

AGREEMENT

BETWEEN

ROOSEVELT UNIVERSITY

AND THE

**ROOSEVELT ADJUNCT FACULTY
ORGANIZATION, IEA-NEA**

2024-2028

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ARTICLE 1 – RECOGNITION

A. Recognition and Definition of the Bargaining Unit

Roosevelt University (hereinafter referred to as the "University") recognizes Roosevelt Adjunct Faculty Organization, IEA-NEA (hereinafter referred to as the "Union" or "RAFO"), as the sole and exclusive bargaining representative for all per-course part-time faculty who either (a) are teaching at least one three credit hour course in the current semester and who have taught at least one three credit hour course in at least one of the six previous semesters, or (b) are not teaching in the current semester but who were previously members of the bargaining unit and have taught at least one three credit hour course in one of the six previous semesters, excluding all full-time faculty members, retired full-time faculty members, faculty in the Chicago College of Performing Arts, faculty in the Departments of Pharmacy and Nursing, permanent part-time faculty, graduate students, managers, directors, confidential employees, administrative employees, office clerical employees, guards or supervisors and any part-time faculty member who occupies a management position with their non-University employer and who provides written documentation, satisfactory to both the University and the Union, substantiating that being a member of or financially supporting the Union would seriously jeopardize their ability to fulfill the duties of that position. For purposes of this Agreement, the words "semester" and "semesters" include only the Fall and Spring semesters, not the Summer term.

For purposes of this Article 1, non-assignment during a Summer term shall only count against an adjunct faculty member's bargaining unit status if said adjunct faculty member teaches only during the Summer terms.

B. Bargaining Unit Member Defined

As used in this Agreement, the terms "BU Member" and "BU Members" shall mean, respectively, a member or members of the bargaining unit defined in Section A of this Article.

ARTICLE 2 – GOVERNANCE

A. Faculty Meetings

BU Members shall be invited to participate in scheduled faculty meetings in their academic units except for meetings exclusively relating to personnel issues. Notice shall be given in the same manner as it is for full-time faculty members.

B. College Councils

Two BU Members shall be elected in each College as voting members of the College Council, as outlined in the election procedure in Section F of this Article. Each BU Member elected to a College Council shall have the right to participate as a non-voting member on the College Curriculum Committee recognized by that College Council.

C. University Senate

The University and the Union acknowledge that the University Senate has amended its rules to permit the election of three BU Members from each College to the University Senate as voting members, as outlined in the election procedure in Section F of this Article. Under the University Senate rules the elected BU Member has the following rights:

1. A BU Member who is an elected Senator shall be eligible for all elective positions in the University Senate except those restricted specifically to tenured faculty only.
2. A BU Member who is an elected Senator shall be eligible for election by the University Senate to the Board of Trustees.
3. One BU Member who is an elected Senator shall be included on the Executive Committee of the University Senate.
4. One BU Member who is an elected Senator shall be included on the Faculty Issues Committee of the University Senate.

D. Other Committees

The University's administration will make reasonable efforts, based upon available information, to notify the Union president or their designee of the formation of all standing and ad hoc committees, task forces, and/or other similar bodies established by the University or the Colleges going forward. At the Union's request, the administration and the Union president or their designee will confer about whether it would be beneficial to the work of the committee, task force, or other similar body to have a BU Member serve on it as a representative. If the administration determines in good faith that such representation would be beneficial, the University will notify the Union president or their designee, who will submit for good faith consideration by the University a list of at least three BU Members who are willing to serve on the committee, task force, and/or other similar body. The University will choose one BU Member from the list to act as a representative on the committee, task force, and/or other similar body for a term of one (1) year or until the work of the committee, task force, and/or other similar body is completed, whichever is first. If the work of the committee, task force, and/or other similar body is ongoing after the expiration of the representative's term, or if the representative resigns or becomes unable to serve while their term is ongoing, the University and the Union will proceed as described above to choose a replacement who will serve for one (1) year or until the work of the committee, task force, and/or other similar body is completed, whichever is first. If the work of the committee, task force, and/or other committee is ongoing after the expiration of any representative's one (1) year term, the Union may propose to renew the term of the incumbent, and the University will consider the proposal in good faith.

E. Eligibility

Only BU Members are eligible to serve on behalf of RAFO on College Council, University Senate, or any other committees, task forces, or other similar bodies in accordance with this Article.

