

# **COLLECTIVE BARGAINING AGREEMENT**

**Between**

**The University of Connecticut Board of Trustees**

**And**

**The University of Connecticut Chapter  
of the American Association of University Professors**

**July 1, 2007 - June 30, 2011  
[Extended to June 30, 2016]**

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## **ARTICLE 1**

### **RECOGNITION**

The Board of Trustees recognizes the University of Connecticut Chapter of the American Association of University Professors as the exclusive bargaining representative of members of the staff who are employed one-half time or more and who hold the following titles: University Professor, Professor, Associate Professor, Assistant Professor, Instructor, Assistant Instructor, Lecturer, Professor in Residence, Associate Professor in Residence, Assistant Professor in Residence, Instructor in Residence, Research Professor, Academic Assistants I, II, III, IV, V, Research Associate III, Research Associate II, Research Associate I, Research Assistant III, Research Assistant II, Research Assistant I, Extension Professor, Clinical Professor, Senior Cooperative Extension Educator, Senior Cooperative Extension Educator In Residence, Associate Extension Professor, Associate Clinical Professor, Cooperative Extension Educator, Cooperative Extension Educator In Residence, Assistant Extension Professor, Assistant Clinical Professor, Associate Cooperative Extension Educator, Associate Cooperative Extension Educator In Residence, Extension Instructor, Clinical Instructor, Assistant Cooperative Extension Educator, Assistant Cooperative Extension Educator In Residence, Associate Research Scientist, Associate Research Scholar, Research Scientist, Research Scholar, Senior Research Scientist, Senior Research Scholar, Specialist I, Specialist II, Specialist III, Specialist IV (Athletics), Adjunct Faculty, teaching courses for credit, Coach and Trainer excluding those classifications and titles listed below under EXCLUSIONS and all other supervisory, confidential, and managerial employees as defined in the Connecticut General Statutes Section 1 (e) and Section 1 (f) for the purpose of negotiating with respect to wages, hours and other conditions of employment. Hereinafter for the purposes of collective bargaining, staff holding the above titles who are not excluded pursuant to the following paragraph are referred to as "faculty," or "members," or "members of the bargaining unit."

## **ARTICLE 2**

### **EXCLUSIONS**

2.1 Members of the staff who hold the following titles are excluded from the bargaining unit: President, Provost, Vice Provost, Vice President, Associate and Assistant Vice Provost, Associate and Assistant Vice President, Assistant to the President, Assistant to the Vice President, Dean, Assistant to the Dean, Associate and Assistant Dean, Director, Associate Director, Assistant Director Agricultural Experiment Station, Special Assistant to the Director of Cooperative Extension, Associate Director, Assistant Director Cooperative Extension, Director of Office of Institutional Research, Research Associate for Institutional Research, Director of Institute of Materials Science, Director of Institute of Marine Sciences, Directors of Regional Campuses, Director of Alumni Affairs, Director of Athletics, Manager of the Auditorium, General Counsel of the University, Faculty of the School of Medicine, Faculty of the School of Dental Medicine, Faculty of the School of Law, Graduate Students, Specialists other than those in the Division of Athletics and those who hold a faculty or research rank in addition to their Specialist title, and all other employees of the University.

2.2 The inclusion or exclusion in the faculty bargaining unit of new personnel classifications established by the University subsequent to the effective date of this agreement shall be preceded by discussion with the AAUP. Any impasse in this area shall be submitted to the State Labor Relations Board for resolution.

2.3 The exclusion of members from the faculty unit for the purpose of assuming confidential status shall be preceded by discussion with the AAUP. Any impasse in this area shall be submitted to the State Labor Relations Board for resolution.

## **ARTICLE 3**

### **ACADEMIC FREEDOM**

3.1 The Board of Trustees recognizes the paramount importance of academic freedom in an institution of higher education and reaffirms its continuing commitment to the principles of academic freedom and its protections described in the University of Connecticut Laws and By-Laws, (revised June 20, 2006).

3.2 This article on academic freedom is a statement of intent and policy and is not subject to the Contractual Grievance Procedure.

**ARTICLE 4**  
**GOVERNANCE**

4.1 Although the AAUP, as the elected bargaining agent, retains the exclusive right to negotiate and reach agreement on terms and conditions of employment for the members of the bargaining unit, and the Board of Trustees retains its rights, under law, to manage and direct the University, the parties recognize the necessity of a collegial governance system for faculty in areas of academic concern. It is mutually desirable that the collegial system of shared governance be maintained and strengthened so that faculty will have a mechanism and procedure, independent of the collective bargaining process, for making recommendations to appropriate administrative officials and to the Board of Trustees, and for resolving academic matters, through the organizational divisions of the University, the University Senate, the Administration, and the Board of Trustees.

4.2 Collegiality in academic governance on each campus of the University of Connecticut can best be accomplished through the University Senate and the faculties of the schools and colleges. Appropriate matters of concern should be brought before the Senate or the several faculties by their members or by the Provost of the University or his/her representatives. Upon request of the Senate, the Provost should transmit recommendations of the Senate to the Board of Trustees for their consideration.

4.3 This article on governance is a statement of intent and policy and is not subject to the Contractual Grievance Procedure.

## **ARTICLE 5**

### **NONDISCRIMINATION**

The Board and the AAUP agree that no bargaining unit member shall be discriminated against because of race, color, creed, sex, age, national origin, marital status, religion, ancestry, sexual orientation, political belief, political affiliation, disability unrelated to ability to perform professionally, or membership or non-membership in any labor union.



## **ARTICLE 6**

### **DIVERSITY AND AFFIRMATIVE ACTION POLICY**

The parties are committed to the creation and maintenance of a diverse faculty and staff. The Administration and the AAUP will cooperate in carrying out the University's diversity and affirmative action policy. Two representatives nominated by the AAUP shall be appointed to the University Committee charged with advising the President and Provost on diversity issues.

## **ARTICLE 7**

### **BOARD PREROGATIVES**

7.1 It is recognized that the Board of Trustees has and will continue to retain, whether exercised or not, the sole right, responsibility or prerogative to make rules for the government of the University and shall determine the general policies of the University, including those concerning the admission of students and the establishment of schools, colleges, divisions, and departments, and shall direct the expenditure of the University's funds within the amounts available, and shall fix fees for tuition and may make refunds of the same.

7.2 The Board of Trustees within available funds shall have sole jurisdiction over the selection, appointment, assignment of duties, amount of compensation, sick leave, vacation, leaves of absence, termination of service, rank, and status of the individual members of the professional staff of the University.

7.3 Said Board shall determine who constitutes the professional staff of the University and establish compensation and classification schedules for its professional staff.

7.4 These rights, responsibilities, and prerogatives are not subject to delegation to the AAUP in full or in part except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this agreement. No action taken by the Board with respect to such rights, responsibilities, and prerogatives other than the specific provisions contained in this agreement shall be subject to the grievance provisions of this contract.

## ARTICLE 8

### MAINTENANCE OF PROCEDURES

8.1 The parties agree to maintain for the duration of the contract all procedures for the University not modified by the terms of this agreement governing appointment, reappointment, non-reappointment, tenure, promotion, dismissal, termination, suspension, award of leaves of absence, grievances, and the determination of workloads as specified by the University of Connecticut Laws and By-Laws, (revised June 20, 2006), and the directive concerning "Procedures regarding Tenure, Promotion, and Reappointment," together with the current PTR form.

8.2 The parties agree further that the procedures of the University maintained by Section 8.1 above may be changed only by agreement of the Board of Trustees and the AAUP.

8.3 Nothing in this article shall be construed to deny the authority of the Board to establish or change policies through established processes, which shall include prior discussion with the AAUP.

8.4 Article 8 of the contract is understood to mean that due process requires the University to protect members from discrimination, prejudice and distortion in their records pertaining to evaluation for promotion, tenure and any other University personnel matter.

## **ARTICLE 9**

### **MEET AND DISCUSS**

9.1 To assure the efficient and harmonious operation of the University, the parties agree to meet and discuss at least once a month any matters of official concern, including budget proposals and long-range planning, or matters relative to this agreement, arising during the life of this contract which require attention. The AAUP committee for this purpose shall consist of no more than five members. Agenda items shall be submitted by both parties at least one week in advance.

9.2 From time to time the President of the AAUP may feel that it is necessary to meet with the President of the University on non-contractual items. When such need arises, upon the request of the AAUP, a meeting at a mutually agreeable time will be held. It is understood by the parties that these meetings are not meant to replace the purpose of 9.1 above.

9.3 In the event the AAUP wishes to discuss issues related to collective bargaining with the President, the AAUP will request such a meeting through the Associate Vice President for Human Resources and Payroll in charge of collective bargaining and provide an agenda of such meeting to that office at least one week in advance of the meeting. Except by mutual agreement, such meetings shall not be held more than once during each school semester.

9.4 Nothing in this article curbs the right of the Administration to meet with committees or individual faculty members to discuss such matters as the Administration desires with the exception of those items which are reserved, by statute, for negotiations with the bargaining agent.

## ARTICLE 10

### CONTRACTUAL GRIEVANCE PROCEDURE

10.1 The parties agree that all problems should be resolved whenever possible before the filing of a grievance and encourage open communication between administrators and members, so that the formal grievance procedure will not normally be necessary.

#### 10.2 Definition

The term grievance shall mean a dispute concerning the interpretation or application of the terms or provisions of this agreement.

#### 10.3 Resort to Other Procedure

If prior to seeking resolution of a dispute by filing a grievance under this contract, or while the grievance proceeding is in progress, a member seeks to resolve the matter in any other forum, whether administrative or judicial, the Board shall have no obligation to entertain or proceed with this grievance procedure.

#### 10.4 Step 1

A. A member of the bargaining unit and a representative of the AAUP (if the employee so desires) shall first discuss the problem with the University official against whom he/she is aggrieved. If a problem resolved in accordance with this paragraph is in the opinion of the Administration a grievance as defined herein, the Administration shall notify the AAUP in writing of the terms of the settlement.

B. If the matter is not satisfactorily adjusted within seven (7) calendar days, the member or the AAUP (if requested by the member) shall submit it in writing within fifteen (15) calendar days to the appropriate director or dean of the school or college or his/her designee for a satisfactory adjustment. The grievance should set forth the act or condition on which the grievance was based and identify the article(s) of the contract that is/are being aggrieved. After receiving the formal grievance the dean, director, or designee will meet with the aggrieved member within fifteen (15) calendar days after receiving the formal grievance and will give his/her decision in writing to the aggrieved within seven (7) calendar days of such meeting.

#### 10.5 Optional Interim Step

If the decision at Step 1 is against the aggrieved member, before appealing at Step 2, the member may if he/she so desires, within seven (7) calendar days of receiving the decision at Step 1, notify the Provost that he/she wishes to appeal to a collegial panel of two members made up of one member from the faculty chosen by the AAUP and one administrator chosen by the Provost. The panel shall be established and render its decision within fifteen (15) days from notification of the Provost. If the decision of the panel is unanimous, it shall be final and binding and not appealable by either party. If the award is not unanimous, the grievance will immediately go to Step 2 below.

#### 10.6 Step 2

Failing satisfactory settlement within the above time limits, the aggrieved member of the AAUP may, within seven (7) calendar days, appeal in writing to the Provost or his/her designee. The Provost or the designee shall meet with the member and an AAUP representative within fifteen (15) calendar days from receiving the member's appeal and shall give a decision in writing to the member and the AAUP within seven (7) calendar days of such meeting. The AAUP shall be notified and allowed to participate through Step 2.

#### 10.7 Step 3

If the grievance has not been satisfactorily resolved at Step 2, the AAUP, upon request of the grievant, may proceed to arbitration. Notice of intent to proceed to arbitration must be filed with the Provost or his/her designee within fifteen (15) calendar days after receipt of the Step 2 decision and must be signed by the AAUP President or representative. (The filing of a notice to proceed to arbitration shall constitute a waiver of rights to alternative or de novo judicial consideration.) The terms of the agreement that are involved shall be identified in the submission. The grievance may be withdrawn at any time by the grievant or by the AAUP representative at any point during Step 3.

#### 10.8 Selection of Arbitrator

The parties shall follow the American Arbitration Association procedure for the selection of an arbitrator, unless the parties mutually agree on an arbitrator within five (5) calendar days of filing the notice.

#### 10.9 Authority of the Arbitrator

The arbitrator shall hear and decide only one (1) grievance in each case. The arbitrator shall neither add to, subtract from, modify nor alter the terms and provisions of this agreement. Arbitration shall be confined solely to the application and/or interpretation of this agreement and the precise issues submitted for arbitration. The arbitrator shall have no authority to determine any other issues. The arbitrator shall refrain from issuing any statements of opinion or conclusions not essential to determining the issues submitted. The decision of the arbitrator shall be final and binding subject to statutory provisions.

10.10 Fees and expenses of the arbitrator shall be borne equally by the Board and the AAUP.

## 10.11 General Provisions

A. Except for grievances arising under 25.[5] (which shall be dealt with in accordance with 25.[5]), any grievance as defined above not presented for disposition in writing within thirty-seven (37) days of the occurrence giving rise thereto shall not thereafter be considered a grievance under the agreement. Failure at any step of this procedure to appeal a decision within the specified time limits shall be considered acceptance by the aggrieved of the decision rendered and such decision shall thereafter be binding upon the aggrieved and the AAUP. Failure of the Administration to respond to any grievance during the time limits specified at any step shall allow the grievant or the AAUP to proceed to the next step. The time limits specified at any step may be extended in any particular instance by agreement between the appropriate administrator outside the bargaining unit and the AAUP.

B. No member may file for arbitration except with the approval and participation of the AAUP.

C. Meetings held under this procedure shall be conducted at a time and place that will afford a fair and reasonable opportunity to attend for all persons proper to be present. When such meetings are held during school hours, all persons who participate shall be excused without loss of pay for that purpose. Persons proper to attend for the purposes of this section are defined as aggrieved members, their appropriate AAUP representative(s), and qualified witnesses.

D. Matters of policy are not subject to the arbitration clause of the grievance procedure.

E. No complaint informally resolved or grievance resolved at either Step 1 or Step 2 shall constitute a precedent for any purpose unless agreed to in writing by the Provost or his/her representative and the AAUP acting through its President or representative.

F. The AAUP on behalf of a bargaining unit member, a group of bargaining unit members, or on behalf of itself may initiate any contractual grievance at Step 2 of the grievance procedure.

G. Grievances involving the University Of Connecticut Board Of Trustees' Laws and By-Laws, (revised June 20, 2006) and policies are appealable to the Board as the final step and are not subject to the above grievance procedure and arbitration.

## **ARTICLE 11**

### **ADDITIONS TO THE BY-LAWS GRIEVANCE PROCEDURES**

11.1 Except for disciplinary grievances (which are grievable under Article 27), for grievances arising out of the application or interpretation of the University of Connecticut Laws and By-Laws, (revised June 20, 2006), and policies of the University, the grievance procedures set forth in said document shall be followed. Prior to the first step of the grievance procedure, an informal conference shall be held between the faculty member who alleges he/she is aggrieved and the appropriate administrator to discuss the alleged grievance. The faculty member, if he/she desires, may be accompanied by a representative of the AAUP. Grievances shall be filed within thirty-seven (37) days of the occurrence of the event or when the member knew or reasonably should have known of the event giving rise to the grievance.

