7a. Job Duties (Percentage breakdown should be based on Faculty Activity Plan or Faculty Workload Plan)

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>60%</td>
</tr>
<tr>
<td>Research</td>
<td>20%</td>
</tr>
<tr>
<td>Service</td>
<td>15%</td>
</tr>
<tr>
<td>Advising</td>
<td>5%</td>
</tr>
</tbody>
</table>

7b. The United Faculty of Eastern’s Collective Bargaining Agreement (CBA) describes responsibilities for faculty in the areas of teaching (section F-3), advising (section F-4), and scholarship/service (section F-5). In the area of teaching, the contract states (article 10.4.2):

> Each faculty member is responsible for meeting all scheduled classes. Each faculty members is also responsible for planning, organizing and informing students of the course content, texts, readings, assignments, attendance regulations and methods of evaluation including grading scales. Faculty are responsible for scheduling and attending office hours to meet the needs of students as identified in department plans. They are also responsible for turning in grades according to the deadline established by the registrar’s office.

All of the above mentioned responsibilities must be deemed essential functions in order to fulfill the bargaining agreement. These can be further delineated as follows:

**Essential Teaching Functions**

1. Meet students for assigned classes.
2. “planning, organizing and informing students of the course content, texts, readings, assignments, attendance regulations and methods of evaluation including grading scales”
   - Syllabus creation and preparation (word processing)
   - Course preparation
     - Lecture notes (requires keyboarding, copying)
     - Handouts (requires keyboarding, physical distribution to students)
     - Quizzes (requires keyboarding, monitoring, grading)
     - Tests (requires keyboarding, monitoring, grading)
     - In-class exercises (requires keyboarding, interaction with students or student groups)
     - Reading (requires physical removal and replacement of texts on bookshelves, library access)
   - Course Technology Requirements
     - Learn software (requires keyboarding)
Set-up, operate and breakdown tv/vcr computer and projector (requires that the equipment be physically transported to the classroom and returned to storage area)

- Assessment
  - Courses
  - Programs
  - Professional development (requires travel, keyboarding, physical meetings with other faculty members)

3. “Faculty are responsible for scheduling and attending office hours to meet the needs of students as identified in department plans.”
   - Office hours – the department plan states: “The Department of Management faculty will be regularly available to students through scheduled office hours.”, and “The College of Business and Public Administration Plan states that the faculty will maintain a five-hour minimum weekly schedule of office hours and that the faculty member will notify the Department Chair and secretary if the faculty member will not be able to meet any scheduled office hours.” (requires travel)

4. “They are also responsible for turning in grades according to the deadline established by the registrar’s office.”
   - Student evaluation
     - Grading (requires keyboarding, reading, paper sorting)
     - Providing feedback (requires keyboarding, reading, paper sorting)

Essential Research Functions

In the area of research, the CBA states:

Tenured and tenure-track faculty are also expected to engage in scholarly research and/or creative activity . . . Specific activities and goals are a part of the faculty activity plan.

Essential functions in this area include:

- Literature review (requires physical access to books and journals, keyboarding for online materials)
- Library work (requires travel to libraries)
- Data collection (requires keyboarding, travel)
- Data analysis (requires keyboarding, physical organization of hardcopy materials)
- Word processing
- Printing
- Submission to appropriate journals (requires preparation of text in required format, physical mailing)
- Revise and resubmit journal submission (requires keyboarding, travel, physical mailing)
• Presentation at conferences (requires travel, operation of audio/visual devices)

**Essential Advising Functions**

Student advising, according to the CPA, is expected of all tenured and tenure-track faculty. This requires that faculty:

• Meet with new marketing majors who have been accepted into the college (requires travel)
• Provide career advising (requires travel)
• Provide academic advising (requires travel)
• Sign-off on college admission letters and graduation forms

**Essential Service Functions**

The CBA requires tenured and tenure-track faculty to “serve on departmental, college and university committees and provide service to the community and discipline…”

• Attend meetings
• Travel – this is required at all levels as the CBPA is located in both Cheney and Spokane
• Chair committees on occasion
• Note taking
• Assigned committee tasks
  o Review programs and proposals
  o Create proposals, etc.
  o Generate reports