F. Election Procedures

Elections of eligible BU Members to College Councils and the University Senate shall be conducted by the University in conjunction with the election of full-time faculty to those offices and for the same terms of office. The Executive Committee of RAFO shall collect and determine the names of BU Members to place in nomination for those offices that will become the ballot upon which BU Members will cast their votes. The Colleges shall give timely notification to the Union president or their designee that names are being collected for nomination. All BU Members teaching at the time of the election shall be eligible to vote. A Union representative shall be present at the counting of the ballots of BU Members. In the event a vacancy occurs the Union shall have the right to appoint a part-time faculty member to fill the vacancy until the next election.

ARTICLE 3 – UNION RIGHTS

A. Bargaining Information

The University shall provide to the Union no less than five (5) business days after they are issued the University's annual audited financial statements and the executive summary of the budget presented by the University's Chief Financial Officer at the University Senate meeting designated for that purpose. After receiving the audited financial statements, the Union President, Treasurer, and/or Lead Negotiator may request a meeting with the Chief Financial Officer to address questions pertaining to the financial statements and annual budget. Notes of the University Planning and Budget Committee shall be provided to the Union promptly upon the written request of the Union President.

B. Labor Management Meetings

The President of the University and/or designees and Union representatives shall meet at least once each Fall and Spring semester at a mutually agreeable time, unless the parties agree not to meet. Requests to meet shall be made at least two weeks in advance whenever possible and shall include a proposed agenda. The Union president may request up to a 90-minute meeting.

C. Campus Information

The University's Human Resources Department shall provide the Union with campus information as follows:

1. Within thirty (30) days after ratification of this Agreement, the University shall provide the Union with a one-time history of courses taught by BU Members for each of the past ten (10) years.
2. During the term of this Agreement, the University shall provide the Union with additional information as follows:
 - (a) No more than four (4) weeks after the first day of classes in the Fall and Spring

semesters, the University shall provide the Union with: (1) a list of the BU Members scheduled to teach only in the first eight (8) weeks of the semester; and (2) a list of newly appointed adjunct faculty who may be eligible to join the bargaining unit in the following semester, along with their University email addresses and home addresses, if available;

- (b) No more than six (6) weeks after the first day of classes in the Fall and Spring semesters, the University shall provide the Union with a list of all BU Members teaching at any point in the semester along with their: (1) current step level; (2) University email address; (3) home address and telephone number, if available; (4) last semester taught; and (5) initial term of current bargaining unit membership;
- (c) No more than twelve (12) weeks after the first day of classes in the Fall and Spring semesters, the University shall provide the Union with a list of the courses being taught at any point in that semester by current BU Members.

D. Use of Equipment, Facilities and Bulletin Boards

The Union will be permitted the reasonable use of:

1. University duplicating equipment for Union announcements, provided (i) approval for use is granted in advance by the administrator responsible for such equipment; (ii) such use will in no manner interfere with instructional or other needs of the University; and (iii) the Union reimburses the University for the cost of all consumables and/or machine unit or like charges.
2. Meeting space in University facilities for two Union meetings per each Fall and Spring semester, provided: (i) a Union request is made to a University scheduler or designee in advance of the meeting and such is approved by the University scheduler or designee; (ii) such meeting space is available; (iii) such meeting neither interferes with the University's educational programs, nor conflicts with University events; and (iv) the Union reimburses the University for any damage and reasonable maintenance costs.
3. A designated bulletin board at each academic building at each campus and access to campus mail for the posting and distribution of announcements of the Union provided: (i) such announcements will not contain any information derogatory to the University or its members, employees, or agents; (ii) such announcements do not involve endorsements of political candidates; (iii) all such announcements will be identified as Union materials; and (iv) use of campus mail is in accordance with University policies. The Union will annually notify the University President or their designee in writing no later than September 1 of the members who are authorized to post announcements and will likewise notify the University President or their designee of any changes in such authorization.
4. The Inside Roosevelt Daily Digest for posting announcements as long as the content of such announcements follows the criteria set in Article 3.D(3).

E. Union Office

The University shall provide the Union a furnished office at the Chicago campus and at the Schaumburg campus, assigned for its exclusive use with Internet access, a telephone, a computer, and a listing in the University directory. The University will secure the office by either a key or coded keypad. The Union shall reimburse the University for the cost of long distance telephone service.

