only one of the spouses or domestic partners is eligible for leave under this section. No more than two (2) paid leaves under this section may be granted to a Member (or collectively to both spouses or domestic partners, if both are employed by the University) during employment. Such leave will run concurrent with a Member's twelve (12) weeks of FMLA leave.
- 14.1.3.2 Leave – The employer will provide paid Family Child Care Leave to an eligible Member for a period of up to one (1) academic semester upon the birth or adoption of a child. During such leave, the Member will receive full salary and benefits. For nine (9-) month faculty, leave

may be taken in either Fall or Spring semester. For twelve (12) month faculty, leave may be taken in either Fall or Spring semester or Summer term.

- 14.1.3.3 Upon confirmation of pregnancy or adoption, a Member who intends to request leave under this section must provide his/her Department Chair with written notification of the pregnancy or intention to adopt and a certificate from the treating physician, advanced practice registered nurse, or adoption agency identifying the expected time of childbirth or adoption as soon as is reasonably practical to provide appropriate time for all parties to plan for the expected leave. To request leave under this section, the Member must submit a Family Child Care Leave Request in the form provided by the Employer to their Department Chair. The Department Chair will process the request for leave by forwarding the form to the appropriate College Dean or Administrator and to the Employer's Designee. The approved leave form will specify the period for which leave has been requested and approved under this article. Thereafter, any requested change in the date of return by the Member must be communicated to his/her Department Chair in writing at least thirty (30) days prior to such date. Any request for additional time will be reviewed under Sections 14.1.1.3 of this article.
- 14.1.3.4 For each semester a Bargaining Unit Member uses leave under this article, he/she is obligated to return to full-time service at the University for one academic year or reimburse the University for the salary they received while on leave. In exceptional circumstances, the University may waive this requirement, for example in cases of the birth of a severely disabled child, whereby the faculty Member is not able to return to work, or whereby the mother is permanently incapacitated following the birth.
- 14.1.3.5 Evaluation - All evaluations of a Member's core and non-core duties shall not be affected by any leave under this article. No negative impact shall occur in any evaluation as a result of such leave. For the purpose of annual evaluation, a faculty Member who takes leave under this section will only be evaluated for one semester (the semester in which she/he was not on such leave) and the score she/he receives will be based only on that semester. If a faculty Member on leave under this section feels that she/he received a negative evaluation because of such leave, he/she may grieve the evaluation.

14.1.4 JURY DUTY

Members who are called for jury duty or subpoenaed by any legislative, judicial, or administrative tribunal, will be allowed time away from work with pay for such purposes. Members shall present a copy of the appropriate notice to appear to their Department Chair or other immediate supervisor and, when possible, do so at least

three (3) work days prior to the date the Member is to be absent from work. Upon returning to work, the Member shall present appropriate documentation of the Member's appearance.

14.1.5 HOLIDAYS

14.1.5.1 Members shall observe the holidays specified in Sections 124.19 (A) & (B), Ohio Revised Code, as it may be amended, on the same dates as are determined by the University for the academic calendar. A holiday that falls on a Saturday will be observed on the preceding Friday. A holiday that falls on a Sunday will be observed on the succeeding Monday.

14.1.5.2 Since many religious observances occur on days not designated as legal holidays, the University shall be flexible in accommodating Member's religious observances.

14.1.6 PROFESSIONAL DEVELOPMENT FUNDING

14.1.6.1 All Members who have attained the rank of Associate Lecturer or Senior Lecturer shall be eligible for professional development funding in the amount of up to \$2,500.

14.1.6.2 The purpose of this professional development funding shall be to enable the Member to pursue interests that contribute to the Member's professional development through research, study, teaching and/or similar activities which will enhance the performance of the Member's academic duties.

14.1.6.3 A Member may seek professional development funding by submitting a formal application and proposal to the Member's Department Chair. The Department Chair shall review the proposal and affix a recommendation to the College Dean. The College Dean shall then review the proposal, affix a recommendation and forward the proposal and all recommendations to the Provost, who will make a final and non-grievable decision. Members shall be notified of all recommendations on their professional development applications at the time the recommendations are sent forward.

14.1.7 BEREAVEMENT LEAVE

In the case of death within a Member's immediate family, as defined in Section 14.1.1.3, five days of paid bereavement leave (not charged to sick leave) are available.

14.2 UNPAID LEAVE

14.2.1 LEAVE OF ABSENCE

- 14.2.1.1 Members may request leave of absence without pay for any purpose mutually agreed to by the University and the Member. A written leave of absence agreement, specifying the purpose and length of the leave must be executed by the Member, the Member's Department Chair and the College Dean and approved by the Provost. Such leave shall normally be for one (1) calendar year or less, but may be by mutual agreement extended in writing by the University and the Member. Ultimate authority to grant such leave is discretionary with the Board. Ninety (90) days before the expiration of such a leave Members must indicate in writing to their Department Chair, or other equivalent supervisor, their intention of returning to work. Once granted, a leave of absence may be shortened only upon agreement between the University and the Member. A request for such leave shall not unreasonably be denied.
- 14.2.1.2 Following the birth of a child, that child's faculty Member parent who has exhausted paid sick leave will be entitled to leave without pay for the remainder of the then current academic term for purposes of child care.
- 14.2.1.3 A Member on an unpaid leave of absence does not earn sick leave or vacation. A Member on an unpaid family medical leave shall maintain University insurance coverage until the Family Medical Leave expires. A Member on an unpaid leave of absence shall have the option to maintain University insurance coverage at the group rates at the Member's expense. A Member shall accrue seniority on such leave.

14.2.2 MEDICAL LEAVE

- 14.2.2.1 A leave of absence without pay may be granted to any Member for medical reasons, when justified by their state of health and when recommended by their physician(s) or advanced practice registered nurse. Unpaid medical leave may begin only after all accumulated sick leave has been used. Such leaves may not exceed two (2) calendar years. A Member shall submit a release from their physician or advanced practice registered nurse stating that the Member's state of health is such that the Member may return to work to the Employer's Designee prior to the Member returning to work. A Member must return to work when released by his/her attending physician or advanced practice registered nurse in order to retain employment status. Notice of at least ninety (90) days shall be required for return to active status, unless waived by the University.
- 14.2.2.2 A Member on a medical leave does not earn sick leave or vacation. A Member who is on an unpaid family medical leave shall maintain University insurance coverage until the Family Medical Leave expires.

A Member on a medical leave after the expiration of a Family Medical Leave shall have the option to maintain University insurance coverage at the group rates at the Member's expense. The Members shall accrue seniority while on such leave.

14.3 ABSENT WITHOUT LEAVE / FAILURE TO RETURN FROM APPROVED LEAVE

A Member who absents him or herself from duty without an approved leave of absence under this Article or who fails to return to duty at the conclusion of a leave approved under this Article is subject to Corrective Action under the provisions of Article 15.

ARTICLE 15
CORRECTIVE ACTION

15.1 The Employer shall not impose discipline except for just cause. The employer subscribes to the principles of progressive discipline except in instances when summary action is called for. Any disciplinary action shall be predicated upon written charges.

15.2 When the Employer has reason to believe an incident(s) has occurred which might constitute grounds for discipline, it shall investigate prior to the application of Section below. Interviews with the Member and others may be conducted during any such investigation. Before such an interview occurs with a Member under investigation, and/or when a Member is advised that he/she is the subject of an investigation under an Employer policy, an Employer representative will advise the Member in writing of the Member's right to be represented by the UT-AAUP and/or its legal representative during any interview and/or at any meeting or hearing that the Member has with the investigating body. An interview conducted pursuant to an Employer policy, including but not limited to policies on sexual harassment or misconduct in research, is an "investigative interview."

Where the Member indicates a desire to be represented by the UT-AAUP and/or its legal representative, the investigative interview, meeting or hearing will not proceed without a UT-AAUP representative in attendance. Notwithstanding, in no event shall the Employer have to delay or postpone a specific interview, or meeting or hearing more than once to allow for such representation.

If the Employer interviews the Member as part of the investigation, the Employer will inform the Member of his/her Garrity Rights prior to the interview that is being conducted as part of the investigation that could result in disciplinary action against the Member. The Member will also be advised that (1) his/her statements during the interview will not be used against him/her in any subsequent criminal proceedings that might take place, and (2) his/her failure to answer questions during the interview will subject him/her to disciplinary action up to and including termination of employment.