11.2 Within seven (7) calendar days of the meeting, the administrator shall provide in writing his/her answer to the faculty member. A copy of this answer shall be given to the AAUP.

11.3 If the faculty member still feels aggrieved, he/she shall file within fifteen (15) calendar days of receipt of such answer a written grievance in conformity with the grievance procedure in the University of Connecticut Laws and By-Laws, (revised June 20, 2006). Settlements made under such grievance procedure dealing with terms and conditions of employment shall be consistent with the provisions of this Agreement and shall be reported to the AAUP.



## **ARTICLE 12**

### **PERSONNEL FILES**

12.1 For the purposes of this article, personnel file shall mean any file, including the PTR file, which may be used in evaluating the performance of any employee.

12.2 Only those materials contained in the departmental file shall be used to support personnel actions at the departmental level. Nothing in this article shall preclude the maintenance of other personnel files. In the presence of a staff member, and at a time convenient to both parties, a faculty member shall have access to his/her personnel files, or PTR files at all levels. The only others who shall have access to such files are:

- A. Administrators and faculty members on official business and;
- B. AAUP representatives with the consent of the faculty member.

12.3 A faculty member may at any time obtain a copy of material in the files, for which the faculty member may be charged at cost. If requested, copies shall be authenticated by an appropriate administrator.

12.4 No anonymous material shall be included in a personnel file.

12.5 An employee may log the contents of his/her personnel file, listing items and dates, in the presence of his/her department head. Both the employee and the department head shall sign the log and retain a copy for their files. At the request of the employee, and at a time agreeable to the department head, such a log may be updated. Completeness of the file shall be the responsibility of the employee.

12.6 Each member of the unit shall be entitled to include in the file his/her rebuttal of any statement therein contained.

12.7 An employee may petition the Dean of his/her school or college to remove any materials from his/her personnel file added after July 1, 1977 which the employee can prove is factually in error. The factual validity of materials included in the PTR file shall be subject to challenge solely within the PTR process itself.

## ARTICLE 13

### MEMBERS OF THE UNIT NOT IN A TENURE TRACK

[This Article was amended and opened for renegotiation by the June 2, 2011 Memorandum of Agreement. *See, infra*, at [pg. 65.](#)]

[This Article was superseded and replaced in its entirety by the May 16, 2012 Memorandum of Agreement. *See, infra*, at [pg. 77.](#) Revisions have been noted herein as [additions] and ~~deletions.~~]

[New appointments to Cooperative Extension Educator titles are covered by Article 13 pursuant to a Memorandum of Agreement. *See, infra*, at [pg. 85.](#) These titles have been added to Article 13.1 below and noted as [additions].]

13.1 This article pertains to employees in the following titles: Academic Assistant, Extension Professor, Associate Extension Professor, Assistant Extension Professor, Extension Instructor, [Assistant Cooperative Extension Educator, Associate Cooperative Extension Educator, Cooperative Extension Educator, Senior Cooperative Extension Educator,] [Lecturer], ~~Special Internal Title (Lecturer I, II, III in Speech Pathology and Audiology),~~ Coach, Trainer[, and Specialist I, II, III, IV[, and all faculty with In-Residence titles.]

#### 13.2 Probationary Period for ~~Staff~~ [Bargaining Unit Members] Not in a Tenure Track

A. New ~~staff~~ [bargaining unit members] not in a tenure track shall serve a one-year probationary period. In the event the probationary employee is dismissed before the end of his/her probationary period, he/she shall receive one month's notice or pay in lieu thereof.

B. Following the completion of the probationary year, ~~staff~~ [bargaining unit members] not in tenure track shall be eligible for one-year appointments up to a maximum of five (5) such one-year appointments. Beginning the seventh year, [or prior to the seventh year upon recommendation of the department and approval by the dean, reappointed members of the bargaining unit shall receive multi-year contracts of between three (3) and five (5) years in duration.] ~~staff shall be eligible for three-year contracts.~~ Commencing with the first ~~three-year appointment~~ [multi-year contract: subsequent appointments shall be for three (3) or more years,] nonrenewal shall be grievable according to the procedures and standards of dismissal for cause and notice shall be afforded according to the schedule listed in 13.5 below.

C. [Unless otherwise specified in this paragraph, neither] ~~In no case shall either the dismissal of the staff [bargaining unit] member during his/her probationary period or the non-continuation of the staff member upon the completion of his/her probationary period [nor the non-renewal of the bargaining unit member prior to receiving a multi-year appointment shall] be grievable under any article of this agreement or under the University of Connecticut Laws and By-Laws, (Revised ~~June 20, 2006~~ [April 25, 2012]) of the University. [Dismissal or non-renewal of a bargaining unit member following successful completion of at least three consecutive years of service shall be grievable under Article 5 (Non-Discrimination) only. In such cases, the AAUP shall have the burden to demonstrate that the non-renewal violated Article 5.]~~

### 13.3 Evaluation System

The parties agree that the purpose of an evaluation system is to ~~improve~~ [ensure] the quality of job performance [and to inform decisions regarding reappointment and promotion in rank].

### 13.4 Evaluation Procedures

#### A.

1. All formal evaluations ~~to be used in recommending salary increases, continuing a probationary employee, or invoking disciplinary action shall be in writing~~ shall be conducted in accordance with procedures developed by each school or college. Evaluation procedures shall be in writing and shall not solely rely upon student evaluations. Schools and colleges shall establish and publish such evaluation procedures on or before December 31, 2012. Subsequent changes in such procedures shall also be published.
2. Written evaluations shall be shared with the ~~staff~~ [bargaining unit] member within fourteen (14) calendar days of the time they are completed. The staff member shall sign the evaluation solely for the purpose of ~~showing~~ [acknowledging] that he/she has read it and shall be given a copy for his/her records.
3. An employee shall have the right to append [a response] to his/her evaluation ~~a written statement incorporating his/her agreement or disagreement with the evaluation.~~

~~B. For the purposes of promotion and reappointment only, with the concurrence of the Dean, Department Heads who wish to, may use some or all the PTR procedures for staff not on tenure track. Staff not on tenure track who are evaluated for promotion and reappointment by means of some or all levels of the PTR procedures do so with the understanding that such procedures do not lead to tenure. Neither the employee nor the union may grieve an initial decision in regard to which steps of the PTR process shall be used. The employee shall be informed in advance which steps of the PTR process shall be used. Failure to conform to the procedural steps selected is subject to grievance on procedural grounds only.~~

### 13.5 Notice of Termination

In the event of non-continuation of a program or [bona fide] fiscal constraints ~~such as grant termination or reduction~~, staff [bargaining unit members] not in tenure track positions shall be entitled to notice of termination or salary in lieu thereof according to the following schedule:

- Probationary employees ~~will~~ [shall] receive one month's notice;
- After one [(1)] year of non-probationary employment: three [(3)] months' notice;
- After continuous non-probationary employment between two [(2)] and five [(5)] years: six months' notice;
- After receiving a ~~three~~ [multi]-year contract: 10 months' notice.

Dismissal for cause is not subject to the above schedule.

### 13.6 Head Coaches and Assistant Coaches

The following applies only to sports which hire both head coaches and assistant coaches and substitutes for section 13.2 and 13.5 of Article 13 which would no longer apply to head coaches and assistant coaches:

A. Head coaches and assistant coaches may be hired and/or renewed for multiple year contracts. However, in no case may an assistant coach be hired or renewed for a term longer than the head coach in his/her sport.

B. In those instances where a head coach has a five-year appointment, the assistant coaches in that sport may be appointed to varying employment terms which coincide with the employment term of the head coach. When a head coach leaves for any reason before the end of his/her contract, assistant coaches may be terminated. The following notice periods shall apply: employees with less than one year's service shall receive three months' notice or pay and health care benefits in lieu of notice; for employees with over one year's service, six months' notice or pay and health care benefits in lieu of notice.

### 13.7 Academic Assistants

Academic Assistants ~~will~~ [shall] be entitled to leaves with pay according to the following schedule:

A. Annually 22 days maximum for vacation will be taken at a time mutually agreed to by the supervisor and the employee.

B. Legal holidays as enumerated below:

New Year's Day, Martin Luther King Day, [Lincoln's Birthday, Washington's Birthday]~~Presidents' Day~~, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas.

**[Section B previously was amended by Memorandum of Agreement No. 9.  
See, *infra*, at [pg. 60.](#)]**

C. If a holiday falls on a day when a person is expected to be on duty, he/she will earn a compensatory day off to be taken at a time mutually agreed to by the supervisor and the employee.

D. Sick Leave

Decisions concerning sick leave for personal illness will be handled by the administration in conformity with the University Laws and By-Laws, (Revised ~~June 20, 2006~~ [April 25, 2012]) Section ~~XV.K.4~~ [XIV.L.4]. Employees may be required to provide an acceptable medical certificate. There will be no accruals of sick leave or vacations beyond the end dates of a grant or contract.

E. Effective August 23 of each year of the contract each Academic Assistant shall be credited with one day of personal leave to be taken as needed for the conduct of personal business or religious observance. As much advance notice as possible will be given to the supervisor or manager when personal leave is taken. Leave not taken will be neither accrued nor compensated.

13.8 Dismissal for Just Cause

(This section is applicable to non-probationary employees only):

The parties wish to encourage open communication between administrators and faculty and agree that whenever possible, problems should be resolved informally before these procedures are initiated.

The parties agree that, except for serious misconduct, dismissal [of a non-probationary employee or non-renewal of an employee following a multi-year appointment] should occur only as the final step in a progressive disciplinary system and each instance of misconduct shall be judged solely on its own factual ~~situation~~ [merits]. [The level of proof shall be a preponderance of the evidence. The parties acknowledge that the principles of academic freedom as provided in Article 3 apply to tenure-track and non-tenure track faculty members.]

~~For non-tenure track staff who have completed their one-year probationary period, dismissal or discipline which is the result of incompetence, or failure to meet satisfactory standards of job performance, or failure to meet continuing educational requirements, or to fulfill professional commitments shall not fall within the purview of this article, but shall be dealt with exclusively under the University of Connecticut Laws and By-Laws, (Revised June 20, 2006).~~

A. Discipline[, dismissal, and non-renewal of a multi-year appointment] shall be for just cause such as:

1. Neglect of assigned responsibilities;
2. Insubordination or noncompliance with the University of Connecticut Laws and By-Laws, (Revised ~~June 20, 2006~~ [April 25, 2012]), ~~noncompliance with~~ the Code of Ethics for Public Officials (Chapter 10 of the Connecticut Statutes), or with University, State, or Federal Regulations governing research or NCAA rules and regulations;
3. The use of fraud, collusion, concealment, or misrepresentation of a fact material to obtaining employment with the University and/or obtaining tenure, promotion, salary increase, or other benefit;
4. Sexual harassment, serious misconduct, or other conduct which impairs the rights of students or other ~~staff members-employees-[:]~~;
- [5. Repeated, documented failure to meet generally-accepted satisfactory standards of job performance based on written evaluations conducted in accordance with Article 13.4 above.]

B. Procedures to be followed for written warnings, reprimands, dismissal, demotion in rank and/or salary, or suspension without pay [or non-renewal following a multi-year appointment].

1. The ~~staff~~ [bargaining unit] member shall receive in writing a statement of the reasons for the action being recommended.
2. Within seven (7) calendar days of receiving the written statement (B.1), the staff member may request a hearing before his/her Dean or Director or designee with an AAUP representative present, should the staff member so desire. This hearing shall be held within seven (7) calendar days of the employee's request.
3. Within seven (7) calendar days of receiving the recommendation in B.2 above, the staff member shall have the right to appeal to the Provost or his/her designee. At such appellate hearing, the staff member shall have the right to be represented by the AAUP.
4. The decision of the Provost or designee to demote, suspend without pay or dismiss may be appealed to arbitration on the merits under Article 10 of this agreement. Warnings, reprimands, and other less severe discipline shall be grievable through steps B.2 and B.3 above but shall not be grievable to arbitration.

C. [Immediate Suspension and Loss of Salary]

1. If the University judges that the grounds for dismissal or discipline require the immediate suspension of the staff member, the suspension shall be with pay until the hearings described in B.2 and B.3 above have taken place.
2. In the event the discipline involves the loss of salary and the decision is appealed to arbitration, the salary shall not be withheld until after the arbitration decision or four (4) months from the initiation of the discipline at B.4, whichever is sooner.

D. The procedures outlined above for discipline or dismissal for misconduct supersede Sections ~~XV, E, F, G, H, and S~~ [XIV, G, H, and S] of the University of Connecticut Laws and By-Laws, (Revised ~~June 20, 2006~~ [April 25, 2012]).

E. The parties agree that whenever the PTR procedures are used for promotion and/or reappointment for employees not in tenure track (13.4-~~B~~) they should not be used to deal with issues of misconduct which are more appropriately dealt with under the disciplinary procedures. In no case shall the outcome of the PTR process be construed as falling under this Article.

13.9 In cases where the non-probationary staff [bargaining unit] member claims that his/her procedural rights under 13.4 ~~and 13.5~~ of this article have been violated, the final decision may be appealed only on procedural grounds under the terms of Article 10 of this agreement.

## **ARTICLE 14**

### **REDUCTION OF STAFF FOR DISCONTINUANCE OF PROGRAMS AND FINANCIAL EXIGENCY**

14.1 Whenever the discontinuance of faculty is contemplated for reasons consonant with the long-range educational mission of the University or for what the Administration believes to be a bona fide financial exigency, the procedures below shall be followed.

14.2 Should the Administration determine that the fiscal position of the University has deteriorated to an extent which warrants informing the Board of Trustees of a financial exigency that may require a reduction in the faculty, the Administration shall notify the AAUP promptly.

14.3 At a time mutually agreeable to both parties, but in no case less than five (5) days before presentation to the Board of Trustees, a meeting shall be held between the President of the University, the Provost, the appropriate Vice President or Vice Provosts, and the AAUP for the purpose of reviewing the entire budgetary outlook of the University. The President, the Provost, and the appropriate Vice President or Vice Provosts shall document the financial position of the University and its reasons for its declaration to the AAUP along with recommendations for alleviating the situation.

14.4 At that or a subsequent meeting, but prior to the meeting with the Board, the AAUP may present to the Provost its own recommendations for resolving the exigency, in the hope that the recommendations given to the Board are the joint recommendations of the parties.

14.5 In the event that the Administration wishes to present to the Board recommendations with which the AAUP does not concur, the AAUP shall be allowed to present to the Board or the appropriate committee of the Board its own recommendations prior to the time when the Board is to determine what course of action it shall take.

14.6 If the course of action adopted by the Board requires discontinuation or consolidation of existing programs with the resultant elimination of faculty, the Provost, the AAUP, the Deans of the affected schools, the Head(s) of the affected department(s), and a faculty representative chosen by the Senate Executive Committee shall meet to identify faculty whose termination is to be recommended to the Provost. In the course of such discussions regarding which faculty shall be terminated, the participants shall take into consideration, and where possible recommend, such things as shared or reduced load with proportionate reduction in salary, administrative assignment, the feasibility of early retirement, and the possibility of reassigning the faculty member, provided he/she is suitably qualified, to another unit of higher education.

14.7 The following criteria shall apply to the identification of faculty whose termination is to be recommended:

A. Except where demonstrable and serious distortion of an academic program would result, non-tenured faculty in an affected program will be terminated before any tenured faculty member is terminated.