Should the University have no office space separate from adjunct workspace or other exclusive office space for the Union for a designated semester, the University will provide a separate, secured storage space for Union property on the Chicago and Schaumburg campuses, accessible to Union representatives by either a key or coded keypad. The University will also designate a conference room for use by the Union for union meetings and other personnel business, with the Union having the right to bump any previous meeting assigned in the space should it be necessary to do so.

For the duration of this Agreement, should the Union be in a shared work space at the start of a given school year as its office space, the Union reserves the right to ask the University to find a secured room that can be made the Union office, and to relocate the Union office to that secured space.

The University will make a reasonable effort to confer with the Union before making any decision to relocate the Union's office or changing the layout of its space. If the University in good faith deems it necessary to move forward with such a decision, it will provide the Union with no less than twenty-one (21) calendar days' advance notice of the move or change and confer with the Union to make any necessary arrangements.

F. Distribution of Agreement

The University will link a copy of this Agreement to Inside Roosevelt within fourteen (14) calendar days after ratification. In addition, copies of the Agreement will be available in the Human Resources office on both campuses.

G. Union Business Leave

The University will grant the Union a total of seventy-five (75) semester hours annually, payable in 1/4 semester hour increments to BU Members at the base rate contained in the schedule set forth in Appendix A, to be awarded to BU Members designated by the Union, for the purpose of attending to Union business, professional development in accordance with Article 5.I. of this Agreement, and/or for participation in University governance under Article 2. BU Members who are assigned business leave in an amount of at least three credit hours in any term and are not also teaching a class in that term will be considered on Union business leave for the term. For such BU Members, time on Union business leave shall not affect nor be computed in determining unit status nor be used in computing salary schedule placement. Access to e-mail, mailboxes, and library privileges shall be provided in the same manner as it is to teaching adjunct faculty as long as said BU Members remain in the bargaining unit.

H. Fair Share/Agency Shop

1. It is recognized that the Union's duties as the sole and exclusive bargaining agent entail expenses for collective bargaining and contract administration which appropriately are shared by all BU Members. Accordingly, as a condition of employment, on or before the third pay date following the beginning of each semester beginning with the first semester of the then-current academic year, each BU Member who is teaching during such semester shall join the Union, and pay the dues uniformly required, or not join the Union and pay to the Union an agency fee equivalent to the BU Member's share of the cost of services rendered by the Union for collective bargaining and contract administration in its role as sole and exclusive bargaining agent as annually certified in writing by the Union to the University. An adjunct faculty member who is eligible to join the Union but fails to do so by the third pay date of the semester shall be presumed to be an agency fee payer.
2. Agency fee payers may object to the Union's spending part of their fee for activities not related, under the law, to the Union's role as exclusive bargaining representative. Such an objecting fee payer must pay the percentage of the fee used for activities related to the Union's status as exclusive bargaining representative, as determined through the Union's internal agency fee procedure, or as determined by any agency or court of competent jurisdiction.
3. BU Members' financial obligations to the Union shall be met by having their share of dues or agency fees deducted once per semester through payroll deduction, as set forth in Section I of this Article. BU Members who have satisfied their financial obligation without payroll deduction during the then-current academic year shall have the option of continuing to satisfy their financial obligation in the same manner by writing a check to the Union each semester for their share, or through another method mutually agreed to in writing by the BU Member and the Union.
4. BU Members who fail to meet their financial obligation to the Union as set forth in this Section shall not be rehired until they pay the amount which is owed, provided the Union has given such employee a written delinquency notice, has given the employee fifteen business (15) days to cure such delinquency, and the Union has notified the University, in writing, that such BU Members have failed to satisfy their delinquency six weeks prior to the start of the semester. The Union shall notify the University, in writing, that any such BU Members have satisfied their financial obligation within ten (10) days of such satisfaction.
5. Within thirty (30) days of University notification to the Union of BU Member's teaching assignments for a particular term, the Union will provide all newly hired BU Members with information regarding the manner in which they can satisfy their financial obligations to the Union, including paying an agency fee and their right to object to the amount of the fee. In addition, the Union will provide to all agency fee payers information about its expenditures, so that the fee payers can decide whether to object to the use of their dues for activities not related, under the law, to the Union's role as exclusive bargaining representative, and information about the internal procedures established by the Union and other methods by which fee payers may register their objection and challenge, if they choose, the Union determination of the percentage of the agency fees used for activities related to the Union's status as exclusive bargaining representative.