15.2.1 When, in the judgment of the President, or designee, the presence of a Member on Employer property presents a threat to the health or safety of the Member or

other Members of the University community, or represents a threat of substantial disruption or substantial interference with the normal and lawful activities of any Member or of the University community as a whole, the President, or designee, may suspend the Member pending the disposition of the disciplinary process provided for under this Article. Such suspension shall be with pay. The President, or designee, may also direct that the Member be removed and barred from Employer property.

- 15.3 The recommendation of any person, committee, panel or council authorized by Employer Policy to discipline a Member (including termination), shall be forwarded to the Office of the Provost. In such event, a pre-disciplinary hearing shall be convened to discuss the charges against the Member and provide the Member with an opportunity to present the Member's case. The Member shall be given the opportunity to be accompanied by an UT-AAUP representative and/or its legal representative. The Employer shall notify the Member and the UT-AAUP in writing at least seven (7) days prior to the pre-disciplinary hearing, of the purpose of the meeting, the charges under consideration and the Member's right to be accompanied by the UT-AAUP at the pre-disciplinary hearing. Upon written request, the Employer will provide the Member or the UT-AAUP any public record as defined in O.R.C. Section 149.43 that the Employer has relative to the charges against the Member.

Prior to the pre-disciplinary hearing, the Employer will inform the Member of his/her Garrity Rights; that (1) his/her statements during the interview will not be used against him/her in any subsequent criminal proceedings that might take place, and (2) his/her failure to answer questions during the hearing will subject him/her to disciplinary action up to and including termination of employment.

An employer representative, who has not previously participated in the investigation at issue, will conduct the pre-disciplinary hearing. The Member and the UT-AAUP will be provided with notice of the disposition of the charges within thirty (30) days (or such longer time as may be specified in the Employer policy) after the close of the pre-disciplinary hearing. If the disposition includes a recommendation of disciplinary action, such discipline shall be implemented as set forth in Section 15.4.

- 15.4 Reprimands may be issued to a Member by the Member's College Dean, the Provost, or the President. Suspension of Members may only be issued by the President, or designee. Dismissal of Members for cause may only be implemented by a formal written Notice of Dismissal, together with reasons therefore and a bill of particulars, issued by the President. Discipline issued under this article can be grieved on substantive and procedural grounds at the external arbitration level.
- 15.5 The Employer and UT-AAUP shall exert their best efforts to keep any or all allegations, including sexual harassment, made against a Member of the Bargaining Unit confidential unless and until a final decision is rendered by appropriate authority determining the guilt or innocence of the Member of the Bargaining Unit.
- 15.6 Evaluations and assessments shall not be construed as discipline.

ARTICLE 16

GRIEVANCES

16.1 The parties agree that, whenever possible, disputes should be resolved informally at the lowest level. To that end, all Members and administrators are encouraged to engage in free and open communication in the airing of differences.

16.2 DEFINITIONS

16.2.1 A "grievance" is a complaint or allegation by a Member or Members, or by the UT-AAUP that there has been a violation, misinterpretation or improper application of the provisions of this Agreement. Unless specifically modified within this Agreement, all provisions of this Agreement are subject to this Grievance Procedure.

16.2.2 The Management may, by written notice, schedule a meeting with the representatives of the UT-AAUP to discuss any issue of concern to the Management regarding the interpretation or application of the provisions of this Agreement. If the parties are unable to resolve the issue, the Management may, within twenty (20) days, following the meeting of the parties, submit the issue to external arbitration under section 16.3.3 et seq.

16.2.3 The time limits indicated in this Article shall be considered maximum unless extended by mutual agreement in writing.

16.2.4 Upon failure of a hearing officer to provide a written response to the offices of the UT-AAUP and the Employer's designee and the grievant within the time limits provided in this Article, the Union may appeal to the next step.

16.3 If the matter is not resolved informally, a formal grievance may be filed. The official grievance form in Appendix B must be used to file the grievance.

16.3.1 INITIAL FILING

The aggrieved Member(s) shall present the grievance through UT-AAUP, in writing, on the official grievance form to the Employer's designee within twenty (20) days following the act or omission giving rise to the grievance, or the date the Member(s) knew or could reasonably have been expected to know of such act or omission. The written grievance on the official grievance form in Appendix B shall state the nature of the grievance, the dates when the act or omission giving rise to the grievance occurred, the contractual provisions allegedly violated, the remedy sought and be signed by the grievant. The Employer's designee will review the grievance and promptly forward the grievance to the appropriate Administrative level for hearing within ten (10) days of receipt, with notice to the grievant(s) and the UT-AAUP. The Administration levels to which a grievance

may be presented include:

Department Chair

College Dean

Provost

16.3.2 GRIEVANCE HEARINGS

Upon receipt of a grievance from the Employer's designee, the Department Chair, or other appropriate immediate supervisor, the Administrative level to which the grievance has been assigned shall arrange for a meeting with the grievant and a UT-AAUP representative to take place within ten (10) days, to discuss and attempt to resolve the grievance. If attempts to resolve the grievance are unsuccessful, within ten (10) days following the meeting, the supervisor hearing the grievance shall send a written response to the grievance, including reasons, on the original grievance form, to the Employer's designee with concurrent copies to the grievant and UT-AAUP. If the grievant or the UT-AAUP does not accept the answer provided at this step, either may, within ten (10) days, appeal, on the appeals form, to the Employer's designee to have the grievance reviewed at the next administrative level. The Employer's designee shall then promptly forward the grievance to the appropriate next administrative level within ten (10) days. If the UT-AAUP does not accept the answer provided by the Provost, it may appeal to external arbitration.

16.3.3 EXTERNAL BINDING ARBITRATION

16.3.3.1 UT-AAUP shall have the sole right to submit a grievance filed by the union or a Member to final and binding arbitration by an external arbitrator. Such appeal shall be filed, in writing on the appeals form, to the Employer's designee, within ten (10) days after receipt of the Provost's decision.

16.3.3.2 Upon a submission to external arbitration, representatives of the UT-AAUP and the Employer's designee or designee shall meet within fifteen (15) days to select an arbitrator. In the event the parties are unable to mutually agree upon the selection of an arbitrator, the selection shall be made by asking the Federal Mediation and Conciliation Service (FMCS) to provide a panel of seven (7) names. The moving party will be responsible for the cost of the initial panel. Either party has the right to request a second panel. The requesting party will be responsible for the full cost of such panel. The parties shall strike names alternately from the panel, with the party to strike the first name determined by a flip of a coin. The union representative(s) and management representative(s) shall immediately arrange for a meeting to expeditiously select the arbitrator that satisfies both interested parties. The arbitrator's decision shall be final and binding upon the

parties and shall be rendered within thirty (30) days after the arbitration hearing record is closed. The cost of arbitration shall be borne equally by UT-AAUP and the Employer.

16.4 REMEDIES

External arbitrators and all officers hearing a grievance shall be bound by the following:

- 16.4.1 They shall have no authority to add to, subtract from, alter, change or modify any of the provisions of this Agreement.
- 16.4.2 Their decisions shall be limited to only the question or questions submitted for their decision.
- 16.4.3 They shall not render any decision which would result in the violation of this Agreement or a public statute or regulation.
- 16.4.4 They shall make no award which provides a Member compensation greater than would have resulted had there been no violation.
- 16.5 Any grievance not otherwise specifically limited by this Agreement can be heard on substantive or procedural grounds. Grievances may be amended up to and including the College Dean level.
- 16.6 Suspensions or dismissals may be appealed by UT-AAUP directly to external arbitration.
- 16.7 A Member who participates in a grievance procedure will not be subject to disciplinary reprisal because of such participation.
- 16.8 Any relevant information in possession of the employer pertaining to a grievance that is needed by UT-AAUP to investigate and process a grievance will be provided to UT-AAUP within five (5) days of a written request.
- 16.9 Individual grievants may have private counsel present at their own expense in any or all grievance proceedings. However, such counsel may not participate in the proceedings except as a silent observer.