B. In identifying tenured faculty whose termination is to be recommended, the following shall be taken into account: the academic needs of the affected program(s); the merit of the affected faculty as attested by peer reviews of scholarship, teaching, and service; the length of service of the affected faculty; and the Affirmative Action aims of the University.

C. In all cases requiring the termination of faculty, primary consideration shall be given to the University's responsibility to offer an appropriate range of courses and programs.

14.8 The following procedure shall govern the case of any faculty member whose termination is recommended to the Provost:

A. Prompt notice of the recommendation to terminate will be given.

B. The faculty member given such notice shall have the right to a hearing under the grievance procedure specified in Article XV.S. of the University of Connecticut Laws and By-Laws, (Revised June 20, 2006).

14.9 If because of financial exigency the University terminates appointments, it will not at the same time make new appointments in the same department except where a serious distortion in a program of the University would otherwise result.

14.10 In all cases of termination because of financial exigency or program discontinuance, the place of the faculty member concerned will not be filled by a replacement within a period of two (2) years.

14.11

A. During a period of two (2) years from the date of termination, the terminated faculty member shall be offered reemployment in the same position should the position be restored. Any faculty member so recalled shall have thirty (30) days in which to accept such offer. Both the offer of reemployment and its acceptance or rejection shall be made by registered mail.

B. If a faculty member was enrolled in a health insurance program at the time of layoff during the recall period, he/she shall be entitled to purchase health insurance benefits for up to seventy-eight (78) weeks following the layoff at the group rate in effect for the bargaining unit.

C. A tenured faculty member who has received notice of layoff as the result of financial exigency shall be entitled during his/her period of notice up to \$1,000 for reimbursement for fees charged by professional placement or occupational counseling services. Such fees shall be deducted from the Professional Development Fund in 19.IV.F.

D. A tenured faculty member who has received notice of layoff shall be entitled during his/her period of notice and recall to reimbursement for coursework for up to \$1,500 per semester. The cost of reimbursement shall be deducted from the Professional Development Fund in 19.IV.F.

#### 14.12 Standards of Notice for Tenured and Tenure-Track Employees

A. In all cases of termination or program discontinuance because of financial exigency, the following standards of final notice or severance salary in lieu thereof shall apply: In the first year of service, three (3) months; in the second, third or fourth year of service, six (6) months; after the fourth year of service, one (1) year. Tenured faculty shall be entitled to fifteen (15) months of notice.

B. In cases of termination for reasons unrelated to financial considerations, the following standards of final notice or severance pay shall apply: In the first year of service, three (3) months; in the second year of service, six (6) months; in the third year of service through the sixth, one academic year; and all tenured faculty, twenty-four (24) months.

Dismissal for cause is not covered under Article 14, and in no case shall a dismissal for cause be labeled a termination for reasons related to financial exigency or program change under Article 14.

## ARTICLE 15

### SELECTION AND REVIEW OF DEPARTMENT HEADS

15.1 In a selection of a Department Head for a continuing appointment there shall be a search committee appointed by the Dean and including either a majority or at least three members elected by the department. No candidate will be appointed Department Head who is not recommended by the search committee.

**[This Article was supplemented by the June 2, 2011 Memorandum of Agreement as set forth in the below paragraph. See, *infra*, at [pg. 65.](#)]**

[Membership on the search committee for a new department head is ordinarily limited to bargaining unit members. Committee members that are external to the bargaining unit may be added by mutual consent between a majority of the bargaining unit members of the department and the Dean. The chair will be elected by a vote of all officially elected and appointed committee members.]

**[The preceding paragraph was clarified by the January 30, 2012 Memorandum of Understanding as set forth in the below paragraph. See, *infra*, at [pg. 72.](#)]**

[The intent of the Memorandum of Agreement between the University and AAUP (dated June 2, 2011) Section E, Paragraph 1 is to modify Article 15.1 of the Collective Bargaining Agreement to limit the ability of the Administration (i.e. Dean, Provost, etc.) from exercising undue influence on nominations for or membership on department head search committees. Other than restricting the Administration's powers or prerogatives, it was not intended to otherwise change the past practice of departments with respect to who in the department and bargaining unit is eligible to serve on the department head search committee, to vote on the membership of such body, or generally to vote on other departmental matters.]

15.2 A review of the appointment of each Department Head shall be held at intervals not to exceed five (5) years, or at other times as decided by the Dean. When conducting a review, the Dean shall attempt to obtain input from all [of] the faculty. The Dean shall also initiate a review upon the request of a majority of the voting members of the department. Any review requested by a majority of the voting members of the department may not take place more than once in five (5) years.

15.3 Department Heads shall be appointed for ten (10) months. Upon relinquishing Department Head responsibilities, the Head's appointment shall return to nine (9) months and his/her salary shall be reduced to its equivalent nine (9) month level.

## ARTICLE 16

### AAUP RIGHTS

16.1 The AAUP may make recommendations to the Administration concerning the governance of the University; and on the request of the AAUP, the President, at the December and March meetings of the Board, shall transmit such recommendations to the Board of Trustees for consideration.

The Board of Trustees shall express its position in writing on the recommendations within a reasonable period of time not to exceed a year.

16.2 To the extent that it is available, and within reasonable time limits, the Administration shall supply information needed for collective bargaining, including information related to a grievance, to the AAUP. In a similar way the AAUP will provide information to the Administration.

16.3 The Administration shall notify the AAUP at least monthly of changes in the status of members of the bargaining unit.

16.4 The AAUP may use the campus mails under the policy for registered organizations; specifically, it shall: pay a rate that reflects the real cost; not interfere with other official University obligations; make sure all material is accompanied by a statement that it is not an official publication of the University and that it is paid for by the AAUP.

16.5 The Administration shall publish this agreement in a mutually acceptable format and distribute one copy to each member of the bargaining unit. An additional one thousand (1000) copies for the AAUP and one thousand (1000) copies for the Administration shall be included in the publication. The parties shall share the cost of publication equally.

16.6 Participation in representational activities by officials of the AAUP shall be considered professional service. The AAUP shall supply the Administration with a list of such officials.

16.7 Workload Reduction for AAUP Officials

**[Article 16.7 was amended by the June 2, 2011 Memorandum of Agreement. See, *infra*, at [pg. 65](#). Alterations have been noted herein as [additions] and ~~deletions~~.]**

~~It is mutually agreed that a reduction in workloads for five officials of the AAUP shall ordinarily be appropriate to permit such officials time for self-directed professional service activity. It is further agreed that, in the aggregate, this reduction will not exceed an average of one-quarter time each semester for each of the five. The AAUP President shall be granted a workload reduction of one-quarter. [The AAUP officers will have one course release per semester if requested for AAUP responsibilities.]~~

16.8 Upon election/selection of the AAUP officials, but in no case later than May 15 of each calendar year, the AAUP will provide the Associate Vice President in charge of collective bargaining a list of individuals who may request workload reduction under this section. Upon the request of the AAUP, the Associate Vice President will convene a meeting between each AAUP official and the appropriate Dean for the purpose of effecting a workload reduction consistent with the official's responsibility in AAUP and his/her present workload in the department and the University.

The appropriate Department Head shall also be present at the meeting and contribute to the determination of the workload to be affected.

16.9 In the event of disagreement concerning an appropriate reduction, the AAUP President and the Associate Vice President in charge of collective bargaining will meet to resolve the issue. In case no resolution occurs, the parties shall present their positions to the President of the University, whose decision is final and not appealable.

16.10 The AAUP may select a member of the faculty to serve as an observer on any committee constituted by the Administration to engage in long-range planning on items negotiable under collective bargaining.

## ARTICLE 17

### AAUP SECURITY AND PAYROLL DEDUCTIONS

17.1 During the life of this agreement a member of the bargaining unit shall retain the freedom to decide whether or not to become or remain a member of the AAUP. A member of the bargaining unit who is not a member of the AAUP shall be required to pay an agency service fee pursuant to Section 5-280 of the General Statutes.

17.2 Within thirty (30) days of approval of the contract by the legislature and as instructed by AAUP during the life of the contract, the University shall deduct AAUP dues or agency fee bi-weekly from the gross paycheck of each person who is required under Section 5-280 of the General Statutes to pay such a fee as a condition of employment. This deduction is a substitute to termination of employment as provided under Section 5-280.

17.3 The amount of dues or agency service fee deducted under this article shall be remitted to the Treasurer of the AAUP as soon as practicable after the pay period of the employees for whom any such deduction is made.

17.4 No payroll deduction of dues or agency service fee shall be made during a payroll period in which earnings are insufficient to cover the amount of deduction nor shall such deductions be made from subsequent payrolls to cover the period in question. The AAUP shall be notified when such a situation exists.

17.5 The University shall continue its practice of payroll deductions as authorized by employees for purposes in addition to payment of AAUP dues or agency service fee provided any such payroll deduction has been approved by the state in advance.

17.6 In the event any agency or court orders the employer to rebate to employees the service fee or any portion thereof deducted under this Article or awards any damages, the Union agrees to hold the employer harmless by returning the fee and paying the damages, provided that this shall not take effect until any appeal has been exhausted. However, with regard to any costs to the University that arise out of a challenge to this Article, the Union shall save the University harmless from financial loss and expense as these costs are incurred. Any challenge to this Article of the Agreement and the University's actions taken there under shall be defended by AAUP.

17.7 Once it becomes technically feasible the University shall deduct contributions in the amount specified from the gross paycheck of each person in the unit who authorizes in writing payments to fundraising drives sponsored by the University of Connecticut Foundation.

## ARTICLE 18

### LONGEVITY

For purposes of determining longevity payments, the salary scale and steps adopted by the Board of Trustees for 1976-77 shall remain in effect during the period of this agreement.

**[This Article was supplemented by the June 2, 2011 Memorandum of Agreement as set forth below. See, *infra*, at [pg. 65](#).]**

1. **New Employees** – No employee first hired on or after July 1, 2011 shall be entitled to a longevity payment; provided, however, any individual hired on or after said date who shall have military service which would count toward longevity under current rules shall be entitled to longevity if that individual obtains the requisite service in the future.

2. **Current Employees** – No service shall count toward longevity for the two (2) year period beginning July 1, 2011 through June 30, 2013. Effective July 1, 2013, any service accrued during that period shall be added to their service for the purpose of determining their eligibility and level of longevity entitlement if it would have counted when performed.

3. **October, 2011 Payment** – No employee shall receive a longevity payment in October, 2011.

## ARTICLE 19

### SALARY AND BENEFITS

I. Permanent employees who are half time or more, but not full time, shall receive a prorated share of all salary and fringe benefits.

The following increases shall be added to the base salary of each member of the unit who is employed on April 1 of that calendar year and still employed on the effective date of the increase in August of each year.

A. Effective August 03, 2007, for those members of the bargaining unit whose performance is satisfactory, a flat dollar amount and percentage increase in base salary which together equal 2.74% of the combined salaries of members of the bargaining unit as of December 31, 2006 will be implemented. 2.0% percent will be allocated to the percentage increase, and .74 percent will be allocated to the flat rate increase. This shall be increased between 2.74% and 3.0% to equal the CPI\*, should that exceed 2.74%. In no case will the adjustment be less than 2.74% nor more than 3.0%

Effective August 03, 2007, a merit pool shall be established comprised of 2.06% of the combined salaries of members of the unit as of December 31, 2006, and will be distributed in accordance with the procedures outlined in Article 25. Consistent with the adjustment according to the CPI noted above, the merit pool shall be adjusted so that the total of the economic package shall not exceed 4.80 % in the aggregate, nor shall the merit pool be less than 1.8%.

B. Effective August 1, 2008, for those members of the bargaining unit whose performance is satisfactory, a flat dollar amount and percentage increase in base salary which together equal 2.74% of the combined salaries of members of the bargaining unit as of December 31, 2007 will be implemented. 2.0% percent will be allocated to the percentage increase, and .74 percent will be allocated to the flat rate increase. This shall be increased between 2.74% and 3.0% to equal the CPI\*, should that exceed 2.74%. In no case will the adjustment be less than 2.74% nor more than 3.0%

Effective August 1, 2008, a merit pool shall be established comprised of 2.06% of the combined salaries of members of the unit as of December 31, 2007, and will be distributed in accordance with the procedures outlined in Article 25. Consistent with the adjustment according to the CPI noted above, the merit pool shall be adjusted so that the total of the economic package shall not exceed 4.80 % in the aggregate, nor shall the merit pool be less than 1.8%.

C. Effective August 14, 2009, for those members of the bargaining unit whose performance is satisfactory, a flat dollar amount and percentage increase which together equal 2.74% of the combined salaries of members of the bargaining unit as of December 31, 2008 will be implemented. 2.0% percent will be allocated to the percentage increase and .74 % will be allocated to the flat rate increase. This shall be increased between 2.74% and 3.0% to equal the CPI\*, should that exceed 2.74%. In no case will the adjustment be less than 2.74% nor more than 3.0%.



Effective August 14, 2009, a merit pool shall be established comprised of 2.06% of the combined salaries of members of the unit as of December 31, 2008 and will be distributed in accordance with the procedures outlined in Article 25. Consistent with the adjustment according to the CPI noted above, the merit pool shall be adjusted so that the total of the economic package shall not exceed 4.80% in the aggregate, nor shall the merit pool be less than 1.8%.

D. Effective August 13, 2010, for those members of the bargaining unit whose performance is satisfactory, a flat dollar amount and percentage increase which together equal 2.74% of the combined salaries of members of the bargaining unit as of December 31, 2009 will be implemented. 2.0% percent will be allocated to the percentage increase and .74 % will be allocated to the flat rate increase. This shall be increased between 2.74% and 3.0% to equal the CPI\*, should that exceed 2.74%. In no case will the adjustment be less than 2.74% nor more than 3.0%.

Effective August 13, 2010, a merit pool shall be established comprised of 2.06 % of the combined salaries of members of the unit as of December 31, 2009 and will be distributed in accordance with the procedures outlined in Article 25. Consistent with the adjustment according to the CPI noted above, the merit pool shall be adjusted so that the total of the economic package shall not exceed 4.80 % in the aggregate, nor shall the merit pool be less than 1.8%.

\* The CPI as referenced above is based on the index used by the State of Connecticut to determine the CPI. The projections for the coming fiscal year shall be requested as of April 1 of each year, and the adjustments shall be made accordingly no later than June 1, following discussions between the University and the AAUP.

**[Article 19.I was amended and extended by the June 2, 2011 Memorandum of Agreement as set forth below. See, *infra*, at [pg. 65.](#)]**

1. There shall be no salary, flat dollar or merit increases in the fiscal year ending June 30, 2012 or the fiscal year ending June 30, 2013. Compensation will be frozen at FY 2011 levels.

2. Effective August 9, 2013 for those members of the bargaining unit whose performance is satisfactory, a flat dollar amount and percentage increase which together equal 2.75% of the combined salaries of the bargaining unit as of December 31, 2012, will be implemented. 2.0% of the increase will be allocated to the percentage increase and .75% will be allocated to the flat rate increase. This shall be increased between 2.75% and 3.0% to equal the CPI (as defined in Article 19, 1, D of the collective bargaining agreement), should that exceed 2.75%. In no case will the adjustment be less than 2.75% nor more than 3.0%.