6. Any BU Member otherwise obligated to pay the Union an agency fee who objects to the payment of such a fee on the basis of a bona fide religious tenet or teaching of a church or religious body of which such employee is a member or a belief sincerely held with the strength of traditional religious views may, upon proper written substantiation to the Union and the University, request that their fee be collected by the Union and sent on their behalf to the following mutually agreed upon non-religious charitable organizations:

American Cancer Society
American Heart Association
American Lung Association
American Red Cross
Juvenile Diabetes Foundation
March of Dimes
Mothers Against Drunk Driving
Multiple Sclerosis Society
Muscular Dystrophy Association
National Neurofibromatosis Foundation
Roosevelt University
Shriners Hospital for Crippled Children
St. Jude's Children's Hospital
United Way.

I. Dues Checkoff

1. With respect to any BU Member on whose behalf the University receives written authorization in a form agreed upon by the Union and the University and submitted to the University by the Union's Membership Chair, the University shall deduct from the wages of the employee, once per semester, dues or agency fees uniformly required as set forth in Section H of this Article and shall forward such amounts to the Union by the 15th day of the month following the month in which the deductions are made. The Union Membership Chair will submit a list of all dues deductions to be made by a mutually agreed date each term.
2. Upon written notification (which specifically includes notice by electronic mail) to the University by the Union of any errors or adjustments that should be made regarding dues checkoff, the University is responsible for correcting the errors or making applicable adjustments with respect to dues checkoff. All communication with respect to such errors and/or adjustments must be made to the affected BU Member and the current Union Membership Chair.

J. Indemnification and Hold Harmless

The Union, the Illinois Education Association, and the National Education Association agree to defend, indemnify, and save the University harmless against any claim, demand, suit, or other form of liability which may arise by reason of any action taken by the Union or the University in complying with the provisions of Sections H & I of this Article, including reimbursement for any legal fees or expenses incurred in connection therewith, provided the University gives notice of such action in writing to the Union as soon as practicable and permits the Union intervention as a

party if it so desires, and the University cooperates with the Union and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

ARTICLE 4 –EMPLOYEE RIGHTS

A. Academic Freedom

BU Members shall have full freedom to conduct classes consistent with the course description or outline and established academic policies or standards. A BU Member's right to academic freedom as described in this Section is at all times subject to their ability to perform their duties for the University. No BU Member shall attribute their personal opinions to the University unless specifically authorized by the University President to do so. Prior to resolving any dispute as to the application of this Section through the grievance procedure of this Agreement, the parties shall utilize the general University procedures on Academic Freedom. Upon exhaustion of those procedures, the BU Member or the Union may file a grievance regarding this Section of the Agreement through the grievance procedure of this Agreement if they are dissatisfied with the outcome of the general University procedures on Academic Freedom. Only BU Members eligible for remediation shall be able to utilize the arbitration provisions of the grievance procedure of this Agreement for grievances brought under this Section.

B. Upgrading

1. When a new full-time or permanent part-time faculty position is to be filled, a link to the position on the University's website will be sent to the Union president or their designee within ten (10) business days (excluding University holiday periods) after such position is posted. Any BU Member who applies for a full-time teaching position and who meets the published qualifications for that position will be granted an initial interview. Future interviews, if any, will be at the discretion of the individual or entity responsible for hiring a candidate.
2. BU Members who meet the qualifications for a full-time or permanent part-time faculty position are encouraged to apply. A BU Member who applies for a full-time or permanent part-time faculty position and who meets the required qualifications shall be considered for such position and shall have their application processed in accordance with the hiring procedures established for the position. As part of the review of an application, the individual or entity responsible for hiring a candidate shall consider, among other things, the BU Member's higher-education teaching experience both internal and external as well as their career experience in the relevant field.

C. Personnel File

The University shall keep one personnel file for each BU Member, provided, however, that student evaluations and medical records may be kept separately and supervisors may keep working files. The files can be physical, virtual, or a combination of the two.