ARTICLE 17 **NO STRIKE/NO LOCKOUT**

- 17.1 The UT-AAUP and its officials will not cause, support, or condone, nor shall any Member or Members take part in any strike, slow down or work stoppage of any kind during the life of this Agreement.
- 17.2 The Employer shall not conduct a lockout of Bargaining Unit Members during the term of this Agreement.

- 17.3 Any Member of the Bargaining Unit who engages in any activity in violation of Section 17.1 above during the term of this Agreement shall be subject to discipline up to and including dismissal as determined by the University.

ARTICLE 18

UT-AAUP

- 18.1 The UT-AAUP shall be permitted reasonable use, to the extent permitted by law, of University facilities and services on the same basis and at the same cost as recognized campus organizations.
- 18.2 The Employer will make available space in University Hall to be utilized by UT-AAUP for an office. UT-AAUP shall be responsible for the costs of telephone installation and service, if same is desired by them. Should this space become unavailable because of renovation or changes in facility usage, the Employer will make other space on Bancroft campus available.
- 18.3 Release Time

The UT-AAUP shall be permitted to purchase thirty-six (36) credit hours of release time for its Negotiating Committee Members and/or officers each semester of the academic year. The UT-AAUP will pay the credit hour cost at the base rate of \$750 up to a cap of \$1000 with documentation of costs above \$750 for each semester.

Summer School release time shall be permitted to be purchased at the actual salary cost (cost of fringe benefits not included). UT-AAUP shall provide written notice to the Department Chair of the UT-AAUP officer(s) within that Department thirty (30) days prior to the commencement of the semester and/or summer school session of the UT-AAUP officer(s) who will be on release time. Once notified, the Member's teaching load will reflect the requested course release. Activities performed under this Article for UT-AAUP may be considered University service for purposes of faculty evaluation.

- 18.4 The UT-AAUP dues shall be established by the UT-AAUP and certified to the Employer by the UT-AAUP. The payroll deduction of the regular UT-AAUP dues shall be consistent with applicable law and made on each pay day in each month during which the Member is in active pay status. Each biweekly pay period, the University will provide the UT-AAUP with an Excel file list of individuals for whom dues deductions were made and remitted.
- 18.4.1 No Member of the Bargaining Unit shall be required to become a Member of the UT-AAUP as a condition for securing or retaining employment.
- 18.4.2 The UT-AAUP shall indemnify the Employer against any and all claims, demands, suits, or other forms of liability or costs that arise out of, or relate to, any action taken or not taken by the Employer for the purpose of complying with

the provisions of this Article.

- 18.4.3 The Employer agrees to make every effort to forward checked-off dues to the UT-AAUP within two weeks following the second pay day of each month, but no later than thirty (30) days.

ARTICLE 19

ENTIRE AGREEMENT

The parties acknowledge that each had the full right to make proposals with respect to any subject, and that, after exercising that right, all the parties' understandings are set forth in this Agreement. The terms of this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in a written and signed amendment to this Agreement.

ARTICLE 20

SEPARABILITY

Shall any portion of this Agreement be found by a duly constituted court or regulatory authority to be in conflict with any applicable law or public regulation, then such conflicting portion of this Agreement shall be rendered null and void and the applicable law or regulation shall be controlling. In such event, upon request of either party, the parties shall commence good faith bargaining for replacement language.

The invalidation of any portions of this Agreement in accordance with this Article shall not affect the legality and enforceability of the remainder of this Agreement.

ARTICLE 21

LABOR-MANAGEMENT MEETINGS

The parties agree to hold bi-monthly Labor-Management meetings at a mutually agreed upon time schedule between the "Employer's" designee, UT-AAUP President and the UT-AAUP Executive Officer for Lecturer Affairs. If any agenda item pertains to the Bargaining Unit, the UT-AAUP President may bring a representative(s) of the Bargaining Unit to the Labor- Management Meeting. The parties will exchange agendas at least two (2) days prior to the scheduled meeting time. Additional meetings may be scheduled by mutual agreement.

ARTICLE 22

TERM OF AGREEMENT

Upon ratification by the UT-AAUP and the Board of Trustees, the Agreement will be effective July 1, 2024.

The Agreement shall remain in effect through June 30, 2027, or until a successor collective bargaining agreement is reached either as a result of ratification of a tentative agreement or through the use of the applicable statutory dispute settlement procedures set forth in R.C. 4117.

ARTICLE 23

DISTRIBUTION OF AGREEMENT

Within thirty (30) calendar days after this Agreement has been ratified and signed by the parties, the Employer shall make this Agreement available on the Provost's website. The University will make any new members aware of where the Agreement can be located and provide a direct link to the appropriate webpage.

ARTICLE 24

ELIGIBILITY FOR TENURE-TRACK POSITIONS

If a Tenure-track position becomes available in a Member's area of expertise, any Member who qualifies for that position shall be guaranteed an initial interview for the job. When the Employer decides to conduct a search to fill a new or vacant Tenure-track position, the Department Chair of each Department in which the vacancy exists shall provide written notification of the search and a job description for the Tenure-track position to Members in the Department.

ARTICLE 25

DISTANCE LEARNING

Distance learning is an alternative delivery mode of educational instruction that is afforded the same status and will follow the same policies and procedures for purposes of this Agreement, as traditional classroom teaching with regard to both faculty rights and the role and responsibilities of the Department Chair.

- 25.1 Development of a distance learning ("DL") course or substantial revision to an existing DL course receiving significant financial support as set out in Article 28 must be approved by the Program Director, if applicable, the Department Chair and the College Dean. The development of new distance learning program(s) and the courses associated with the new program(s) are subject to the same Department, College and university procedures for review and approval as traditional classroom course(s). Bargaining Unit Members have the right of first refusal with regard to the development of new DL courses, new DL versions of courses or the substantial revision of an existing DL course.
- 25.2 Approval for significant financial support to develop or substantially revise an existing DL course will be made by the Provost or designee. Article 28 shall govern the ownership of the work product and course materials.
- 25.3 As the Provost's designee, UT Online will make a payment of \$3500 to the authoring Member for a new DL course or substantial revision to an existing DL course. A Member

who develops and teaches said course will receive full payment of \$3500. Prior to developing or revising a course with UT Online the authoring Member and the Department Chair will sign an agreement that identifies the amount to be paid, terms of payment, and confirms the University's ownership of the copyright and course materials. That given, the Member will have the final say on the content of the course. The University owns all rights and copyright responsibilities for DL courses that are developed and paid pursuant to this Article after February 1, 2007, by the Tenured Faculty, Tenure-track Faculty and Lecturers.

- 25.4 Members and instructors may receive compensation only for the development of two (2) DL courses per year. An exception to this limitation may be possible for the development of a third (3rd) course in any given year, provided the course development has the approval of the Provost or designee.
- 25.5 In the first three (3) academic years of the initial offering of a new DL course the Member who created the new DL course(s) shall be given first preference to teach up to two sections of the course(s) per semester including summer, if offered. First preference will apply as long as all course offerings and curricular needs within the Department are satisfied.

ARTICLE 26

OUTSIDE EMPLOYMENT AND ACTIVITIES

- 26.1 "Outside employment" means employment, including self-employment, which is not contracted for through the University and for which any remuneration paid is not paid through the University. All outside employment and activities must comply with Ohio Ethics Law (Ohio Revised Code Chapter 102).
 - 26.1.1 Members are expected to devote their professional efforts during the academic year to regular University assignments. Members shall not engage in outside employment nor participate in activities that interfere with the Member's full-time responsibility to the University. A Member shall not teach regular classes at another college or university during the work year as defined in section 8.1 without prior written approval by the Provost.
 - 26.1.2 A Member may with prior written administrative approval, which shall not be unreasonably denied, devote additional time to other employment. Outside employment and activities may not interfere with Members' University responsibilities.
 - 26.1.3 A Member who intends to engage in outside employment shall promptly report in writing the nature and extent of the proposed commitment to the Member's Department Chair or appropriate supervisor on the annual reporting form. Such reporting shall be renewed each academic year. Such reporting will only be required on an annual basis unless the extent of outside employment changes significantly in the interim. The Department Chair or appropriate supervisor

shall forward a copy of all approved applications to the appropriate College Dean and the Provost.