3. Effective August 9, 2013, a merit pool shall be established comprised of 2.06% of the combined salaries of the bargaining unit as of December 31, 2012, and will be distributed in accordance with the procedures outlined in Article 25. Consistent with the adjustment according to the CPI noted above, the merit pool shall be adjusted so that the total of the economic package shall not exceed 4.81 % in the aggregate, nor shall the merit pool be less

than 1.81 %. An additional .19% shall be distributed through the Provost's Fund pursuant to Memorandum of Agreement No.2 appended to the existing collective bargaining agreement.

4. Effective August 8, 2014 for those members of the bargaining unit whose performance is satisfactory, a flat dollar amount and percentage increase which together equal 2.75% of the combined salaries of the bargaining unit as of December 31, 2013, will be implemented. 2.0% of the increase will be allocated to the percentage increase and .75% will be allocated to the flat rate increase. This shall be increased between 2.75% and 3.0% to equal the CPI, should that exceed 2.75%. In no case will the adjustment be less than 2.75% nor more than 3.0%.

Effective August 8, 2014, a merit pool shall be established comprised of 2.06% of the combined salaries of the bargaining unit as of December 31, 2013, and will be distributed in accordance with the procedures outlined in Article 25. Consistent with the adjustment according to the CPI noted above, the merit pool shall be adjusted so that the total of the economic package shall not exceed 4.81 % in the aggregate, nor shall the merit pool be less than 1.81 %. An additional .19% shall be distributed through the Provost's Fund pursuant to Memorandum of Agreement No.2 appended to the existing collective bargaining agreement.

5. Effective August 7, 2015 for those members of the bargaining unit whose performance is satisfactory, a flat dollar amount and percentage increase which together equal 2.75% of the combined salaries of the bargaining unit as of December 31, 2014, will be implemented. 2.0% of the increase will be allocated to the percentage increase and .75% will be allocated to the flat rate increase. This shall be increased between 2.75% and 3.0% to equal the CPI, should that exceed 2.75%. In no case will the adjustment be less than 2.75% nor more than 3.0%.

Effective August 7, 2015, a merit pool shall be established comprised of 2.06% of the combined salaries of the bargaining unit as of December 31, 2014, and will be distributed in accordance with the procedures outlined in Article 25. Consistent with the adjustment according to the CPI noted above, the merit pool shall be adjusted so that the total of the economic package shall not exceed 4.81% in the aggregate, nor shall the merit pool be less than 1.81 %. An additional .19% shall be distributed through the Provost's Fund pursuant to Memorandum of Agreement No.2 appended to the existing collective bargaining agreement.

## II. Satisfactory Evaluation

In departmentalized schools, Department Heads shall give faculty members at least four months' warning before issuing an unsatisfactory performance rating. The warning should specify what would be required to achieve a satisfactory rating. Failure to meet the standards enunciated shall be considered just cause for an unsatisfactory evaluation. In non-departmentalized schools, equivalent arrangements shall be established by Deans and faculty members. Discipline for just cause under Articles 13.7 or 27 shall not be subject to this requirement.

### III. Salary Minima

Effective July 1, 2007, the salary minima for each professorial rank shall be no less than the lowest salary in each rank in the previous academic year. Any proposed exceptions shall be discussed with the AAUP as is current practice.

### IV. Benefits

#### A. Tuition Waiver

1. In addition to the waiver of tuition permitted under Chapter 185.b, Sections 10 a-105 (e, f, and g) of the 1983 revised Connecticut General Statutes, the Board of Trustees shall have full authority to waive tuition for dependent children of members of the bargaining unit matriculating in an undergraduate degree program at the University of Connecticut or its regional campuses. In the event of a faculty member's death while his/her child is enrolled, the waiver shall continue through completion of the undergraduate degree and in no case more than a total of five academic years.
2. Each semester spouses of bargaining unit members who have been accepted into an undergraduate degree program at the University of Connecticut or one of its regional campuses may take non-laboratory courses--on a space available basis--with the consent of the instructor. Spouses taking courses under this option must sign up for the course no earlier than the first day of classes and are not permitted to pre-register.

#### B. Tuition Reimbursement

A sum of \$10,000 shall be allocated each year of the agreement for tuition reimbursement, which shall be distributed according to existing guidelines.

#### C. Health Insurance Programs

For the duration of this agreement, the health insurance programs established under the current SEBAC agreement will be available to bargaining unit members as specified both by the SEBAC agreement itself and as expressed in this collective bargaining agreement.

#### D. Group Life Insurance

Group life insurance shall be available to bargaining unit members at the same rate and coverage limits as provided to non-bargaining unit state employees under Sec. 5-257 of the Connecticut General Statutes.

E. Travel

1. Within the funds appropriated, the Board of Trustees shall have full authority to allocate funds to travel and to authorize the expenditures of such funds for out-of-state travel under the authority of the President or his/her designee.
2. The mileage reimbursement rate shall be adjusted annually in accordance with federal guidelines.

F. Professional Development Fund

A fund is established for professional development each year of the contract. The individual benefit focus of the Professional Development Fund shall not be altered, but a joint Labor/Management Committee will also consider specialized training initiatives of a broader membership benefit as proposed by the Provost on a non-renewable basis. Funds for this purpose shall not exceed \$50,000 in any year of the agreement. The individual benefit focus of the Professional Development Fund shall not be altered, however the parties recognize that up to 5% of the fund is intended to complement University sponsored professional development programs for department heads. The AAUP will be notified of professional development program expenditures for department heads.

The fund shall be as follows:

2007	\$500,000
2008	\$525,000
2009	\$550,000
2010	\$575,000

Unused funds will be rolled into the next fiscal year.

G. Disability Pay

In that all Alternate Retirement Plan participants receive disability coverage, all approved medical leaves of absence of bargaining unit members so insured should be referred for coverage when the medical leave exceeds the deductible period. The University shall supplement the disability insurance so that the affected individual receives the full equivalent of take-home pay as if they were fully employed, according to mutually agreed upon guidelines established in 2000-2001. Guidelines for considering the granting of medical leaves shall be developed by the parties no later than sixty (60) days after legislative approval, with the understanding that unresolved questions may be submitted for advisory arbitration by either party.

H. Child Care

A pool of \$80,000 shall be established each year of this agreement to reimburse bargaining unit members for childcare expenses incurred in licensed day care facilities. Guidelines established by the parties shall control the reimbursement process.

I. Family/Medical Leave

Following the birth or adoption of a child or other major life event (as defined below for qualified family leaves), a member of the bargaining unit may take an unpaid family leave of absence for up to six months. During the period of an unpaid leave the University will pay for the member's individual health insurance benefits.

Tenure-track faculty members taking a qualified family leave or who experience a qualifying major life event, prior to their mandatory tenure evaluation year, will receive an automatic one-year extension of the tenure clock.

Qualified family leaves include leaves for the following events: the faculty member's serious illness or for the birth, adoption or serious illness of a child or serious illness of a spouse or parent. "Serious illness" means an illness, injury, impairment or physical or mental condition that involves (1) inpatient care in a hospital, hospice, or residential care facility or (2) continuing treatment or continuing supervision by a health care provider.

The tenure clock will be stopped no more than twice. Exceptions to this may be granted at the discretion of the Provost.

J. Voluntary Leave

The voluntary leave program as constituted between the parties in 1994 shall be extended for the life of this agreement.

V. Adjunct Faculty

A. Terms of Appointment and Compensation

The University shall determine minimum enrollment requirements and inform the AAUP.

For Adjunct Faculty, minimum remuneration shall be at the following rates:

Effective August 3, 2007 -	\$1349 per credit
Effective August 1, 2008 -	\$1385 per credit
Effective August 14, 2009 -	\$1423 per credit
Effective August 13, 2010 -	\$1461 per credit

For adjuncts with more than two academic years of continuous employment, the minimum remuneration shall exceed the amount above by the following percentage each year of the agreement: 1%.

Adjuncts who have been continuously employed by the University for ten (10) consecutive semesters shall be offered multiyear contracts, subject to adequate enrollment, satisfactory teaching evaluations, and the continuation of class offerings.

Multi-year contracts are defined as having a term of three academic years and remain in effect during semesters when the adjunct is unavailable due to documented medical reasons or other basis to which the adjunct and the department head and/or campus director agree.

Evaluation of adjunct teaching may include, among other elements, classroom observations. Replacements for reasons of teaching related qualifications may also be made based on a demonstrable need for better qualifications. In such circumstances the University will promptly notify the impacted adjunct of the decision.

Formalized non-teaching assignments for adjunct faculty, such as advising, curriculum development etc. shall be compensated based upon pro-rated load credits.

**[Article 19.V.A was amended by the June 2, 2011 Memorandum of Agreement as set forth in the below paragraph. See, *infra*, at [pg. 65](#).]**

[All adjunct faculty will have salaries increased by the same general wage increase (exclusive of merit) in FY 14, FY 15, and FY 16 as the full time faculty. This is understood to be 3% in accordance with the 2011 SEBAC framework. There will be no increases for adjunct faculty in FY 12 and FY 13.]

#### B. Adjunct Benefits

For those adjuncts who elect group health insurance under the statutory self-pay provision, and who are contracted to teach at least one course each semester of the academic year, there will be an option to be paid over 26 pay periods.

Adjuncts shall be eligible to purchase parking permits and shall have faculty library privileges. Library and email privileges will be continued for two semesters following any appointment.

## **ARTICLE 20**

### **MINIMUM TERMS**

This agreement states the minimum terms of employment of a member of the bargaining unit. Agreements and understandings between members of the unit and the Board shall be maintained unless they fall below the minimum terms set forth herein; in such cases this agreement shall be controlling, unless the individual and AAUP agree in writing to waive these minimum terms.

## **ARTICLE 21**

### **CONTINUATION OF SERVICES**

The AAUP and the Board agree that any differences between them shall be settled by the means provided in this agreement. The AAUP agrees that it will neither call nor condone any form of strike by bargaining unit members, and the Board agrees that it will not lock out members of the unit.



## **ARTICLE 22**

### **MERGERS AND ACQUISITIONS**

In the event that the University acquires any other educational institution or portion thereof, the full-time faculty members of such educational institution shall become members of this bargaining unit. Prior to the expiration date of any agreement or individual contract under which they are presently covered, the salary schedule and other conditions of employment for new members shall be negotiated by the parties for the subsequent year.

## **ARTICLE 23**

### **SAVINGS CLAUSE**

23.1 If any provision of this agreement is, or shall at any time be, contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law. Any substitute action shall be subject to appropriate consultation and negotiation with the AAUP.

23.2 In the event that any provision of this agreement is, or shall at any time be, contrary to law, all other provisions of this agreement shall continue in effect.

## ARTICLE 24

### RESEARCH ASSISTANTS AND RESEARCH ASSOCIATES

The titles of Research Assistant and Research Associate are used exclusively for individuals who support grant-funded research activities. The specific conditions of employment shall be identified in offer letters of employment or as modified on renewal appointments as they occur. Reasonable changes in hours may be required with four weeks' notice. The normal University workweek will apply with provision for compensatory time in accordance with mutually agreed upon guidelines.

#### 24.1 Salaries

Research Assistants and Research Associates shall receive the following increment in lieu of a merit award provided under Article 19 of the Agreement. The amount shall be added to the base salary of each individual with this title who qualifies and who has been employed as of April 1 of that calendar year and is still employed on the effective date of the increase:

Effective August 3, 2007 an amount of \$1050

Effective August 1, 2008 an amount of \$1070

Effective August 14, 2009 an amount of \$1090

Effective August 13, 2010 an amount of \$1100

#### 24.2 Benefits

I. Research Assistants and Research Associates will be entitled to leaves with pay according to the following schedule:

A. Annually 22 days maximum for vacation will be taken at a time mutually agreed to by the supervisor and the employee.

B. Legal holidays as enumerated below:

New Year's Day, Martin Luther King Day, Presidents' Day,  
Good Friday, Memorial Day, Fourth of July, Labor Day,  
Columbus Day, Veterans' Day, Thanksgiving Day, Christmas.

**[Section B was amended by Memorandum of Agreement No. 9. See, *infra*, at [pg. 60.](#)]**

C. If a holiday falls on a day when a person is expected to be on duty, he/she will earn a compensatory day off to be taken at a time mutually agreed to by the supervisor and the employee.

D. Sick Leave Decisions concerning sick leave for personal illness will be handled by the administration in conformity with the University of Connecticut Laws and By-Laws, (Revised June 20, 2006), Section XV.K.4. Employees may be required to provide an acceptable medical certificate. There will be no accruals of sick leave or vacations beyond the end dates of a grant or contract.

E. Effective August 23 of each year of the contract each Research Assistant and Associate shall be credited with one day of personal leave to be taken as needed for the conduct of personal business or religious observance. As much advance notice as possible will be given to the supervisor or manager when personal leave is taken. Leave not taken will be neither accrued nor compensated.

II. A. Human Resources will provide to requesting Research Assistants and Associates who are not renewed a listing of current openings with similar titles within the University.

B. Research Assistants and Associates may be hired on multiple year appointments not to exceed the term of the grant.

#### 24.3 Layoffs

This section pertains to Research Assistants and Research Associates who are terminated prior to the end-date of their appointment.

A. In cases where employees supported by grant funds and contracts receive less than (30) thirty-days' notice of termination from their supervisors, such employees shall be eligible for a prorated cash payment for the portion of the (30) thirty-days' notice period not given. A pool of no more than \$20,000 shall be set aside for all such cases. In no instance shall any individual receive the equivalent of more than two (2) pay periods of salary.

B. Dismissal for cause is not subject to the above schedule.

24.4 Dismissal for Cause Procedures This section refers solely to disciplinary action resulting in loss of pay or dismissal for cause during the term of an employment contract.

The Parties agree that dismissal for cause of a temporary employee shall follow the procedures outlined below:

A. The employee shall receive a written statement of the reasons for which the action is being initiated.

B. Within five (5) calendar days of receiving notice of the action, the employee may make a written request to the initiator of the action to review the decision.

C. Within five (5) calendar days of the review (see item B above); the employee may appeal the decision to the appropriate Dean, Director, or Provost.

D. The decision of the Dean, Director, or Provost is final and may not be appealed to arbitration on substantive or procedural grounds.

E. In cases where the Research Assistant or Research Associate claims and is prepared to show evidence that the Dean, Director, or Provost's decision in (D) above was arbitrary and capricious, or that the discipline was based on inaccurate facts or that the discipline is too severe for the infraction, the final decision may be appealed to an internal disciplinary review panel. Such appeal must be made within seven (7) calendar days of receiving the Dean, Director, or Provost's decision in (D) above.

F. Composition of the Internal Disciplinary Review Panel for Research Assistants and Research Associates

The AAUP shall select one person from within the bargaining unit. The administration shall select one person from the administration and these two individuals shall choose a third who is mutually agreeable. The third person shall be or have been a principal investigator and/or be very knowledgeable about the management of grant funds. The three-person panel shall hold a due process hearing on the Research Assistant or Research Associate's claim and render a decision in writing within twenty-one (21) calendar days of the appeal at (E) above. If the majority of the panel upholds the position of the employee, they shall either reduce or rescind the disciplinary action or remand the decision to correct any procedural deficiencies. The decision of the panel shall be final and binding. No disciplinary action, including dismissal for cause, is grievable or arbitrable under the collective bargaining contract.