Each BU Member shall have the right to make an examination of their personnel file and bargaining unit status upon seven (7) business days' written notice to the University's Human Resources Department. At the BU Member's request, a representative of the Union may accompany the BU Member in this review. Such review shall be by appointment during normal business hours and in the presence of a Human Resources employee of the University. Neither the BU Member nor their representative shall remove any material from the file during such review. The right of review does not extend to:

1. Pre-employment information, e.g., reference checks and responses, or information provided to the administration with the specific request that it remain confidential.
2. Letters of reference for that employee, peer review documents and individual student evaluations.

Copies of materials in a BU Member's personnel file shall be provided to the BU Member upon request if such materials are not confidential. Except for materials described in sub-paragraphs 1 and 2 of this Section, materials used to make adverse employment decisions may not be confidential. The BU Member shall bear the cost of copying.

If a written reprimand, warning, or cautionary statement is placed in a BU Member's personnel file, a dated copy of such reprimand, warning or cautionary statement will be sent to the BU Member. The BU Member will have up to twenty (20) business days from receipt of such document to submit a written response that shall be placed in the BU Member's file.

D. Evaluation

The University and the Union are committed to the constructive evaluation of teaching by means of a variety of instruments, which may include but are not limited to portfolio review, in-class observations of teaching performance, student and peer evaluations and other information evidencing teaching competence. When portfolio reviews are required, BU Members will be given 90 days to prepare them. For purposes of this provision, "days" will mean days on which the University Administrative Offices are open.

E. Re-Assignments/Bumping

In the event a BU Member loses an assigned course as a result of (1) being bumped by a full-time faculty member, (2) low student enrollment, or (3) the course being cancelled for other reasons, they will be entitled to bump a part-time adjunct faculty member who has taught fewer than two semesters at the University or another BU Member at Step 1 of the Course Compensation Schedule in Appendix A of this Agreement under the following conditions:

1. The Bargaining Unit Member asserting their bumping rights (the "Bumping BU Member") must be at Step 3 or Step 4;
2. The Bumping BU Member's loss of the course originally assigned to them would leave them with fewer than two courses in the particular term;
3. The course held by the person subject to bumping:

- (a) must have previously been taught by the Bumping BU Member in the past three years; and
 - (b) must be the same or substantially the same as when it was taught by the Bumping BU Member as determined by the program director; and
 - (c) must not be a course that had not been assigned to the Bumping BU Member due to documented reasons involving teaching performance;
 - (d) or the BU Member, in the judgment of the Dean or their designee, has taught another equivalent course at another university or community college.
4. The person subject to bumping does not have special skills, knowledge or certification germane to the particular course, as determined by the program director; and
 5. The person subject to bumping is not assigned the course for specific reasons, including, but not limited to, mode of delivery, venue or special audiences or mandatory duties, if offered.
 6. Both the lost course and assigned course shall be within the same program or discipline.

Exceptions to the above conditions may also be granted by the Dean or designee in their discretion. The grant or denial of such request shall be nonprecedential.

When BU Member who has received a confirmation of an assignment for a semester does not teach during the semester in which they received the confirmation of assignment because they were "bumped" or because the course was canceled or withdrawn, that semester shall not count toward a break in service for purposes of calculating unit membership so long as no alternative teaching assignment is available.

F. Discipline

Disciplinary actions are subject to applicable just cause standards, as those standards are defined under arbitral law. The University endorses the concepts of corrective, progressive discipline. Progressive discipline does not preclude the University from disciplining a BU Member in a manner commensurate with the infraction, consistent with principles of just cause. Except for instances of serious infractions of law or University rules or policy, a BU Member will be provided with the opportunity to correct their behavior.

A BU Member who is the subject of a disciplinary complaint filed by a student, faculty, or staff member will be informed of the nature of the complaint no less than twenty-four (24) hours before any meeting involving Human Resources. RAFO will be informed of the complaint at the same time so that it may confer with the BU Member to prepare for the meeting.

When the University conducts an interview or holds a meeting with a BU Member either to impose discipline or to determine if discipline is warranted, the BU Member shall have the right to have a Union representative present at such interview or meeting. Upon request by the University, BU Members are required to participate in University investigations.