- 26.1.4 A Member engaged in outside employment or activities, with or without compensation, shall not use the name of the University to suggest institutional endorsement or support of a non-University enterprise nor the name of the University on stationery, business cards, or promotional literature for such outside activity. However, the Member can utilize his/her University title for identification purposes.
- 26.1.5 Before University space, services, supplies or equipment may be used in the performance of any outside employment or activity, written permission must be obtained in advance from the College Dean. Appropriate usage fees must be disclosed in writing to the Member, who will then be responsible for payment to the University for any such space, services, supplies or equipment used.

ARTICLE 27

FINANCIAL EMERGENCY PRINCIPLES AND PROCEDURES

- 27.1 Should the Employer reasonably anticipate the existence of a financial crisis of such severity that it cannot be alleviated without terminating the appointment of Members (“financial emergency”), the Employer will address the financial emergency with UT-AAUP through the process set forth in Article 19.0, sections 19.1–19.5 Financial Emergency Principles and Procedures of the parties Collective Bargaining Agreement covering the Tenured, Tenure-track bargaining unit. That process is also included here in sections 27.2 and 27.3. The Employer and the UT-AAUP recognize that the process set forth here in sections 27.2 and 27.3 and in Article 19.0 of the Tenured, Tenure-track agreement are intended to be one single process which addresses the issues of financial emergency described therein.
- 27.2 The data upon which the Employer bases its anticipation of financial emergency and the savings which the Employer deems necessary to effect shall be presented to the UT-AAUP. The Employer shall also provide any relevant additional information in its possession which the UT-AAUP may request within ten (10) calendar days following the receipt of the initial Employer data. The Board shall not act upon recommendations from either party until the Financial Emergency Implementation Committee (FEIC) described below has made its recommendation or sixty (60) calendar days have passed from the Board's full provision of data to UT-AAUP whichever is sooner. No layoff of Members will take place until full implementation of this Article is completed.
- 27.3 Upon declaration by the Board that a financial emergency exists, the Provost or designee and the President of UT-AAUP will be charged with establishing a Financial Emergency Implementation Committee (FEIC) which shall have equal representation by the parties. The Provost or designee and the President of UT-AAUP shall monitor the process and plans of the FEIC and assure that the FEIC accomplishes the following:

- 27.3.1 Make recommendations of alternatives which would result in minimum deterioration of existing academic programs and which would not sacrifice the University's long-term fiscal health in order to solve a short-term financial problem (The FEIC shall not consider the possible methods used to relieve the financial emergency listed below in any kind of priority ranking);
- 27.3.2 Investigate and recommend ways to relieve the emergency by means of initiating mechanisms for income generation;
- 27.3.3 Investigate and recommend ways to relieve the emergency by means of cost-reduction methods, including: reduction of support staff and administrative personnel and services; encouragement of voluntary early faculty retirement, leaves of absence, and resignations through financial inducements including "buy- out" plans; reduction in internal funds allocated to research and equipment; reduction in the number of graduate assistants; replacement of part-time, visiting, retiring, superannuate, resigning and Non-tenured faculty with existing Tenured faculty Members where qualified to teach, across-the-board concessions with respect to salaries and/or fringe benefits by administrative, staff and faculty personnel; planning and implementation of long-term reduction in size or elimination of Colleges, Departments or parts of Departments, Programs or parts of Programs where the educational mission of the institution as a whole would not be jeopardized;
- 27.3.4 Investigate and recommend elimination of inessential activities.
- 27.4 The FEIC shall make a good faith effort to arrive at its recommendations within a sixty (60) calendar day period from the Board's full provision of data to UT-AAUP regarding the anticipated financial crisis, or any extension thereto which may be granted by the Board.
- 27.5 If the recommendation involves the reduction or discontinuance of a Program, Department or College, the FEIC shall establish its priorities based upon the long-term enrollment projections, the role of the Programs in fulfilling the missions both of the University as a whole and the continued accreditation of academic units, the effect on joint Programs with other institutions and the impact on the students registered in the Programs. Should retrenchment in academic Programs become necessary, due consideration shall be given to providing for students enrolled in those Programs to complete the requirements of the Program.
- 27.6 Should the Board determine that the recommendations of the FEIC are not sufficient to relieve the financial emergency, the Board shall have the right to act on its own initiative as to layoffs but, nevertheless, shall apply the principles specified in this Article. There shall be full disclosure of the financial data, rationale, and resulting decisions based on the Board's deliberations. Efforts shall be continued to encourage early voluntary retirements, leaves of absence and resignations. In the case of Members designated for layoff, every effort shall be made to bring about their reassignment, accompanied by appropriate retraining, to open faculty positions in other Programs.

- 27.7 Normal attrition is the preferred approach to the extent that it will assist in relieving the financial emergency. However, if it is determined through the process that layoffs are to occur, the following steps will be taken in order:
- 27.7.1 The teaching of overloads in an affected Department shall be eliminated.
- 27.7.2 Any category of faculty other than full-time shall be released first.
- 27.7.3 Non-tenured Members in an affected Department shall be laid off before Tenured Members in that Department. The order of layoff shall be: Non-tenured, Non-tenure-track and Non-bargaining unit faculty starting with part-time faculty and/or visitors; Members of this Bargaining Unit covered by this agreement, in reverse order of full-time continuous service to the University; Tenure-track faculty and Tenured faculty.
- 27.8 Where the length of full-time continuous service is equal, layoff shall be made using the last four digits of the Member's social security numbers with the lower number being laid off before the higher number.
- 27.9 Laid off Members shall have the right of expedited use of the grievance procedure herein as to whether the principles of this Article have been properly applied in their case.
- 27.10 If a Member is laid off under the terms of this Article, the Member shall receive notice, or salary in lieu thereof, of at least three (3) months.
- 27.11 Laid off Members' names shall be placed on inactive status and shall remain on the list for twelve (12) months. The University may not fill a position in the Bargaining Unit in a discipline in which a laid off Member is qualified to teach unless the laid off Member has been offered re-appointment and has been given at least thirty (30) calendar days within which to accept or decline the re-appointment.
- 27.12 Laid off Members shall have the right to continue to participate, at the Members' expense, at group rates, in the University's health insurance benefit programs according to requirements and time limits under COBRA and to participate in the University's life insurance for a period of twelve (12) months.

ARTICLE 28

DISCOVERIES, INVENTIONS, PATENTS AND COPYRIGHTS

- 28.1 DISCOVERIES, INVENTIONS OR PATENTS
- 28.1.1 The parties agree to incorporate by reference herein Ohio Revised Code §3345.14.
- 28.1.2 Recognizing that time is of the essence in the protection of the legal interests of

both the University and its employees in their discoveries, inventions or patents, it shall be the duty of each Member to:

- 28.1.2.1 Report in writing to the body established by the BOT to consider patent matters, all discoveries, inventions or patents resulting from research or investigations made as set forth in sections 28.1.1 and 28.1.2 above as soon as practical and prior to public disclosure after the conception or reduction to practice of the discovery, patent or invention. Such report shall include all the information requested in a standard disclosure form promulgated by the BOT, or its appointed designees, to consider patent matters.
- 28.1.2.2 Cooperate with agents of the BOT to secure all legal protection for such discoveries, inventions, or patents including preparation and signing of all papers attendant thereto.
- 28.1.2.3 Assist the University in perfecting its ownership interests in patents by executing the appropriate assignment documents.
- 28.1.2.4 Cooperate with and assist the BOT, or its appointed designees, to enable the evaluation, marketing and licensing of the submitted discovery, invention or patent.

28.2 COPYRIGHTS

- 28.2.1 In accordance with the custom established in institutions of higher education, copyright ownership of textbooks and manuscripts and royalties resulting therefrom belong to the author(s) thereof unless the copyrightable material is generated with significant use of University facilities or significant financial support from the University. Such materials or works shall include Member-authored books, journal articles, research studies, musical works, syllabi, distance learning courses, workbooks, examinations, and tests.
 - 28.2.1.1 “Significant use” shall mean the use of University-owned facilities or agencies by the Member, without payment to the University, in which more than fifty percent (50%) of the cost of creating the work in its final form is borne by the University.
 - 28.2.1.2 Significant financial support” shall mean University financial support in the form of money or released time beyond the normal assignment or salary, which constitutes over fifty percent (50%) of the cost of creating the work in its final form.
- 28.2.2 A copyrightable material or work shall be owned by the University if:
 - 28.2.2.1 The work is prepared by a Member, entirely as a part of the Member’s designated duties as an employee, as a work made for hire; such works

made for hire as a part of the Member's designated duties shall not include those originated by a Member as described in section 28.2.1 above.