## ARTICLE 25

### MERIT

Merit is for the recognition of noteworthy contributions to one's department, school, campus or college, the University and or professional discipline through the traditional avenues of teaching, research and service. It is also the most consistent means for moving beyond the cost-of-living increase traditionally recognized through the satisfactory performance increase provision. It is recognized that conditions vary within and among departments in terms of individual expectations, and it is agreed that awards at the various levels are designed to recognize individual achievement.

25.1 This article does NOT refer to Research Assistants or Research Associates paid from grant funds or contracts.

25.2 The merit pool shall be distributed according to the procedures outlined below:

A. The Provost shall establish a contingency fund and shall distribute the remainder of the merit pool at his/her discretion among the Deans of the schools and colleges. If a merit award is recommended, it shall be no less than \$500.

B. The Dean of a school or college shall establish a contingency fund from the merit pool allotted to his/her school or college by the Provost. The remainder of the merit pool, excluding an amount for department heads' merit, shall be distributed at the discretion of the Dean among the departments. Prior to the beginning of the academic year, the Dean will publish his/her merit criteria to faculty and for Department Heads within his/her school.

C. The total amount of the contingency funds of both the Provost and the Deans shall not exceed 30% of the merit pool.

D. By means of a procedure approved by a majority of the faculty, departments may establish advisory committees for making recommendations for merit awards to the Department Head. Such committees may also present merit evaluations without mention of a dollar amount to the Dean for his/her consideration in determining the Department Head's merit award. In departmentalized schools each department may establish, by a majority vote, the criteria and also may establish priorities or the appropriate weighting of such criteria, that will be used to determine the departmental merit recommendations. In the event a department decides to permit the Department Head to establish the criteria and the appropriate weighting for merit recommendations, the Department Head shall inform all faculty members in writing of such criteria no later than two months prior to the commencement of the academic year for which merit recommendations will be made. In non-departmentalized schools equivalent arrangements shall be established by Deans and faculty members.

E. Department Heads shall take departmental committee recommendations into consideration when making their own merit recommendations. In concert with the PTR requirements identified in the By-Laws, merit criteria shall include instructional, scholarly, service, and outreach excellence as appropriate.

F. On forms provided by the Provost, Department Heads shall forward their merit recommendations for members of their departments, other than themselves, along with recommendations of the advisory committee, to the Dean of the school or college.

G. A faculty member may request from his/her Department Head information regarding his/her departmental merit recommendation(s) at any time after such information is transmitted to the Dean.

H. Department Heads shall inform each member of the department of his/her merit recommendation at the same time such recommendation is submitted to the Dean of the appropriate school or college. A faculty member has fourteen (14) calendar days from the time of the Department Head's submission to the Dean to discuss the Department Head's recommendation with the Dean.

I. The Dean shall review the recommendations of the Department Head and the departmental advisory committee. The Dean shall forward his/her own recommendations to the Provost.

J. Within two weeks of making his/her recommendations to the Provost, the office of the Dean shall compile and make available to the departments an abstract of merit awards. Such an abstract will give the number of people receiving a given range of award within the school and/or no award.

25.3 Once they become effective, the University will provide AAUP a summary of merit awards by fund and by individual.

25.4 Judgments and decisions of the Provost which result in decrease of more than 50% in the Department Head's recommendations are subject to the grievance procedure described below only where there is evidence alleging that the decrease was arbitrary or capricious.

#### 25.5 Merit Grievance Panel

For the purpose of hearing merit grievances, an internal merit grievance panel shall be convened made up of one member of the administration chosen by the Provost, one member of the faculty chosen by AAUP, and a neutral party chosen by the first two individuals. The panel may either uphold or dismiss the grievance. In a case where the panel upholds the grievance, it shall recommend an appropriate merit award; however, in no case shall the panel award more than the Department Head had originally proposed. The decision of the panel is final and is not grievable or arbitrable. Grievances on merit must be presented to the administrator in charge of collective bargaining within fourteen (14) calendar days of the receipt of the Provost's letter notifying the employee of his/her merit awards.

## ARTICLE 26

### TEMPORARY EMPLOYEES

**[The preamble to this Article was amended and certain job titles removed by the May 16, 2012 Memorandum of Agreement. See, *infra*, at [pg. 77](#). Alterations have been noted herein as [additions] and ~~deletions.~~]**

This article refers to the titles listed below:

~~Lecturer (non-P), Professor in Residence, Associate Professor in Residence, Assistant Professor in Residence, Instructor in Residence, Research Professor, Associate Research Professor, Assistant Research Professor, Research Instructor, Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor, Clinical Instructor, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Visiting Instructor, Extension Professor in Residence, Associate Extension Professor in Residence, Assistant Extension Professor in Residence, Extension Instructor in Residence, Senior Cooperative Extension Educator in Residence, Cooperative Extension Educator in Residence, Associate Cooperative Extension Educator in Residence, Assistant Cooperative Extension Educator in Residence,~~ [Adjunct Faculty,] Associate Research Scientist, Associate Research Scholar, Research Scientist, Research Scholar, Senior Research Scientist, Senior Research Scholar.

Note: For the purpose of signifying the temporary nature of any title in the bargaining unit [or that an appointment is funded by a grant or contract], the word "visiting" may precede the title. [Temporary "visiting" appointments, unless funded by a grant or contract, shall be limited to a maximum duration of three (3) years. If a visiting appointment is converted to a continuing appointment covered by Article 13, up to three (3) years of prior service as visiting shall be credited to eligibility for multi-year appointments.]

#### I. Sick Leave

Decisions concerning sick leave for personal illness for all temporary employees will be handled by the administration in conformity with the University of Connecticut Laws and By-Laws, (Revised June 20, 2006), Section XV.K.4. Employees may be required to provide an acceptable medical certificate.

There shall be no accruals of sick leave or vacations beyond the end dates of a grant or contract.



## II. Dismissal for Cause Procedures for Temporary Employees

The Parties agree that dismissal for cause of a temporary employee shall follow the procedure outlined below:

A. The employee shall receive a written statement of the reasons for which the action is being initiated.

B. Within five (5) calendar days of receiving notice of the action, the employee may make a written request to the initiator of the action to review the decision.

C. Within five (5) calendar days of the review (see item B above) the employee may appeal the decision to the appropriate Dean, Director, or Provost.

D. The decision of the Dean, Director, or Provost is final and may be appealed to arbitration on procedural grounds only.

## III. Full-time Lecturers on the Regular Payroll

This section refers only to full-time lecturers on the regular payroll.

In the event a full-time lecturer on the regular payroll has been employed full-time (excluding summer sessions) for either twelve (12) consecutive or twelve (12) out of sixteen (16) consecutive semesters, he/she, upon the commencement of the next semester shall be eligible for a three-year appointment.

## ARTICLE 27

### DISCIPLINE FOR TENURED AND/OR TENURE-TRACK FACULTY

The parties wish to encourage open communication between administrators and faculty and agree that whenever possible problems should be resolved informally before these procedures are initiated. The parties agree that this Article shall not be used to restrain faculty members in the exercise of their academic freedom or their rights as citizens.

The parties agree that, except for serious misconduct, dismissal should occur only as the final step in a progressive disciplinary system and each instance of misconduct shall be judged solely on its own factual situation.

For tenured or tenure-track faculty dismissal or discipline which is the result of incompetence, or failure to meet satisfactory standards of job performance, or failure to meet continuing educational requirements, or to fulfill professional commitments shall not fall within the purview of this Article, but shall be dealt with exclusively under the University By-Laws.

A. Discipline shall be for just cause such as:

1. neglect of assigned responsibilities;
2. insubordination, serious misconduct, or non-compliance with University of Connecticut Laws and By-Laws (Revised June 20, 2006); noncompliance with the Code of Ethics for Public Officials (Chapter 10 of the Connecticut General Statutes) or with University, State, or Federal regulations governing research;
3. the use of fraud, collusion, concealment, or misrepresentation of a fact material to obtaining employment with the University and/or obtaining promotion, tenure, salary increase, or other benefit;
4. sexual harassment, serious misconduct, or other conduct which impairs the rights of students or other staff members.

B. Procedures to be followed for written warnings, reprimands, dismissal, demotion in rank and/or salary, or suspension without pay.

1. The faculty member shall receive in writing a statement of the reasons for the action being recommended.
2. Within seven (7) calendar days of receiving the written statement (B.1), the faculty member may request a hearing before his/her Dean or Director or designee with an AAUP representative present, should the faculty member so desire. This hearing shall be held within seven (7) calendar days of the employee's request.

3. Within seven (7) calendar days of receiving the recommendation in B.2 above, the faculty member shall have the right to appeal to the Provost or his/her designee. At such appellate hearing, the faculty member shall have the right to be represented by the AAUP.
4. The decision of the Provost or designee may be appealed to arbitration on the merits under Article 10 of this agreement. Warnings, reprimands, and other less severe discipline shall be grievable through steps B.2 and B.3 above but shall not be grievable to arbitration.

C.

1. If the University judges that the grounds for dismissal or discipline require the immediate suspension of the faculty member, the suspension shall be with pay until the hearings described in B.2 and B.3 above have taken place.
2. In the event the discipline involves the loss of or reduction in salary, the salary shall not be withheld until after the arbitration decision or four (4) months from the initiation of the discipline at B.4, whichever is sooner.

D. For cases involving discipline or dismissal for misconduct, the procedures outlined above supersede Section XV, E, F, G, H, and S of the University of Connecticut Laws and By-Laws (Revised June 20, 2006).

E. The parties agree that the PTR procedures should not be used to deal with issues of misconduct which are more appropriately dealt with under the disciplinary procedures. In no case shall the outcome of the PTR (promotion, tenure, or reappointment) process be construed as falling under this Article.

## ARTICLE 28

### DURATION OF AGREEMENT

**[The effective date of this Agreement was extended to June 30, 2016 by the June 2, 2011 Memorandum of Agreement. See, *infra*, at [pg. 65](#).]**

28.1 This agreement shall be in full force and effect from July 1, 2007 through June 30, 2011 [June 30, 2016].

28.2 The parties may, by mutual agreement, extend the life of this agreement beyond its expiration date for a period not to exceed two years.

## **ARTICLE 29**

### **PATENT RIGHTS**

The terms and conditions concerning patent rights, as outlined in section 10a-110b and 10a-110c of the 1995 Connecticut General Statutes, shall be incorporated by reference and together with current practice are understood to guide the University in matters related to the ownership of inventions and employees' share of proceeds from inventions.

**ARTICLE 30**

**SIGN OFF**

**FOR AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

Edward C. Marth

Chief Negotiator

**FOR THE BOARD OF TRUSTEES OF THE UNIVERSITY OF CONNECTICUT**

Donna B. Munroe

Chief Negotiator

**NEGOTIATING TEAMS**

FOR AAUP:

Anne Doyle  
Carol Lewis  
Edward C. Marth, Chief Negotiator  
Thomas Peters  
Carl Schaefer, Chair

FOR UCONN:

Michael Eagen  
Ross MacKinnon  
Donna Munroe, Chief Negotiator  
Bill Pizzuto  
Suman Singha  
Erling Smith  
Aliza Wilder

## **MEMORANDA OF AGREEMENT**

All prior memoranda of agreement are null and void except for the following:

### **MEMORANDUM OF AGREEMENT No. 1**

#### **PROMOTIONS**

Merit pools shall be used for increases in base salary that result from promotions in rank. Up to \$40,000 shall be used for promotions payable during each fixed increase period of the 2007-2011 contract. The amounts for promotions in rank shall be as follows:

Instructor \$400

Assistant Professor \$550

Associate Professor \$1000

Professor \$1400

Promotion increases shall apply toward bringing unit members to the minimum of the higher rank after all other increases are awarded.

**MEMORANDUM OF AGREEMENT No. 2**

**PROVOST FUND**

Each year of the contract a General Fund pool shall be allocated to the Provost for making increases in base salary as he/she sees fit in order to retain faculty in the face of market competition, or to make equity adjustments or recognize special achievement. Neither the allocation of the fund nor the individual awards made under it are grievable or arbitrable in any way. The pools for each year of this agreement shall be as follows:

2007	\$246,569
2008	\$258,873
2009	\$271,790
2010	\$285,353

Immediately prior to the beginning of the academic year, the Provost shall publish standards and expectations for that portion which is to be directed toward special achievement at the next distribution.

The University will provide the AAUP with a list of employees who receive the increases from these sources along with the reasons in each instance.



## **MEMORANDUM OF AGREEMENT No. 3**

### **TENURE APPEAL**

In the event that a vote in favor of tenure for a faculty member by a departmental PTR committee, a Dean's Advisory Council, and the Faculty Review Board are all overturned by the Provost of the University and the faculty member has evidence that the Provost's decision may have been arbitrary and capricious, the Provost's decision may be appealed to a Select Committee chosen by the Senate Executive Committee. The Senate Executive Committee shall nominate nine (9) tenured members of the faculty to serve on the committee and the University and the AAUP may each strike two (2) names from the list of nominees. In the event that more than five (5) names remain after the completion of the process, the Senate Executive Committee shall designate five (5) persons to serve as the Select Committee.

If the five-member Select Committee finds, after hearing the evidence from each side, that arbitrary and capricious action was, in fact, the basis for the Provost's decision, the aggrieved faculty member shall be recommended for tenure through the Provost to the Board of Trustees.

**MEMORANDUM OF AGREEMENT No. 4**

**AGRICULTURAL EXTENSION**

The Laws and By-Laws, (13th edition, revised 2002), Section XV.C. through S. concerning academic tenure apply to tenured and tenure-track faculty in Agricultural Extension.

## **MEMORANDUM OF AGREEMENT No. 5**

### **DISTANCE LEARNING**

By October 1, 2007 the University and the AAUP shall each appoint four members to a study group to address the issues involved in the continuing development of credit-bearing distance learning courses. The charge to the group shall include, but not be limited to, an evaluation of the relationship between the goals and objectives of the Strategic Plan and opportunities for the University to develop credit-bearing courses by state-of-the-art technology, the resources available or necessary to implement the course delivery, and the relationship of law regarding property and/or residual rights of material developed and imparted via new technology relating to the work of members of the bargaining unit.

The University will continue to develop such patent, copyright and distance education rules and regulations as are necessary to respond to the rapidly changing competitive environment. The joint committee will agree on implementation of any substantive changes through normal approval channels.

**MEMORANDUM OF AGREEMENT No. 6**

**PARKING**

**[A Memorandum of Agreement concerning parking was signed by the Parties in January 2014. *See, infra*, at [pg. 86](#). ]**

If an increase in parking fees is contemplated during this contract, the University agrees to negotiate with the AAUP, prior to recommending an increase to the Board of Trustees. The AAUP will have a representative on the Parking Advisory Committee. Bargaining unit members will be afforded one “free” ticket per semester where it can be demonstrated that the member had paid for parking and none was available (handicapped and fire lanes excluded).

