

**Workload Policy Appeals Procedure**  
**Approved by CBA General Committee 4-2003**

**1. Composition of the Appeals Committee**

- 1A. The Appeals Committee shall be composed of the tenured members of the General Committee who are not in the same department as the appellant faculty member.
- 1B. The untenured member and members of the appellant's department on the General Committee shall not take part in the voting, and shall not take part in the deliberations of the appeals process.

**2. Timing of Events**

- 2A. In annual reviews of the faculty member, the faculty member should be informed that there has been a continued deficiency in his or her research (or teaching) productivity and that increased research output (or teaching productivity) will be necessary or a reapportionment of duties will be considered.
- 2B. The department chair will inform the faculty member in writing that his or her apportionment of duties will be changed no later than the corresponding semester of the prior academic year in which the reappointment is scheduled to take place (i.e., in Spring 2002 for a change effective Spring 2003, in Fall 2002 for a change effective Fall 2003).

The letter will include:

- i) The date after which the reapportionment will take effect
  - ii) A description of the new apportionment
  - iii) The conditions (in terms of research or teaching productivity) that must be met for the reapportionment to be reversed.
  - v) An indication of the faculty member's right to appeal the decision of reappointment to the General Committee.
- 2C. The faculty member will have up to 10 business days from the start of the semester (Spring or Fall) immediately following the time he or she receives the letter in 2B to appeal the department Chair's decision to the Appeals Committee.

The faculty member must make his or her appeal in writing to the Chair of General Committee.

- 2D. The department Chair and the faculty member will have 20 business days from the time the Appeals Committee receives the formal appeal in 2C (or from the start of the semester following the letter in 2B, whichever is later) to compile information pertaining to the case and provide it to the Appeals Committee.

The information from the department Chair must include:

- i) A copy of the letter in 2B the Dept. Chair gave the faculty member indicating the teaching load would be changed.
- ii) A copy of the Faculty member's most current vita.

- iii) A copy of the Dept. Chair's annual faculty evaluations for at least the two preceding years prior to the decision to change the faculty member's teaching load.
- iv) Any other information the Dept. Chair used to make his or her decision.
- v) A letter (maximum 5 pages) outlining the reasons and justification for the change in teaching load.

The information from the faculty member must include:

- i) A letter (maximum 5 pages) outlining the reasons and justification for the appeal to the change in teaching load. (Supporting documentation can be included)

The faculty member would have access to anything the Appeals Committee sees regarding his or her case and would be able to comment in writing on the material. The faculty member's comments would be presented during 2F below.

- 2E. The Appeals Committee would have 10 business days once it has received all the information in 2D to review the items from 2D.
- 2F. The Appeals Committee would have 10 business days from the time it has reviewed the information in 2E to get any clarification by meeting separately with the faculty member and the Dept. Chair.
- 2G. The Appeals Committee would have 5 business days from the time it has met with the parties in 2F to make its decision regarding how or whether the apportionment of duties would take place.

### **3. Voting Process**

- 3A. The vote for or against the appellant shall be by secret ballot.
- 3B. All members of the Appeals Committee must cast a vote in favor or against the appellant. No abstentions are permitted.
- 3C. A simple majority in favor of the appellant or tie vote is required for the appeal to be accepted.

### **4. Reporting**

- 4A. The Chair of the General Committee would report the results of the vote in writing to the faculty member and the Department Chair.
- 4B. The letter would also inform the appellant of the right to appeal to the University's Rights and Responsibilities Committee if he or she wishes.