28.2.2.2 The author or creator of the material or work has been specially ordered or commissioned by the University to create or produce the materials for which the Member received compensation from the University other than or in addition to normal assignment or salary from sources administered by the University or State of Ohio.

28.2.2.3 Bargaining Unit Members shall use the following notice when displaying University-owned copyrighted material: "Copyright or © (year), The University of Toledo. All rights reserved."

28.2.2.4 Notwithstanding the above, the University may contract for sponsored research or investigation which includes the use of its facilities and/or employee's services and in which the ownership of copyrightable subject matter resulting from such sponsored research is at variance from sections 28.2.1 and 28.2.2 above.

28.3 The legal title to all University owned inventions, discoveries, patents and copyrightable works and materials upon creation shall be vested in the University. Such title shall be vested either by operation of law or by express assignment of the patent or copyright by the inventor or author.

28.4 In the event that income is derived through the external licensing, use, sale or other disposition of University owned inventions, discoveries, patents or copyrightable works or materials, such income shall be allocated as follows:

28.4.1 The inventor(s) or author(s) of such income producing inventions, discoveries, patents or copyrightable works or materials will be first reimbursed for any direct out-of-pocket expenses incurred in the preparation of such inventions, discoveries, patents or copyrightable works or materials, provided that the necessary records and receipts are submitted to and approved by the Provost or designee.

28.4.2 Remaining income, after paying the inventor's or author's direct out-of-pocket expenses, shall be retained by the University until it recovers all its direct expenses associated with the creation, marketing and licensing of the inventions, discoveries, patents or copyrightable works or materials.

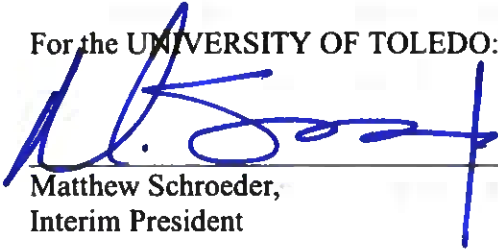
28.4.3 Further income, after the University has recovered its direct expenses, shall be divided between the University and the inventor(s) or author(s) of inventions, discoveries, patents or copyrightable works or materials in the following manner: Forty percent (40%) of the net remaining funds will be distributed to the inventors in recognition of and reward for initiative. An additional ten percent (10%) of the net funds will be placed in an account to support the inventor's

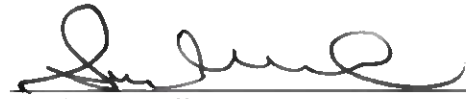
ongoing University research; five percent (5%) of the net funds will be placed in an account to be used for College purposes by the Dean(s) of the College(s) in which the inventor(s) has (have) primary appointment; five percent (5%) the net funds will be placed in an account to be used for departmental purposes by the Department Chair(s) in which the inventor(s) has (have) primary appointment; and the balance of the net funds will accrue to the University.

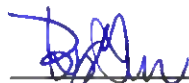
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SIGNATURE PAGE FOR UT-AAUP LECTURERS 2024-2027:

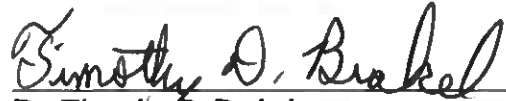
For the UNIVERSITY OF TOLEDO:

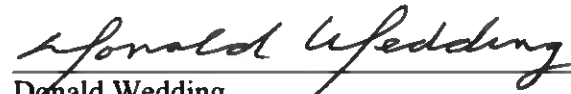

Matthew Schroeder,
Interim President


Dr. Scott Molitor,
Interim Provost & Executive Vice President
for Academic Affairs


Bethany Ziviski,
Senior Associate Vice President & CHRO


For the UT-AAUP:


Dr. Timothy D. Brakel,
President


Donald Wedding,
Vice President


Kim Nigem,
Treasurer


John Napp,
Secretary


Michael Kistner,
Executive Officer for Lecturer Affairs

APPENDIX A
UT-AAUP SICK LEAVE BANK GUIDELINES

I. Definitions For Terms Contained in the Policy

- A. Attending Physician: An attending practitioner providing medical treatment.
- B. Catastrophic Illness: A medical condition of an employee as certified by a physician which requires an employee's absence from duty for a prolonged period of time and which results in a substantial loss of income to the employee because of the exhaustion of all earned sick, vacation and compensatory leave time.
- C. Leave Credits: Sick Leave Bank hours accumulated from the voluntary donation of sick time that are used by the recipient as sick leave. Only sick time may be donated. Hours earned as vacation time may not be donated.
- D. Attending Practitioner: An authorized practitioner of medicine, including a surgeon or psychiatrist (in accordance with the employee's Health Insurance Plan).
- E. Substantial Loss of Income: Loss of pay for a period extending beyond one bi-weekly period of pay.
- F. UT-AAUP: The University of Toledo's Chapter of the American Association of University Professors Lecturers Bargaining Unit.
- G. UT-AAUP-LBC: A UT-AAUP Leave Bank Committee (UT-AAUP-LBC) is established to review eligibility. The UT-AAUP-LBC will review applications for the receipt of leave bank hours and make decisions regarding these application, and create rules and regulations to effectuate its purposes.
- H. Work/Sick Day: Any day within the work year during a Member's period of appointment regardless of campus assignments.

II. Sick Leave Bank

- A. The purpose of the UT-AAUP-Leave Bank Committee (UT-AAUP-LBC) is to implement these guide lines for a Sick Leave Bank (SLB) program at The University of Toledo for employees occupying a position within UT-AAUP Bargaining Unit who are eligible to accrue sick leave.
- B. The SLB program is to provide a means to assist employees who, because of a personal catastrophic illness or personal catastrophic injury, would be subject to a severe loss of income and benefits during an extended absence from work. In order to be eligible for the program, participating employees must exhaust all of their existing sick leave and vacation balances. The program is not intended to provide supplemental income which would result in compensation levels exceeding normal wages, nor is the program

meant to replace or duplicate benefits offered by State Teachers Retirement System of Ohio (STRS), The University of Toledo's Long Term Disability Program (LTD), and/or Workers Compensation. Bank sick leave days may not be granted for elective surgery, illness or care of any Member of the individual's family, nor maternity leave.

- C. Members of the UT-AAUP-LBC understand one of their responsibilities is to maintain the strictest level of confidentiality possible when dealing with recipient information.

III. Applicability

The SLB program is available to employees who are represented by UT-AAUP at The University of Toledo.

IV. Donor Eligibility

- A. In order to donate sick leave hours, an employee must meet the following eligibility criteria.
 - 1. The donor must be employed at The University of Toledo in a UT-AAUP Bargaining Unit position at the time of donation.
 - 2. All UT-AAUP represented faculty must have at least sixteen (16) hours of accrued sick leave at the time of donation.
 - 3. All Members represented by the UT-AAUP absent from work on an extended leave during any enrollment/assessment period will be permitted to contribute to the SLB within thirty (30) calendar days of their return from extended leave provided he/she meets the minimum sick leave balance requirement of sixteen (16) hours (pro-rated if appropriate).

V. Donation Policies and Regulations

- A. A minimum of fifty (50) UT-AAUP Bargaining Unit Members are necessary to initiate the establishment of the Sick Leave Bank.
- B. Only donors are eligible to apply for sick leave credits for personal catastrophic illness or personal catastrophic injury as certified by the attending physician. Applicants will be reviewed according to medical need and will not be granted special privileges based on prior donated hours.
- C. No later than May 15, 1998, UT-AAUP shall appoint three to five (3 - 5) UT-AAUP Members to serve on the Sick Leave Bank Committee (SLBC), a standing committee of the UT- AAUP. The appointments shall represent different Colleges and/or schools. The Administration shall have an ex-officio member on the SLBC. The appointees shall serve for three-year terms. Those appointed to serve shall meet to elect a chair. Those selected to serve on the SLBC may be reappointed, vacancies for any reason shall be filled immediately for the remainder of the unexpired term by UT-AAUP who

shall appoint the SLBC Member to complete the term. UT-AAUP-LBC Members shall be appointed, serve and/or be removed at the sole discretion of the UT-AAUP Executive Board.