## **MEMORANDUM OF AGREEMENT No. 7**

### **FLEXIBLE SEMESTERS**

The University and the AAUP recognize the importance of encouraging research activity during the academic year, which is agreed to be the primary appointment period of all faculty. Adjustments in the academic calendar may require increased flexibility in research scheduling. On a voluntary basis and with the approval of the department head and/or Dean, a faculty member may be allowed to substitute a summer teaching assignment for a fall or spring teaching obligation. This exchange will be considered as inload and will not be eligible for extra compensation. Normally the enrollment requirements described in the summer school agreement will not pertain to classes taught on an exchange basis, but if a course is cancelled by Administration, the faculty member's obligation will have been met. The University shall adopt necessary procedures for the implementation of this agreement, and they shall apply equally to all academic departments. Such voluntary changes are understood to be in the best interests of the University and the faculty member, and, therefore, annual records and merit and other evaluations will be adapted to take into account such flexible scheduling.

**MEMORANDUM OF AGREEMENT No. 8**

**NON-EXEMPT EMPLOYEES**

**Compensatory Time for Non-Exempt Employees:**

Compensatory time for non-exempt employees shall be afforded in accordance with the Federal Fair Labor Standards Act as summarized in the following guidelines:

- a. Compensatory time shall be afforded at the rate of one and one-half hours for each hour for which overtime compensation is required by FLSA.
- b. When an employee's compensatory time earned reaches a total of 240 hours the employee shall be paid for additional compensatory hours earned.
- c. Use of compensatory time must be requested in advance.

## MEMORANDUM OF AGREEMENT No. 9

[This Memorandum of Agreement was added pursuant to the June 2, 2011 Memorandum of Agreement. *See, infra*, at [pg. 65.](#)]

9.1 Consulting: The parties agree to continue to monitor issues with regard to consulting and will seek to minimize complications without diminishing accountability for ethical responsibilities.

9.2 Reappointment: Full time members will be given at least two weeks to consider any renewal contract offer. This may be waived with consent of the member and the AAUP.

9.3 State Holidays: Research Assistants/Associates and Academic Assistants on 11month appointments will have the state holiday schedule.

9.4 Notice of Salary Changes: The University will notify the AAUP of salary changes for members that occur outside of the normal cycle.

9.5 Faculty Responsibilities Outside The Appointment Term: The AAUP and the University agree that faculty with academic year appointments will not be adversely affected in merit considerations for being unable to engage in academic year responsibilities outside of the appointment year. This is not intended to diminish or discourage professional responsibilities to a department, college, or the university.

**MEMORANDUM OF AGREEMENT ON  
SUMMER AND INTERSESSION COMPENSATION  
BETWEEN  
THE UNIVERSITY OF CONNECTICUT  
AND  
THE UNIVERSITY OF CONNECTICUT CHAPTER  
OF THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

This Memorandum of Agreement is entered into between the University of Connecticut ("University") and the University of Connecticut Chapter of the American Association of University Professors ("AAUP"), collectively the "Parties", on this 7th day of November, 2013, as follows:

**I. COMPENSATION**

Compensation of faculty who hold academic appointments during the regular academic year and who teach credit bearing courses during the summer or intersessions are paid as described below. The summer and intersession academic programs are self-supporting based upon fee revenue from program participants.

**a. Traditional Credit Courses**

i. Non-W Credit Courses: Three credit courses shall be compensated on a sliding scale formula as follows: faculty will be paid a base salary of \$1,620 per credit for enrollments up to and including eight (8) students. \$180 per credit per student will be added to this base for each additional student thereafter up to a maximum of 11% of the faculty member's normal academic year salary or double the minimum adjunct rate, whichever is greater, not to exceed 11% of the University-wide full professor average salary. Compensation for credit bearing courses above three credits shall be prorated accordingly.

ii. W Credit Courses: Three credit courses shall be compensated on a sliding scale formula as follows: faculty will be paid a base salary of \$1,620 per credit for enrollments up to and including eight (8) students. \$220 per credit per student will be added to this base for each additional student thereafter up to a maximum of 11% of the faculty member's normal academic year salary or double the minimum adjunct rate, whichever is greater [MJE/PLH], not to exceed 11% of the University-wide full professor average salary.

iii. Load adjustment: Full-time faculty who teach during an intersession may be given a load adjustment for either the next occurring spring or fall semester in consultation with the Department Head upon approval of the Dean of the affected school or college. If a load adjustment is not arranged, the faculty member will be compensated according to the above formula.



iv. **Team Taught Courses:** The Department Head, with the approval of the Dean of the affected school or college, will assess the number of credits each faculty member is responsible for and each faculty member will be paid proportionally according to the above formula as appropriate.

v. **Adjunct Faculty:** Adjunct faculty who teach during the regular academic year shall be paid the same rate when teaching the same course(s) during the summer.

**b. Non-Traditional Credit Courses: Independent Studies, Practica, Fieldwork, Internships, Computer Based Instruction and Similar Non-Traditional Courses**

Faculty teaching non-traditional credit courses shall receive 50% of the course fee paid by the students up to a maximum of 11% of the faculty member's normal academic year salary or 11% of the University-wide full professor average salary, whichever is less.

**c. Masters or Doctoral Courses Numbered 5960 and 69602**

When student course fees in the Masters or Doctoral courses numbered 5960 and 6960, or their successor numbers, is part of a need-based financial aid package, the course fees shall not be part of the fee sharing arrangement specified for independent study. Such course fees will be returned to the Graduate School for assistance to other graduate students eligible for such aid.

**d. Lab Preparation**

For lab courses requiring that the professor personally prepare specimens, chemicals, specialized equipment, or the like, there will be an additional \$350 payment above the instructional rate.

**e. Course Preparation**

If a class that a faculty member has not previously taught during the summer or intersession is cancelled, the faculty member will receive \$300 per credit as compensation for course preparation.

**f. Incentives**

In exceptional cases, the Dean of the appropriate school or college may offer financial incentives to faculty members who teach high demand courses during the summer term. Notice of any such financial incentives will be provided to the Director of Labor Relations. Labor Relations will provide such information to the AAUP upon request.

**g. Exceptions to Compensation Formula and Caps**

The compensation formula and/or caps may be waived in exceptional cases by the Dean of the appropriate school based upon academic demands, availability of qualified faculty, and/or programmatic requirements. Situations in which the compensation formula may be waived may include, but are not limited to, teaching of new courses or courses required for graduation with lower enrollments and teaching of courses where enrollment is limited by external factors (*e.g.* licensure or accreditation requirements). Notice of any such waivers will be provided to the Director of Labor Relations. Labor Relations will provide such information to the AAUP upon request.

**II. ADMINISTRATION OF SUMMER AND INTERSESSION**

a. Though the Parties consider teaching in an intersession to be a service to the students, faculty activity in such a session will not be considered in evaluations relating to the amount or award of merit.

b. Participation by faculty will be on an entirely voluntary basis and nothing in this Agreement precludes the employment of either adjunct faculty or graduate students as instructors, if faculty do not volunteer.

c. A faculty member who agrees to teach a summer or intersession course may not later decline to teach it absent good cause. A faculty member who declines to teach a course without good cause may be refused the opportunity to teach in future summers and intersessions.

d. The University reserves the right to cancel classes due to low enrollment. Notice to affected faculty will occur no later than the last business day before the start of classes.

e. The normal academic year salary is defined as the annual salary rate less longevity pay.

f. Enrollment numbers shall be based upon the number of paying students as of the end of the add/drop period for the applicable session.

g. Reimbursement for travel to other campuses will be for mileage only and will be paid at the rate established in the collective bargaining agreement.

**III. CHANGES TO SUMMER AND INTERSESSION CALENDAR**

The University is considering changes to the calendar and scheduling of courses during the May intersession and the summer term, including, but not limited to, shortening the number of weeks in a summer session. The AAUP shall be afforded the opportunity to participate in discussions with the University concerning these proposed changes. Nothing in this paragraph is intended to or shall be construed as creating an obligation for the University to negotiate or bargain with the AAUP over these proposed changes.

#### **IV. EXTRA-COMPENSATION**

In accordance with University policies and procedures, faculty members teaching during the summer and intersessions may accumulate funds in a special departmental account to be used by the faculty member for legitimate business expenses, with approval of the Department Head. The University agrees to review in an expedient manner the process for the transfer of funds from the faculty member's special departmental account in order to streamline the process and reduce the amount of paperwork required for transfer.

#### **V. DURATION**

This Agreement becomes effective upon signing by both Parties and covers summer and intersession courses offered beginning in January 2014. This compensation formula for traditional credit courses contained in this Agreement shall be a one-year pilot program. Following the completion of the Summer 2014 term, either party may request that the Parties revert to the compensation formulas for traditional credit courses contained in their prior Memorandum of Agreement on Summer and Intersession Compensation through June 30, 2016. The request must be made in writing to the other party on or before October 31, 2014. If such a request is not made, this Agreement shall continue in its entirety through the expiration of the Parties' collective bargaining agreement on June 30, 2016.

This Memorandum of Agreement has been approved by the AAUP and is subject to approval by the University of Connecticut Board of Trustees.

#### **University of Connecticut**

By: *Susan Herbst*

#### **AAUP**

By: *Frank Annunziato*

## MEMORANDUM OF AGREEMENT

Between

THE UNIVERSITY OF CONNECTICUT

And

THE UNIVERSITY OF CONNECTICUT CHAPTER AMERICAN ASSOCIATION OF  
UNIVERSITY PROFESSORS

Except as expressly modified herein, the collective bargaining agreement between the University of Connecticut and the University of Connecticut Chapter of the American Association of University Professors (AAUP) effective July 1, 2007 through June 30, 2012 will continue in full force and effect until June 30, 2016.

In order to help address an unprecedented and critical fiscal crisis within the State of Connecticut and to provide stability and continuity within the University's current faculty workforce, the AAUP and the University of Connecticut have reached an agreement to amend and extend the existing collective bargaining agreement in accordance with the SEBAC 2011 Agreement as described below. The primary purpose of this Agreement is to achieve significant salary cost savings during the next two fiscal years and stabilize the existing faculty through certain job security protections, while retaining flexibility to accommodate the possibility of programmatic, curricular and other changes by the University. The Agreement is subject to ratification by the AAUP bargaining unit membership, the University Board of Trustees, and the Connecticut General Assembly.

A. Salary

Article 19, § I C shall be amended as follows:

1. There shall be no salary, flat dollar or merit increases in the fiscal year ending June 30, 2012 or the fiscal year ending June 30, 2013. Compensation will be frozen at FY 2011 levels.

2. Effective August 9, 2013 for those members of the bargaining unit whose performance is satisfactory, a flat dollar amount and percentage increase which together equal 2.75% of the combined salaries of the bargaining unit as of December 31, 2012, will be implemented. 2.0% of the increase will be allocated to the percentage increase and .75% will be allocated to the flat rate increase. This shall be increased between 2.75% and 3.0% to equal the CPI (as defined in Article 19, 1, D of the collective bargaining agreement), should that exceed 2.75%. In no case will the adjustment be less than 2.75% nor more than 3.0%.

3. Effective August 9, 2013, a merit pool shall be established comprised of 2.06% of the combined salaries of the bargaining unit as of December 31, 2012, and will be distributed in accordance with the procedures outlined in Article 25. Consistent with the adjustment according to the CPI noted above, the merit pool shall be adjusted so that the total of the economic package shall not exceed 4.81 % in the aggregate, nor shall the merit pool be less

than 1.81 %. An additional .19% shall be distributed through the Provost's Fund pursuant to Memorandum of Agreement No.2 appended to the existing collective bargaining agreement.

4. Effective August 8, 2014 for those members of the bargaining unit whose performance is satisfactory, a flat dollar amount and percentage increase which together equal 2.75% of the combined salaries of the bargaining unit as of December 31, 2013, will be implemented. 2.0% of the increase will be allocated to the percentage increase and .75% will be allocated to the flat rate increase. This shall be increased between 2.75% and 3.0% to equal the CPI, should that exceed 2.75%. In no case will the adjustment be less than 2.75% nor more than 3.0%.

Effective August 8, 2014, a merit pool shall be established comprised of 2.06% of the combined salaries of the bargaining unit as of December 31, 2013, and will be distributed in accordance with the procedures outlined in Article 25. Consistent with the adjustment according to the CPI noted above, the merit pool shall be adjusted so that the total of the economic package shall not exceed 4.81 % in the aggregate, nor shall the merit pool be less than 1.81 %. An additional .19% shall be distributed through the Provost's Fund pursuant to Memorandum of Agreement No.2 appended to the existing collective bargaining agreement.

5. Effective August 7, 2015 for those members of the bargaining unit whose performance is satisfactory, a flat dollar amount and percentage increase which together equal 2.75% of the combined salaries of the bargaining unit as of December 31, 2014, will be implemented. 2.0% of the increase will be allocated to the percentage increase and .75% will be allocated to the flat rate increase. This shall be increased between 2.75% and 3.0% to equal the CPI, should that exceed 2.75%. In no case will the adjustment be less than 2.75% nor more than 3.0%.

Effective August 7, 2015, a merit pool shall be established comprised of 2.06% of the combined salaries of the bargaining unit as of December 31, 2014, and will be distributed in accordance with the procedures outlined in Article 25. Consistent with the adjustment according to the CPI noted above, the merit pool shall be adjusted so that the total of the economic package shall not exceed 4.81% in the aggregate, nor shall the merit pool be less than 1.81 %. An additional .19% shall be distributed through the Provost's Fund pursuant to Memorandum of Agreement No.2 appended to the existing collective bargaining agreement.

6. 19.V All adjunct faculty will have salaries increased by the same general wage increase (exclusive of merit) in FY 14, FY 15, and FY 16 as the full time faculty. This is understood to be 3% in accordance with the 2011 SEBAC framework. There will be no increases for adjunct faculty in FY 12 and FY 13.

### C. Longevity

1. **New Employees** – No employee first hired on or after July 1, 2011 shall be entitled to a longevity payment; provided, however, any individual hired on or after said date who shall have military service which would count toward longevity under current rules shall be entitled to longevity if that individual obtains the requisite service in the future.

2. **Current Employees** – No service shall count toward longevity for the two (2) year period beginning July 1, 2011 through June 30, 2013. Effective July 1, 2013, any service accrued during that period shall be added to their service for the purpose of determining their eligibility and level of longevity entitlement if it would have counted when performed.

3. **October, 2011 Payment** – No employee shall receive a longevity payment in October, 2011.

D. Job Security

The parties agree that during the term of this Agreement there shall be no loss of employment, including loss of employment due to programmatic changes, subject to the following conditions:

1. Applicable only to those hired prior to July 1, 2011.
2. Applicable only through June 30, 2015.
3. Protection from loss of employment is for permanent employees and does not apply to:
  - a. Employees in the initial working test period
  - b. Those who leave at the natural expiration at a fixed appointment term, including expiration of any employee with an end-date except for faculty with "in residence" titles that have been employed for at least six consecutive academic years as of July 1, 2011;
  - c. Expiration of a temporary, durational or special appointment except for faculty with "in-residence" titles that have been employed for at least six consecutive academic years as of July 1, 2011;
  - d. Non-renewal of a non-tenured employee provided that the normal PTR procedures are followed according to the By Laws
  - e. Termination of grant or other outside funding specified for a particular position except when the employee is a permanent employee
  - f. Part-time employees who are not eligible for University supplied health insurance benefits except for adjunct faculty who are on or eligible for a multi-year appointment as of July 1, 2011 subject to adequate enrollment, satisfactory teaching evaluations and the continuation of course offerings.

4. Faculty with in-residence titles shall be offered a multi-year appointment upon renewal if they have previously held a multi-year appointment.

5. For the duration of the job security provision of this agreement only (7/1/11 to 6/30/15), faculty with in-residence titles will be given written notice of non-renewal prior to the expiration of their appointment as follows: three (3) months of notice in the first year and six (6) months of notice thereafter. These notice provisions do not apply to dismissal for cause or non-renewal due to the termination of a grant or contract.

6. This Agreement does not prevent the University from restructuring and eliminating positions provided those affected employees are offered employment in a comparable job. An employee who is laid off under the rules of the Collective Bargaining Agreement ("CBA") because of the refusal of an offered position will not be considered a layoff for the purposes of this agreement, but shall be entitled to all rights under the CBA.

7. The University is not precluded from noticing layoffs in order to accomplish any of the above, or for layoffs that will take effect on or after July 1, 2015.

E. Revisions and Additions to Collective Bargaining Agreement

1. **Article 5.1<sup>1</sup>** (new: addition) Membership on the search committee for a new department head is ordinarily limited to bargaining unit members. Committee members that are external to the bargaining unit may be added by mutual consent between a majority of the bargaining unit members of the department and the Dean. The chair will be elected by a vote of all officially elected and appointed committee members.

**[The preceding paragraph was clarified by the January 30, 2012 Memorandum of Understanding as set forth in the paragraph below. See, *infra*, at [pg. 72.](#)]**

[The intent of the Memorandum of Agreement between the University and AAUP (dated June 2, 2011) Section E, Paragraph 1 is to modify Article 15.1 of the Collective Bargaining Agreement to limit the ability of the Administration (i.e. Dean, Provost, etc.) from exercising undue influence on nominations for or membership on department head search committees. Other than restricting the Administration's powers or prerogatives, it was not intended to otherwise change the past practice of departments with respect to who in the department and bargaining unit is eligible to serve on the department head search committee, to vote on the membership of such body, or generally to vote on other departmental matters.]

2. **Article 16.7** The AAUP officers will have one course release per semester if requested for AAUP responsibilities. (Clarification of existing practice)

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<sup>1</sup> Although titled "Article 5.1", this is a typographical error, and this provision applies to Article 15.1. [Note: This clarification is not part of the text of the Memorandum of Understanding.]

3. **Article 13** (new: addition) In-Residence faculty in the School of Business with six or more continuous years of service will be covered by Article 13. The parties agree to renegotiate Article 13 to consider including other faculty titles (unless funded by grants or contracts) provided the dismissal for cause and other language in Article 13 can be simplified and streamlined. If agreement is not reached on or before December 31, 2011 either party can submit the matter to binding interest arbitration. The parties agree that no other articles of the collective bargaining agreement are subject to reopen until the expiration of the collective bargaining agreement on June 30, 2016.

(New) Memorandum of Agreement #9

9.1 Consulting: The parties agree to continue to monitor issues with regard to consulting and will seek to minimize complications without diminishing accountability for ethical responsibilities.

9.2 Reappointment: Full time members will be given at least two weeks to consider any renewal contract offer. This may be waived with consent of the member and the AAUP.

9.3 State Holidays: Research Assistants/Associates and Academic Assistants on 11 month appointments will have the state holiday schedule.

9.4 Notice of Salary Changes: The University will notify the AAUP of salary changes for members that occur outside of the normal cycle.

9.5 Faculty Responsibilities Outside The Appointment Term: The AAUP and the University agree that faculty with academic year appointments will not be adversely affected in merit considerations for being unable to engage in academic year responsibilities outside of the appointment year. This is not intended to diminish or discourage professional responsibilities to a department, college, or the university.

E. Contract Extension

The collective bargaining agreement now in effect is extended with the above-noted revisions until June 30, 2016.

F. Meet and Discuss

If the University's State funding is reduced below the Governor's recommended levels for FY 12 or if the Governor exercises his statutory right to rescission at any time during this agreement, or if the University's overall funding falls below current levels, the parties agree that they will meet for the purpose of discussing options to address the budget deficit and to discuss whether the parties agree to reopen the contract

This Agreement is subject to approval by the University of Connecticut Board of Trustees.



This Agreement is subject to ratification by the University of Connecticut Chapter of the American Association of University Professors .

This Agreement is subject to approval by the Connecticut General Assembly pursuant to Connecticut General States § 5-278.

Signed this 3<sup>rd</sup> day of June 2011.

**FOR AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

*Edward C. Marth*

**FOR THE UNIVERSITY OF CONNECTICUT**

*Susan Herbst*

**ADDENDUM TO MEMORANDUM OF AGREEMENT**

**Between**

**THE UNIVERSITY OF CONNECTICUT**

**And**

**THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS (AAUP)**

The Memorandum of Agreement between the AAUP and the University of Connecticut regarding salary concessions and job security dated June 2, 2011 ("2011 Concession Agreement") may not be fully ratified prior to the date when salary increases for FY 2011-12 are required to be implemented for AAUP bargaining unit members.

Therefore, the parties agree to clarify the 2011 Concession Agreement with the following addendum:

1. Any and all salary increases (satisfactory performance, flat dollar amount and merit) that are scheduled to go into effect during August of 2011, shall be delayed until final action is taken on the 2011 Concession Agreement by the State Employees Bargaining Agent Coalition (SEBAC) and the General Assembly.

2. If the 2011 Concession Agreement is rejected any and all salary increases that were delayed will be applied retroactive to August 12, 2011.

3. The AAUP and the University shall continue to apply the rules of merit consideration called for in the contract, and work to balance the years of frozen pay with prospective increases in merit so as to balance achievement recognition in future merit.

4. This addendum is subject to approval by the University of Connecticut Board of Trustees and ratification of the 2011 Concession Agreement by SEBAC and the General Assembly.

AGREED:

**FOR AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

*Edward C. Marth*

**FOR THE UNIVERSITY OF CONNECTICUT**

*Susan Herbst*

**MEMORANDUM OF UNDERSTANDING**

**Between**

**THE UNIVERSITY OF CONNECTICUT**

**And**

**THE UCONN CHAPTER OF THE AAUP**

This Memorandum of Understanding is entered into between the University of Connecticut (“University”) and UConn Chapter of the American Association of University Professors (“AAUP”), collectively the “Parties”, on this 30<sup>th</sup> day of January, 2012, as follows:

1. The parties seek to clarify language agreed to in its past negotiations as codified in a prior Memorandum of Agreement dated June 2, 2011 as follows:

a. The intent of the Memorandum of Agreement between the University and AAUP (dated June 2, 2011) Section E, Paragraph 1 is to modify Article 15.1 of the Collective Bargaining Agreement to limit the ability of the Administration (i.e. Dean, Provost, etc.) from exercising undue influence on nominations for or membership on department head search committees. Other than restricting the Administration’s powers or prerogatives, it was not intended to otherwise change the past practice of departments with respect to who in the department and bargaining unit is eligible to serve on the department head search committee, to vote on the membership of such body, or generally to vote on other departmental matters.

**FOR AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

*Peter Q. Nguyen*

**FOR THE UNIVERSITY OF CONNECTICUT**

*Michael J. Eagen*

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**THE UNIVERSITY OF CONNECTICUT**  
**AND**  
**THE UNIVERSITY OF CONNECTICUT CHAPTER**  
**OF THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

This Memorandum of Agreement is entered into between the University of Connecticut ("University") and the University of Connecticut Chapter of the American Association of University Professors ("AAUP"), collectively the "Parties", on this 27th day of January, 2014.

- I. The Parties agree with regard to the development of online courses for extra compensation, as follows:
  - a. The attached *Online Course Development and Intellectual Property Agreement* ("Online Course Development Agreement") shall be in force until the expiration of the Parties' master collective bargaining agreement on June 30, 2016.
    - i. In order for an AAUP bargaining unit member to receive extra compensation for development of an online course, he/she must execute the Online Course Development Agreement. Minimum compensation for developing an on-line course shall be five thousand dollars (\$5,000).
    - ii. The University acknowledges that the "right of first refusal" contained in the Online Course Development Agreement means that during each term or session, the developer shall be given the first opportunity to instruct all sections of the course to be taught using the course materials he/she developed, provided that the teaching of such sections does not cause the developer to exceed his/her maximum earnings limitation (*i.e.* 12/12ths). If the developer declines to teach the course or any section of the course, or if the teaching of an additional section of the course will cause the developer to exceed his/her maximum earnings limitation, the course materials may be used and/or adapted by another instructor without further compensation to the developer. Nothing in this Agreement shall be construed as requiring the University to offer an online course using the developer's materials during any term or session.
  - b. For team developed courses (*e.g.* courses developed by two or more AAUP bargaining unit members):

- i. All members of the developing team shall be required to sign the Online Course Development Agreement
  - ii. The developing team shall reach an agreement regarding the allocation of compensation paid by the University for development of the course. The University reserves the right to determine the total compensation paid for development of the course.
  - iii. The developing team shall reach an agreement concerning the rotation or other schedule for the application of the "right of first refusal" to use the developed course materials described in the Online Course Development Agreement.
- c. The University agrees that it will not unilaterally license, sell or otherwise transfer to a third party course materials developed in accordance with this Agreement. Any licensing, sale or transfer of the course shall require written consent from the developer(s) and any authors of copyrighted works included in the course.
- II. The Parties further agree that the teaching of an online course during the traditional academic year (*e.g.* Fall and Spring semesters) shall be considered part of the faculty member's workload.

This Memorandum of Agreement is subject to all applicable ratification procedures by both Parties.

**FOR AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

*Frank Annunziato*

**FOR THE UNIVERSITY OF CONNECTICUT**

*Sally M. Reis*

## **Online Course Development and Intellectual Property Agreement**

This is an agreement between the University of Connecticut ("University") and ("Faculty Member") establishing the terms and compensation for the development and teaching of online courses on behalf of the University. The agreement derives from and is supplemental to, the UConn Policy on Online Instruction Intellectual Property ("Policy").

For consideration, Faculty Member agrees to develop [name of course] ("Course") for delivery online to enrolled UConn students.

Faculty Member and University recognize each other's independent and mutual rights under Policy and agree to abide by the terms of Policy.

Faculty Member agrees to Policy and the terms established in Policy. Faculty Member agrees to the division of intellectual property rights, as defined by Policy and articulated here.

### **Schedule**

University and Faculty Member agree to apply all diligence and quality of work to complete development of Course by [date].

### **Use of Copyrighted Materials**

Faculty Member agrees that all materials collected and employed in Course by Faculty Member, whether written or visual or audio, have been cleared for use in Course, and that Faculty Member owns or has permission from the owner to use the material in Course, or the material may be employed under fair use rules.

University agrees that all materials collected and employed in Course by University, whether written or visual or audio, have been cleared for use in Course, and that University owns or has permission from the owner to use the material in Course, or the material may be employed under fair use rules.

Faculty Member agrees that every use of each individual item of copyrighted work comply with all applicable laws, contracts, and licenses. Faculty Member also agrees that each use obtained by Faculty Member includes permissions for online uses for a minimum of five years.

### **Ownership**

University agrees that Faculty Member has rights to his or her intellectual property, particularly Faculty Member's preexisting work that is incorporated into the course. University agrees that Faculty Member retains all rights of ownership in such materials. Faculty Member agrees, however, to grant the University a non-exclusive, royalty-free license to use the material as part of the course. University agrees that Faculty Member retains all other rights of ownership to the work and will be credited and acknowledged in all University uses of the work.

The Faculty Member retains the right to use the substantive content of the course materials, without further consent or approval of University, in any scholarly or creative works. In particular, the Faculty Member retains the right to use the content in textbooks, journal articles, conference presentations, consulting projects, other scholarly works or professional activities, and in courses at other universities if the Faculty Member has left the full-time employment of the University of Connecticut.

The University grants to Faculty Member the right of first refusal to teach the Course during the term and place required by the University. This "right of first refusal" means that during each term or session, the Faculty Member shall be given the first opportunity to instruct all sections of the course to be taught using the materials he/she developed, provided that the teaching of such sections does not cause the Faculty Member to exceed his/her maximum earnings limitation. If the Faculty Member declines to teach the course or any section of the course, or if the teaching of an additional section of the course will cause the developer to exceed his/her maximum earnings limitation, the course materials may be used and/or adapted by another instructor without further compensation to the Faculty Member.

### **Transferability**

The course may not be licensed, sold, or in any way transferred to a third party without written permission from the Provost's office and written consent from the Faculty Member and any authors of copyrighted works included in the course.

### **Rights Reserved by University**

The University retains, at a minimum, the following rights; however, this list should not be considered to include all of the rights reserved to the University:

1. A license and the right to use the course for credit and non-credit instruction without payment of any royalties, fees, or residuals to the course authors/developers, nor payment of any kind to any third parties holding copyright to elements used in the course except as provided by negotiated licenses or contracts.
2. The right to maintain continuity beyond the original creation by creating derivative works to keep the content current and relevant, and to maintain the usefulness and quality of the course materials as a University instructional offering, and the right to use the course beyond the involvement of the original author/developer.

### **Quality, Clarity and Currency Assurance**

Faculty Member agrees to take full responsibility for

1. the substantive and intellectual content of the course materials, both at the time of their production and in subsequent uses; Faculty Member agrees to deliver accurate and current information and content, using current best practices in online teaching and education.

2. maintaining the content for accuracy, currency, and clarity of presentation when the Faculty Member teaches this course at UConn.

For the University of Connecticut:

Faculty Member:

---

[Printed name]

---

[Printed name]

---

Date

---

Date



**MEMORANDUM OF AGREEMENT**

**Between**

**THE UNIVERSITY OF CONNECTICUT CHAPTER OF THE AMERICAN  
ASSOCIATION OF UNIVERSITY PROFESSORS**

**And the**

**THE UNIVERSITY OF CONNECTICUT**

**REGARDING NON-TENURE TRACK FACULTY**

WHEREAS, the master concession agreement with the State Employees Bargaining Agent Coalition approved by the General Assembly in August of 2011 ("2011 SEBAC Master Agreement") extends each state union contract through June 30, 2016 and permits up to eight non-economic issues to be negotiated over the course of FY '12; and

WHEREAS, the Memorandum of Agreement between the University of Connecticut Chapter of the American Association of University Professors ("AAUP") and the University of Connecticut (collectively the "Parties") regarding salary concessions and job security dated June 3, 2011 ("2011 Concession Agreement") negotiated in accordance with the 2011 SEBAC Master Agreement required the parties to renegotiate Article 13 of the AAUP collective bargaining agreement, Members of the Unit Not In A Tenure Track, to consider including other faculty titles (unless funded by grants or contracts) provided the dismissal for cause and other language in Article 13 could be simplified and streamlined; and

WHEREAS; these negotiations also required modifications to Article 26, Temporary Employees;

NOW THEREFORE, the Parties agree as follows:

*1. Article 13 of Collective Bargaining Agreement between the University of Connecticut and the AAUP now effective through and including June 30, 2016 shall be superseded and replaced in its entirety with the following:*

**ARTICLE 13**

**MEMBERS OF THE UNIT NOT IN A TENURE TRACK**

13.1 This article pertains to employees in the following titles: Academic Assistant, Extension Professor, Associate Extension Professor, Assistant Extension Professor, Extension Instructor, Lecturer, Coach, Trainer, Specialist I, II, III, IV, and all faculty with In-Residence titles.