- D. Once sick leave is donated, it will not be returned to the donor. The hours donated will be deducted from the net full bi-weekly paycheck following the UT-AAUP written authorization to donate said hours. The amount of hours to be donated will be determined by the UT-AAUP-LBC. Leave donations will not be acceptable if they are under a stipulation as to whom the donated hours are to be given.
- E. After the initial open enrollment of thirty (30) calendar days, the UT-AAUP-LBC will hold an annual enrollment period to be determined by the UT-AAUP-LBC. The enrollment period and the enrollment procedures will be publicized annually by the UT-AAUP-LBC to all employees eligible to join.
- F. The LBC shall be responsible for administration and implementation of the Sick Leave Bank Guidelines, membership and enrollment procedures, and reasonable assessment rules to maintain an adequate reserve. It shall not be empowered to modify the terms of the Agreement or these Sick Leave Bank Guidelines. The LBC shall notify the Assistant Vice President of Personnel of the Sick Leave Bank implementation date.
- G. The Administration shall provide reasonable staff support to maintain the Sick Leave Bank, keep records of the sick leave days donated and taken.
- H. Additional assessments may be made by UT-AAUP-LBC in the event an emergency situation has occurred and the leave bank is lacking hours needed to meet UT-AAUP-LBC approved recipient's needs. All current members of the UT-AAUP-SLB will be required to donate additional time during these assessment periods in order to remain eligible for membership in the UT-AAUP-SLB.
- I. Donation activity will be recorded on the Leave Donation Log for each recipient employee. The Payroll Office will be responsible for deducting hours donated from the SLB adding leave hours to LBC approved recipient's time records.
- J. A quarterly report indicating the status of the Sick Leave Bank membership usage and sick days reserves will be provided by the SLBC to the Assistant Vice President of Personnel, the Vice President for Administrative Affairs, and to the Members participating in the Sick Leave Bank.
- K. The right to membership or the right to apply for membership ceases with termination of employment, retirement for any reason, refusal or inability to comply with assessments.

VI. Member Eligibility

- A. In order to receive sick leave credits, an employee must meet the following eligibility criteria:
 - 1. The Member must be an employee in the UT-AAUP Bargaining Unit, a member of the UT-AAUP-SLB, and entitled to receive sick leave hours during an active period of appointment.
 - 2. A Member must be in the Sick Leave Bank for at least fifteen (15) working days to be eligible to apply for sick leave days from the bank.

VII. Leave Bank Hours May Be Granted Under the Following Circumstances

- A. A catastrophic illness or catastrophic injury which requires an employee's absence from duty and results in a substantial loss of income to the employee.
- B. Sick Leave Bank hours may be taken intermittently or on a reduced schedule, only if such schedule is needed for medical reasons and conditions and cannot be accommodated within employee's work schedule, provided it is approved by the UT-AAUP-LBC.

VIII. Recipient Policies and Regulations

- A. Each initial grant of sick leave days shall be limited to a maximum of twenty (20) consecutively scheduled working days for each illness or injury. After the initial grant, an extension (extensions) of up to one hundred (100) sick leave days may be granted per catastrophic illness or catastrophic injury. The total sick leave granted to any one Member shall not exceed 120 days for any one illness or accident during a fiscal year.
- B. Normally, donated credits are available for periods of continuous absence which are expected to continue beyond one bi-weekly payroll period. However, in certain cases of intermittent absence, the UT-AAUP-LBC may waive the continuous absence requirement.
- C. If the recipient returns to work for a period not exceeding five working days and has a recurrence of the same condition, the employee may continue to receive leave bank credit hours without submitting an additional application.
- D. If leave days from the bank are granted to an employee, the employee is considered to be in active pay status during the use of that leave and all employment benefits apply including the accrual of vacation, sick leave, and seniority.
- E. Once an eligible employee begins receiving disability benefits under STRS, LTD and/or Worker's Compensation, donated credits may no longer be used.
- F. If any leave is granted but not used by the employee, the unused portion of the amount

of leave transferred is returned to the Leave Bank. This would apply in the case of an employee's retirement, death, or recovery from the illness or injury.

- G. The UT-AAUP-LBC members are not eligible to receive leave bank credits while maintaining a position on the LBC. If the Board member meets the eligibility requirements as specified by this document, he/she must resign from the Board before applying for leave bank credits. Once official resignation from the UT-AAUP-LBC is received, that employee may apply for leave bank credits. If leave credits are granted, his/her resignation remains in effect for the duration of the catastrophic illness.
- H. The number of hours granted is based on the sole discretion of the LBC as determined by the individual case, severity of the illness/injury and the number of credits available in the bank. The LBC assumes no responsibility to grant leave credits for the eligible period to cover the total duration of leave. Decisions of the LBC are not subject to the grievance procedure.

IX. Applications For Leave Bank Hours

- A. Applications must be submitted to the UT-AAUP-LBC. Applicants must provide sufficient medical documentation to support their request.
- B. The University, UT-AAUP, or the UT-AAUP-LBC will not assume that an employee wishes to receive leave bank hours. Employees or their designee must indicate their wish to participate in this program by applying, in writing, to the UT-AAUP-LBC. Application forms will be available in the Personnel Department and the UT-AAUP office.
- C. An application form with supporting documentation must be filled out, signed, and submitted by the employee or his/her designee to the LBC. Upon receipt of the application, the LBC will note the date it was received and mail a letter acknowledging receipt and stating approximately when the employee may expect an answer.
- D. The letter of acknowledgment shall be postmarked within ten (10) working days of receipt and a decision regarding the application will be made within ten (10) working days.
- E. If an employee's application for the receipt of leave bank hours is rejected, he/she may petition the LBC to reconsider its decision within ten (10) working days of the Committee's decision.

X. Discontinuation of Leave Bank Credits - Employee(s) Will Cease to Receive Leave Bank Credits When Or If:

- A. The catastrophic illness/injury ends.
- B. The recipient fails to provide current medical documentation on need for benefit.

- C. The recipient ceases to be employed in a UT-AAUP Bargaining Unit position.
- D. The recipient receives long-term disability benefits offered through LTD and/or STRS.
- E. The recipient is approved to receive Workers Compensation.
- F. The attending physician of record determines that the illness or injury is no longer catastrophic and disabling.
- G. The recipient retires (for any reason).
- H. The recipient dies.
- I. The leave bank ceases to exist.

XI. The Leave Bank Committee will:

- A. Be responsible for processing recipient applications in a timely fashion. This includes the initial response after the application has been received, a decision as to whether leave bank hours will be granted to the applicant, how many leave bank credits will be granted, and notifying the applicant of their decision.
- B. Record the number of leave hours approved by the LBC for each recipient employee on the recipient log.
- C. Maintain records of leave donations.
- D. Work with the Payroll Office in maintaining records of donation and receipt of leave bank hours.

APPENDIX B

GRIEVANCE FORM LECTURERS BARGAINING UNIT

NAME OF GRIEVANT

DEPARTMENT

Description of Grievance:

Date of Occurrence as defined in Section 20.3.1:

Articles in Question:

Remedy Sought:

Filing Date: _____

Grievant's Signature: _____

UT-AAUP Representative: _____

Original to the Office of Faculty Labor Relations and a Copy to UT-AAUP. If additional sheets need to be attached to the Grievance Form to provide additional space for description, remedies, explanations or responses, please make reference to such attachments in the appropriate place on this form.

Date Received by Office of Faculty Labor Relations: _____

Sent to: _____ **for hearing on** _____

Department Chair's Response:

Signature of Respondent

Date

I (We) wish to appeal to the next step.