### 13.2 Probationary Period for Bargaining Unit Members Not in a Tenure Track

A. New bargaining unit members not in a tenure track shall serve a one-year probationary period. In the event the probationary employee is dismissed before the end of his/her probationary period, he/she shall receive one month's notice or pay in lieu thereof.

B. Following the completion of the probationary year, bargaining unit members not in tenure track shall be eligible for one-year appointments up to a maximum of five (5) such one-year appointments. Beginning the seventh year, or prior to the seventh year upon recommendation of the department and approval by the dean, reappointed members of the bargaining unit shall receive multi-year contracts of between three (3) and five (5) years in duration. Commencing with the first multi-year contract: subsequent appointments shall be for three (3) or more years, nonrenewal shall be grievable according to the procedures and standards for dismissal for cause, and notice shall be afforded according to the schedule listed in 13.5 below.

C. Unless otherwise specified in this paragraph, neither the dismissal of the bargaining unit member during his/her probationary period nor the non-renewal of the bargaining unit member prior to receiving a multi-year appointment shall be grievable under any article of this agreement, or under the University of Connecticut *Laws and By-Laws*, (Revised April 25, 2012) of the University. Dismissal or non-renewal of a bargaining unit member following successful completion of at least three consecutive years of service shall be grievable under Article 5 (Non-Discrimination) only. In such cases, the AAUP shall have the burden to demonstrate that the non-renewal violated Article 5.

### 13.3 Evaluation System

The parties agree that the purpose of an evaluation system is to ensure the quality of job performance and to inform decisions regarding reappointment and promotion in rank.

### 13.4 Evaluation Procedures

1. All formal evaluations shall be conducted in accordance with procedures developed by each school or college. Evaluation procedures shall be in writing and shall not solely rely upon student evaluations. Schools and colleges shall establish and publish such evaluation procedures on or before December 31, 2012. Subsequent changes in such procedures shall also be published.

2. Written evaluations shall be shared with the bargaining unit member within fourteen (14) calendar days of the time they are completed. The bargaining unit member shall sign the evaluation solely for the purpose of acknowledging that he/she has read it and shall be given a copy for his/her records.

3. An employee shall have the right to append a response to his/her evaluation.

### 13.5 Notice of Termination

In the event of non-continuation of a program or bona fide fiscal constraints, bargaining unit members not in tenure track positions shall be entitled to notice of termination or salary in lieu thereof according to the following schedule:

- A. Probationary employees shall receive one (1) month's notice;
- B. After one (1) year of non-probationary employment: three (3) months' notice;
- C. After continuous non-probationary employment of between two (2) and five (5) years: six (6) months' notice;
- D. After receiving a multi-year contract: ten {10} months' notice.

Dismissal for cause is not subject to the above schedule.

### 13.6 Head Coaches and Assistant Coaches

The following applies only to sports which hire both head coaches and assistant coaches and substitutes for section 13.2 and 13.5 of Article 13 which would no longer apply to head coaches and assistant coaches:

A. Head coaches and assistant coaches may be hired and/or renewed for multiple year contracts. However, in no case may an assistant coach be hired or renewed for a term longer than the head coach in his/her sport.

B. In those instances where a head coach has a five-year appointment, the assistant coaches in that sport may be appointed to varying employment terms which coincide with the employment term of the head coach. When a head coach leaves for any reason before the end of his/her contract, assistant coaches may be terminated. The following notice periods apply: employees with less than one year's service shall receive three months' notice or pay and health care benefits in lieu of notice; for employees with over one year's service, six months' notice or pay and health care benefits in lieu of notice.

### 13.7 Academic Assistants

Academic Assistants shall be entitled to leaves with pay according to the following schedule:

A. Annually twenty two (22) days maximum for vacation will be taken at a time mutually agreed to by the supervisor and the employee.

B. Legal holidays as enumerated below:

New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas.

C. If a holiday falls on a day when a person is expected to be on duty, he/she will earn a compensatory day off to be taken at a time mutually agreed to by the supervisor and the employee.

D. Sick Leave

Decisions concerning sick leave for personal illness will be handled by the administration in conformity with the University *Laws and By-Laws*, (Revised April 25, 2012) Section XIV.L.4. Employees may be required to provide an acceptable medical certificate. There will be no accruals of sick leave or vacations beyond the end dates of a grant or contract.

E. Effective August 23 of each year of the contract, each Academic Assistant shall be credited with one day of personal leave to be taken as needed for the conduct of personal business or religious observance. As much advance notice as possible will be given to the supervisor or manager when personal leave is taken. Leave not taken will be neither accrued nor compensated.

13.8 Dismissal Or Non-Renewal of A Multi-Year Appointment for Just Cause

(This section is applicable to non-probationary employees only).

The parties wish to encourage open communication between administrators and faculty and agree that, whenever possible, problems should be resolved informally before these procedures are initiated.

The parties agree that, except for serious misconduct, dismissal of a non-probationary employee or nonrenewal of an employee following a multi-year appointment should occur only as the final step in a progressive disciplinary system and each instance of misconduct shall be judged solely on its own factual merits. The level of proof shall be a preponderance of the evidence. The parties acknowledge that the principles of academic freedom as provided in Article 3 apply to tenure-track and non-tenure track faculty members.

A. Discipline, dismissal, and non-renewal of a multi-year appointment shall be for just cause such as:

1. Neglect of assigned responsibilities;

2. Insubordination or serious noncompliance with the University of Connecticut *Laws and By-Laws*, (Revised April 25, 2012), the Code of Ethics for Public Officials (Chapter 10 of the Connecticut Statutes), or with University, State, or Federal Regulations governing research or NCAA rules and regulations;
3. The use of fraud, collusion, concealment, or misrepresentation of a fact material to obtaining employment with the University and/or obtaining tenure, promotion, salary increase, or other benefit;
4. Sexual harassment, serious misconduct, or other conduct which impairs the rights of students or other employees;
5. Repeated, documented failures to meet generally-accepted satisfactory standards of job performance based on written evaluations conducted in accordance with Article 13.4 above.

B. Procedures to be followed for written warning, reprimands, dismissal, demotion in rank and/or salary, suspension without pay or non-renewal following a multi-year appointment.

1. The bargaining unit member shall receive in writing a statement of the reasons for the action being recommended.
2. Within seven (7) calendar days of receiving the written statement (B.1), the bargaining unit member may request a hearing before his/her Dean or Director or designee with an AAUP representative present, should the staff member so desire. This hearing shall be held within seven (7) calendar days of the employee's request.
3. Within seven (7) calendar days of receiving the recommendation in B.2 above, the bargaining unit member shall have the right to appeal to the Provost or his/her designee. At such appellate hearing, the staff member shall have the right to be represented by the AAUP.
4. The decision of the Provost or designee to demote, suspend without pay or dismiss may be appealed to arbitration on the merits under Article 10 of this agreement. Warnings, reprimands, and other less severe discipline shall be grievable to through steps B.2 and B.3 above but shall not be grievable to arbitration.

C. Immediate Suspension and Loss of Salary:

1. If the University judges that the grounds for dismissal or discipline require the immediate suspension of the bargaining unit member, the suspension shall be with pay until the hearings described in B.2 and B.3 above have taken place.

2. In the event the discipline involves the loss of salary and the decision is appealed to arbitration, the salary shall not be withheld until after the arbitration decision or four (4) months from the initiation of the discipline at B.4, whichever is sooner.

D. The procedures outlined above for discipline or dismissal supersede Sections XIV, G, H, and S of the University of Connecticut *Laws and By-Laws*, (Revised April 25, 2012).

E. The parties agree that whenever the PTR procedures are used for promotion and/or reappointment for employees not in tenure track {13.4}, they should not be used to deal with issues of misconduct which are more appropriately dealt with under the disciplinary procedures. In no case shall the substantive outcome of the PTR process be construed as falling under this Article.

13.9 In cases where the non-probationary bargaining unit member claims that his/her procedural rights under 13.4 of this article have been violated, the final decision may be appealed only on procedural grounds under the terms of Article 10 of this agreement.

2. *The first paragraph of Article 26 of Collective Bargaining Agreement between the University of Connecticut and the AAUP now effective through and including June 30, 2016 shall be superseded and replaced in its entirety with the following:*

## **ARTICLE 26**

### **TEMPORARY EMPLOYEES**

This article refers to the titles listed below:

Research Professor, Associate Research Professor, Assistant Research Professor, Research Instructor, Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor, Clinical Instructor, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Visiting Instructor, Adjunct Faculty, Associate Research Scientist, Associate Research Scholar, Research Scientist, Research Scholar, Senior Research Scientist, Senior Research Scholar.

**Note:** For the purpose of signifying the temporary nature of any title in the bargaining unit or that an appointment is funded by a grant or contract, the word "visiting" may precede the title. Temporary "visiting" appointments, unless funded by a grant or contract, shall be limited to a maximum duration of three (3) years. If a visiting appointment is converted to a continuing appointment covered by Article 13, up to three (3) years prior service as visiting shall be credited to eligibility for multi-year appointments.

3. *The Parties agree to work in good faith to properly transition titles of affected bargaining unit members between Articles 26 and 13 (and vice versa) of the Collective Bargaining Agreement in a manner which accurately reflects the intent of the language changes agreed to in this Memorandum. The University shall, no later than October 15, 2012, develop and share with the AAUP an "Article 13/26 Transitional Roster" which names, as of the date of*

*this Agreement, all affected bargaining unit members and indicates their relevant years of service, correct title going forward, previous title(s), if different, and proposed reappointment status for 2013-14. This Roster shall inform the actual appointment letters, properly reflecting new or continuing titles and employment terms for the covered employees, to be generated in spring of 2013.*

4. *The Parties agree that the University shall properly credit past service for bargaining unit members covered by Articles 13 and 26 regardless of any transition in title that may occur as a result of this Agreement.*

5. *Any disputes regarding the implementation of this Agreement shall be resolved according to the grievance process in Article 10 of the Collective Bargaining Agreement.*

6. *This Agreement is subject to approval by the University of Connecticut Board of Trustees and the AAUP Executive Committee.*

Signed this 16<sup>th</sup> day of May 2012.

**FOR AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

*Peter Nguyen*

**FOR THE UNIVERSITY OF CONNECTICUT**

*Susan Herbst*

**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement (“Agreement”) is by and between the University of Connecticut Chapter of the American Association of University Professors (“AAUP”), and the University of Connecticut (“University”).

Whereas, the Cooperative Extension Educator faculty titles are currently included in the recognition clause of the AAUP collective bargaining agreement; and

Whereas, the University Laws and By Laws do not indicate whether the Cooperative Extension Educator titles are tenure-track; and

Whereas; appointments to the Cooperation Extension Educator titles do not require a terminal degree or have extensive research and scholarship expectations; and

Whereas; the parties wish to include the Cooperative Extension Educator Titles under Article 13, Members of the Unit Not in a Tenure Track; of the AAUP collective bargaining agreement and exclude future appointments to those titles from eligibility for academic tenure; and

Now therefore, the parties agree as follows:

1. Effective with the signing of this agreement, all new appointments to the Cooperative Extension Educator titles will be covered by Article 13 of the AAUP collective bargaining agreement. These titles include Assistant Cooperative Extension Educator, Associate Cooperative Extension Educator, Cooperative Extension Educator and Senior Cooperative Extension Educator.

2. The terms of this Agreement shall not affect any members of the bargaining agreement in these titles who have already achieved tenure.

3. Nothing herein shall preclude a faculty member in one of the Cooperative Extension Educator titles from applying for an available tenure track appointment if he or she has the appropriate experience, qualifications and credentials.

Agreed:

**University of Connecticut**

**AAUP**

By: Peter Nicholls  
Peter Nicholls, Provost

By: Ed Marth  
Ed Marth, Executive Director

**College of Agriculture & Natural Resources**

By: Gregory Weideman  
Gregory Weideman, Dean



**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**THE UNIVERSITY OF CONNECTICUT**

**AND**

**THE UNIVERSITY OF CONNECTICUT CHAPTER  
OF THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

This Memorandum of Agreement is entered into between the University of Connecticut ("University") and the University of Connecticut Chapter of the American Association of University Professors ("AAUP"), collectively the "Parties", on this 15th day of January, 2014

WHEREAS, the Parties have negotiated this Agreement pursuant to [Memorandum of Agreement No. 6](#) (Parking) appended to the collective bargaining agreement which provides in pertinent part that: "If an increase in parking fees is contemplated during this contract, the University agrees to negotiate with the AAUP..."

NOW, THEREFORE, the Parties agree as follows:

Annual Increase:

The University has the right to increase parking fees in the existing Storrs rate schedule as follows:

Effective July 1, 2014, fees for Reserved and garage parking permits shall be increased by 75 cents per week (\$1.50 bi-weekly). Fees for Area 1 and Area 2 parking permits shall be increased by 50 cents per week (\$1.00 bi-weekly).

Effective July 1, 2015, fees for Reserved and garage parking permits shall be increased by 75 cents per week (\$1.50 bi-weekly). Fees for Area 1 and Area 2 parking permits shall be increased by 50 cents per week (\$1.00 bi-weekly).

Effective July 1, 2016, fees for Reserved, garage, Area 1 and Area 2 parking permits shall be increased by 50 cents per week (\$1.00 bi-weekly).

Effective July 1, 2017, fees for Reserved, garage, Area 1 and Area 2 parking permits shall be increased by 50 cents per week (\$1.00 bi-weekly).

The Parties agree that commencing on July 1, 2018 and at the beginning of each subsequent fiscal year thereafter, parking fees for all types of permits shall be increased by a factor equal to the annual percentage increase in base salary exclusive of merit rounded to the nearest whole dollar amount.

The University will maintain designated Area 3 parking as free for bargaining unit members.

Area 2 Sliding Scale:

Bargaining unit members shall be eligible to purchase Area 2 parking permits at a reduced cost according to a sliding scale based on base salary:

<u>Percentage of Area 2 Rate</u>	<u>Base Salary</u>
50%	Up to \$37,500
75%	\$37,501-\$64,500
100%	\$64,501 and up

Adjunct Faculty

Effective July 1, 2014, Area 2 parking fees for adjunct faculty shall be increased by \$5 per semester to \$25 per semester/term (fall, spring and summer). Thereafter, Area 2 parking fees for adjunct faculty shall not be increased until July 1, 2018. Commencing on July 1, 2018 and at the beginning of each subsequent fiscal year thereafter, parking fees for adjunct faculty shall be increased by a factor equal to the annual percentage increase in base salary exclusive of merit rounded to the nearest whole dollar amount.

Regional Campuses:

The University has the right to institute parking fees at the regional campuses. If parking fees are instituted at the regional campuses, with the exception of the anticipated downtown Hartford campus, rates shall be the same as the Area 2 rates at the Storrs campus. Parking fees for the downtown Hartford campus shall be the same as the garage rates charged at the Storrs campus. The University agrees, however, to discuss with AAUP a sliding scale based on salary for parking fees at the proposed downtown Hartford campus for adjunct faculty and lower paid members of the bargaining unit before charging parking fees. Bargaining unit members purchasing parking permits at the campus at which they are primarily employed shall have the parking permit honored at comparable or lesser types of parking at other campuses when travelling to such locations for University business.

This Memorandum of Agreement is subject to all applicable ratification procedures by both Parties.

**FOR AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

Peter L. Halvorson

**FOR THE UNIVERSITY OF CONNECTICUT**

Richard D. Gray

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