Date

Signature of appellant

Date

UT-AAUP Representative

Date Received by Office of Faculty Labor Relations: _____

Sent to: _____ **for hearing on** _____

College Dean's Response:

College Dean's Signature

Date

Date

Signature of appellant

UT-AAUP Representative: _____ **Date:** _____

Received by the Office of Faculty Labor Relations: _____

Sent to: _____ for hearing on _____

Provost's Response:

Provost's Signature

Date

UT-AAUP wishes to appeal to the

Internal Arbitration Board (IAB)

UT-AAUP Representative

Date Received by Office of Faculty Labor Relations: _____

Board Members named by President of University


Board Members named by President of UT-AAUP

Date(s) of Internal Arbitration Board hearing: _____

The Internal Arbitration Board Decision and Order shall be attached following this page.

APPENDIX C

EDUCATION BENEFIT POLICIES

Name of Policy: <u>Tuition Waiver Policy</u>		 Revision date: December 20, 2019 Original effective date: April 15, 2009	
Policy Number: 3364-25-35			
Approving Officer: President			
Responsible Agent: Executive Vice President for Finance and Administration and CFO			
Scope: All Campuses of The University of Toledo			
Key words: Tuition waiver			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo is committed to providing a total compensation package that includes a tuition waiver benefit for eligible employees.

(B) Purpose of policy

To set forth the eligibility criteria and procedures for the tuition waiver program at the University of Toledo for the fall, spring and summer semesters.

(C) Scope

Employees, spouses and dependents must be academically qualified to be eligible for the waiver as determined by their admission to the University of Toledo through the Office of Enrollment Management. Tuition benefits for employees, spouses and dependents are solely a tuition waiver of University of Toledo and do not cover any additional fees or costs associated with instruction unless otherwise precluded by collective bargaining agreements.

- (1) All Main Campus and Health Science Campus benefit eligible full-time and regular part-time (minimum 0.5 FTE) employees are eligible for tuition waiver effective the first semester following date of hire and following successful completion of the probationary period. The Human Resources department will verify employee eligibility.

- (a) Employees are eligible for maximum of eight (8) credit hours of tuition per semester.

- (i) Full-time employees are eligible for 100% tuition waiver for undergraduate courses. For graduate courses, the tuition waiver will cover the program per credit hour tuition rate, not to exceed the non-specialized Graduate tuition per credit hour rate.
 - (ii) Part-time employees are eligible for pro-rated tuition waiver according to their FTE status for undergraduate courses. For graduate courses, the tuition waiver will cover the pro-rated program per credit hour tuition rate, not to exceed the non-specialized Graduate tuition per credit hour rate according to FTE status.
 - (iii) Courses in the doctorate of medicine program at the College of Medicine are excluded from coverage, as are any students enrolled as medical students.
 - (iv) The waiver cannot be applied to coursework used for the J.D. program at the College of Law unless precluded by collective bargaining agreements. Employees who matriculated into the J.D. program at the College of Law prior to June 30, 2020 are eligible to continue to use the tuition waiver for COL coursework until they complete the program as long as they are continuously enrolled and continuously employed by the University.
 - (b) The Tuition Waiver Request form must be submitted prior to the semester payment due date posted by the Office of the Treasurer.
 - (c) The tuition waiver will only pay for each course only once including courses that are retaken due to a withdrawal unless the withdrawal is due to an extenuating circumstance as defined in the University's Administrative adjustment for extenuating circumstances policy (3364-71-16). The only exception is courses that are designed to be repeated for credit.
- (2) Spouses of benefit eligible full-time and part-time (minimum 0.5 FTE) employees are eligible for tuition waiver for undergraduate courses subject to the following:
- (a) Spousal eligibility will be verified through a marriage certificate.
 - (b) All employees must complete one (1) calendar year of service with the University prior to the first day of the academic term to which the benefit applies before the spouse is eligible for coverage under this policy.
 - (c) The Human Resources department will verify spousal eligibility.
 - (d) Spouses are eligible for a maximum of one hundred fifty (150) undergraduate credit hours of waived tuition.
 - (e) The Tuition Waiver Request form must be submitted prior to the semester payment due date posted by the Office of the Treasurer.
 - (f) The tuition waiver will only pay for each course only once including courses that are retaken due to a withdrawal unless the withdrawal is due to an

- extenuating circumstance as defined in the University's Administrative adjustment for extenuating circumstances policy (3364-71-16). The only exception is courses that are designed to be repeated for credit.
- (g) Coursework is subject to annual verification of satisfactory academic progress where satisfactory academic progress is defined by the University's Academic standing policy (3364-71-01).
- (3) Dependent children of benefit eligible full-time and part-time (minimum 0.5 FTE) employees are eligible for tuition waiver for undergraduate courses subject to the following:
- (a) Dependents children are defined as:
- (i) Natural children, stepchildren or adopted children of the eligible employee;
 - (ii) Younger than 24 years old as of the end of the calendar year, or any age if permanently and totally disabled at any time during the year;
 - (iii) Unmarried; and
 - (iv) Claimed as an IRS tax dependent on the eligible employee's income taxes.
- (b) All employees must complete one (1) calendar year of service with the University prior to the first day of the academic term to which the benefit applies before dependent children are eligible for coverage under this policy.
- (c) The Human Resources department will verify dependent eligibility.
- (d) Dependent children are eligible for a maximum of one hundred fifty (150) undergraduate credit hours of waived tuition.
- (e) The Tuition Waiver Request form must be submitted prior to the semester payment due date posted by the Office of the Treasurer.
- (f) The tuition waiver will only pay for each course only once including courses that are retaken due to a withdrawal unless the withdrawal is due to an extenuating circumstance as defined in the University's Administrative adjustment for extenuating circumstances policy (3364-71-16). The only exception is courses that are designed to be repeated for credit.
- (g) Coursework is subject to annual verification of satisfactory academic progress where satisfactory academic progress is defined by the University's Academic standing policy (3364-71-01).
- (4) For employees who have completed a minimum of five (5) years of service at the university and who retire from the university through a state retirement system or the alternative retirement program, the employees' eligible dependents will be entitled to use the tuition waiver benefit until the last day of the academic term in which the fifth

anniversary of employee's retirement occurs unless precluded by collective bargaining agreements. Eligible dependents who matriculated in a degree-seeking program at the University of Toledo prior to June 30, 2020 are eligible to continue to use the tuition waiver until they complete the program as long as they are continuously enrolled.

- (5) If an eligible employee dies and, at the time of the event, he or she had completed at least five (5) years of service, the tuition waiver benefit will apply as follows. The employees' surviving spouse (so long as he or she has not remarried) and eligible dependents who have used this benefit once during the ten-year period following the date of the employee's death will be entitled to continue to use the benefit until they graduate or are no longer eligible for the benefit unless precluded by collective bargaining agreements.
- (6) For changes in employment status other than retirement or death during a semester in which a fee waiver is in effect for the employee, spouse or dependent, the employee will be eligible to receive the benefit only for the remainder of the term in which the change in employment status occurs unless precluded by collective bargaining agreements.
- (7) Reciprocity with Bowling Green State University
 - (a) The reciprocity program is available only for employees. Spouses and dependent children are not eligible to participate.
 - (b) Reciprocity is available only for programs of study not offered at UToledo.
 - (c) Courses of study must be degree-seeking and taken for credit.
 - (d) Courses and programs in the University of Toledo's College of Law and College of Medicine and Life Sciences are not included in the reciprocity agreement.
 - (e) Eligible employees must follow BGSU rules and regulations regarding use of BGSU waiver which is available from the BGSU Human Resources - <https://www.bgsu.edu/human-resources/benefits/tuition-fee-waivers.html>
 - (f) This benefit is available only for as long as both the University of Toledo and BGSU agree to maintain the reciprocity agreement between the two institutions.

(D) Procedure


- (1) Scheduling Courses for employees
 - (a) Scheduled courses and related course work should not interfere with the performance and completion of job duties and responsibilities of faculty,

staff, and employees. The individual's supervisor determines any effect on job performance.

- (b) Classified Civil Service employees may not take courses during regularly scheduled working hours. In the event the job requires the courses and the courses are work-related, or if the courses are required for a degree and are not offered at another time, the employee may be permitted to take the courses during regularly scheduled working hours. The employee will be required to make up the work time. The employee may not utilize break times to make up this time. The employee may make up the time before or after regular work hours or on Saturdays. Any arrangements for unpaid leave will result in temporary reduction in pay. The employee's immediate supervisor must approve arrangements for any courses taken during regularly scheduled working hours and the employee must notify in writing the Human Resources Department (HR).
 - (c) Unclassified staff may take courses during working hours provided the individual's immediate supervisor and vice president approve in advance in writing.
 - (d) Immediate supervisors and vice presidents should exercise reasonable efforts to provide a flexible work schedule in situations in which courses must be taken during regularly scheduled work hours.
- (2) Waiver Applications
- (a) Courses of study taken by spouses and dependents must be degree-seeking and taken for credit.
 - (b) The tuition benefit cannot be used for enrollment in non-credit courses or credit courses which are audited.
 - (c) Eligible students must apply for admission to The University of Toledo through the admissions office and register for courses through the university's registration process.
 - (d) Tuition waiver applications must be completed online in the MyUT portal by the employee.
 - (e) Tuition waivers must be submitted each semester for each eligible student. Tuition waiver applications must be received prior to semester payment due date of the term in which the student is registered. Retroactive tuition waiver applications will not be processed.

- (f) Payment of all fees not covered by the waiver are the student's obligation. Human Resources will not be responsible for the removal of late fees on the student's account prior to the waiver submission.
 - (g) Tuition waiver applies to the first enrollment of a course with the exception of courses that are intended to be repeated for credit and withdrawals that are made for extenuating circumstances as defined in the University's Administrative adjustment for extenuating circumstances policy (3364-71-16). The class participant will be charged the full tuition if they wish to retake a course for which a grade was previously issued.
 - (h) The tuition waiver can only be applied to University of Toledo tuition assessment for the fall, spring and summer semesters.
 - (i) With the exception of the reciprocity agreement with Bowling Green State University, the tuition waiver can be applied to University of Toledo only.
- (3) The Provost and Human Resources are authorized to create additional employee waiver benefits to support instruction in strategically identified academic programs. The terms of those waivers will be specified by the Provost and implemented by Human Resources.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>December 20, 2019</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Associate VP and Chief HR Officer, SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • Previous 3364-25-35, effective date April 2, 2013 <p>Initial effective date: June 16, 2010</p> <p>Review/Revision Date: April 2, 2013, September 2017, April 2019 review, December 20, 2019</p> <p>Next review date: December 20, 2022</p>
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Name of Policy: Institutional Aid Policy Policy Number: 3364-30-53 Approving Officer: President Responsible Agent: Director, Financial Aid Scope: The awarding and management of University funded scholarships; see section (C)		 Revision date: September 15, 2016 Original effective date: May 21, 2013	
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The objective of The University of Toledo (UT) Office of Student Financial Aid (OSFA) is to (i) provide financial assistance in an equitable and timely manner to students who exhibit financial need; (ii) administer non-need awards made to UT students from University and external sources; and (iii) serve as a responsible steward of institutional aid and to adhere to fiscal constraints as determined in the annual budgeting process.

(B) Purpose of policy

The purpose of this policy is to define the limits for the awarding and distribution of institutional aid; to identify the order in which aid is packaged; and to specify the permissible combination of various awards. In meeting the objectives in the policy statement, all award program regulations, guidelines and donor wishes are to be followed. Aid packaging is to be accomplished as effectively and efficiently as possible within the constraints of time, resources and outside forces or factors, frequently beyond office control, such as timing of receipt of funds, regulation changes, software and data system changes and technology support.

(C) Scope

This policy and associated procedures will address all student types and class levels. It provides guidelines and clarification for the awarding of all forms of

institutional aid, including, but not limited to merit scholarships, need-based gift aid, talent awards, endowed scholarships and departmental awards.

- (1) Student eligibility will be based on the award criteria or donor guidelines.
- (2) The Federal Methodology, utilizing the Free Application for Federal Student Aid (FAFSA) will be used to determine the Expected Family Contribution (EFC) and the amount of financial need. Awarding priority is based on a first-come, first-served basis within the limits of available funding.
- (3) Institutional aid and awards from sources other than the OSFA will be incorporated into the aid package. Potential sources include, but are not limited to academic departments, ROTC, intercollegiate athletics, endowed scholarships, or institutional loans. These awards must comply with regulations and guidelines of all funds included in the aid package, including revision of the aid package if necessary.
- (4) Undergraduate students with a bachelor's degree (UWD) will not be eligible for merit award consideration.
- (5) Institutional Aid programs are subject to change without notice; except those in effect for the then current term.

(D) Institutional Aid Limits

A student's degree program, class level and residency status determines the maximum amount of institutional aid that can be received. No student may receive from all sources of institutional aid more than the total of:

- (1) Tuition
- (2) Out- of-State Surcharge
- (3) General Fee
- (4) Miscellaneous Fees
- (5) Room Cost in University Housing
- (6) UT Meal Plan
- (7) Institutionally approved expenses including but not limited to NCAA and study abroad.

Institutional aid that is awarded cannot exceed the above total or it will be reduced accordingly. Institutional aid cannot be used for the cost of consortium coursework at another institution. If a student is eligible for more than one form

of institutional aid that covers a specific charge, for example, the out of state surcharge, one of the awards will be reduced by the value of that charge.

Extenuating circumstances based on economic need or other reasons may be approved by the Director of Financial Aid or the Vice President for Enrollment Management.

(E) Study Abroad Experience

For institutional aid to be used during a study abroad experience, all of the following criteria must be in place:

- (1) The study abroad program must be an approved program through the Center for International Studies and Programs (CISP) and UT must have a written agreement with the institution offering the study abroad program or with an entity representing that institution.
- (2) UT awards academic credit for it and the student remains concurrently enrolled at UT
- (3) The study abroad program must be considered part of the student's eligible program

(F) Order of Payment to the Student Account

The order of payment to the student account, by fund for institutional aid programs for which students are confirmed eligible, will occur as follows:

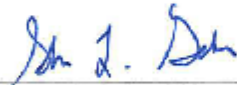
- (1) Benefits earned and billable to another department including, but not limited to fee waivers, graduate assistant fee waivers, resident hall advisor waivers, and the faculty/staff dependent fee waiver.
- (2) Talent awards such as athletic grants in aid, performing arts scholarships, marching band and other forms of institutional aid that are awarded based on special talent.
- (3) Departmental Awards, including awards funded by The University of Toledo Foundation and ROTC awards.
- (4) Merit Scholarships.
- (5) Need-based merit awards.

- (6) Enhancements, based on financial need and other factors, after the student has submitted the FAFSA and an accurate EFC is determined.
- (G) Eligibility criteria by student type
 - (1) Undergraduate first-time, full-time adult and direct from high school students would be considered for merit scholarships based on the programs and awarding criteria active with their first term of enrollment.
 - (2) Undergraduate first-time at The University of Toledo, full-time transfer students or transfer readmit undergraduates with a minimum 2.0 UT GPA would be considered for transfer merit programs active with their first term of enrollment or transfer readmit status. Consideration for the number of eligibility semesters will be based on the cumulative earned hours from previous colleges.
 - (3) The following student types would be considered for merit programs, if available and they meet the awarding criteria, with their first term of enrollment:
 - (a) International Students (undergraduate and graduate)
 - (b) Online Students (undergraduate and graduate)
 - (4) College of Law:
 - (a) Scholarships are awarded by the college.
 - (5) College of Medicine:
 - (a) Scholarships are awarded by the college.
 - (6) Graduate Awards
 - (a) Awarded by various departments and the College of Graduate Studies.
- (H) Renewability

Merit scholarship renewability is based on the student meeting or exceeding the renewal criteria for their award(s) as defined in the scholarship terms and conditions located at www.utoledo.edu/financialaid/scholarships.

(I) Miscellaneous

For all other scholarship circumstances, including the stackability of institutional aid programs, review the scholarship's terms and conditions, located at www.utoledo.edu/financialaid/scholarships.

<p>Approved by:</p>  <p>Sharon L. Gaber, Ph.D. President</p> <p>September 15, 2016 Date</p> <p><i>Review/Revision Completed by: Senior Leadership Team Director, Financial Aid</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • Previous 3364-30-53, revision date May 21, 2013 <p>Initial effective date: May 21, 2013 Review/Revision Date: September 15, 2016 Next review date: September 15, 2019</p>
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