G. Remediation for Unsatisfactory Teaching Performance

If a College seeks not to reemploy on a permanent basis a BU Member whose teaching performance has been determined to be unsatisfactory, and if that BU Member has taught at least three hours in four of the last ten (10) terms (exclusive of Summer) in that College, they shall be given the opportunity to remediate their teaching performance. The rating of "unsatisfactory" shall be determined by the University, in its sole discretion after at least three observations. Each observation shall also include a written report of the BU Member's teaching performance which shall be given to the BU Member after the observation. These observations shall have occurred during the term in which the notification of remediation was issued and/or during the two terms (excluding summer) prior to such term. The supervisor may also use other factors such as student evaluation ratings, any previously adopted evaluation system, minimum teaching standards as recognized by the standards of the discipline in which the BU Member teaches, and other factors deemed appropriate by the University.

An opportunity to remediate shall involve the following steps:

The BU Member may elect to have their Union representative present at any of their meetings with their supervisor as described below.

1. Recommendation to Remediate:

- (a) The University shall notify the Union and the BU Member of the need for remediation at least sixty (60) calendar days before the commencement of the remediation semester.
- (b) This notification shall be accompanied by a specific written description of which teaching behaviors need to be corrected and recommendations concerning how the BU Member should do so.
- (c) Assistance from the University will be specified, where appropriate, and may include, but not be limited to, attendance at teaching workshops, or the participation in other activities that may address the teaching deficiencies.
- (d) After the Union and the BU Member are provided with the notification, the supervisor will meet with the BU Member to clarify b. and c. above before the commencement of the remediation semester.
- (d) Also, prior to the commencement of the remediation semester, upon the BU Member's request, they shall have an opportunity to meet with the Dean or their designee [who shall not be the supervisor] to review their teaching deficiencies and recommendations concerning correction of those deficiencies as described in b. above.

2. Remediation semester:

- (a) Upon completion of the remediation semester, the Dean shall, in their sole discretion, determine the success or failure of such remediation. This determination shall be made after at least three formal observations of the BU

Member's classroom performance have been completed.

- (b) Before each formal observation, the supervisor shall meet with the BU Member to discuss the class to be observed and how the BU Member anticipates addressing the University recommendations described in 1(b) above.
- (c) After each formal observation, the supervisor will provide written feedback to the BU Member addressing the BU Member's progress toward successful remediation. The supervisor and the BU Member shall also meet to review the written feedback of the supervisor's formal observation.
- (d) After two of the three formal observations have been completed, the BU Member and/or the supervisor has the right to request that the Dean or their designee [who shall not be the supervisor] perform the third observation. In the event the Dean or their designee performs the third observation, the Dean or their designee will also conduct the pre- and post- formal observation meetings in the presence of the supervisor and prepare the written feedback required by (2)b and 2(c) above.
- (e) At the end of the remediation semester, the supervisor will submit to the BU Member, the Union and the Dean a written report of the progress of the BU Member summarizing the BU Member's overall success in remedying the teaching deficiencies as enumerated in the notice described in 1(b).

3. Conclusion of remediation process:

- (a) If after such remediation the BU Member's teaching performance has improved in the opinion of the Dean to a degree sufficient to allow their continued employment at the University, then the BU Member may be assigned courses in subsequent terms in the usual and customary manner.
- (b) If after such remediation the BU Member has not remedied their teaching deficiencies as enumerated in the notice described in 1(b), as determined by the Dean, in their sole discretion, then the BU Member shall not be re-employed by the University and the BU Member and Union shall be so informed.

Nothing herein shall prevent the University from permanently not re-employing, in its sole discretion, a BU Member for reasons not directly involving teaching performance, including, but not limited to, intentional or reckless misrepresentations on the part of a BU Member concerning time spent in class, class cancellations, and the use of paid leave and/or paid sick leave, unexcused failure to attend class, and intentional failure to follow University policies or directives, or which it deems, in its sole discretion, to be irremediable, including, but not limited to sexual harassment, carrying a weapon on University premises, and/or other conduct that is injurious to the health, safety and welfare of the students.

H. Non-Reemployment

If the University decides not to reemploy a BU Member on a permanent basis, the University shall notify the BU Member of the decision in writing within thirty (30) days. If the BU Member has been employed at least three semester hours in three of the last ten (10) semesters, the notice of

non-reemployment shall contain the reasons for non-reemployment. If the BU Member requests a meeting with their department chair to discuss the reasons for non-reemployment, the Union will be notified by Human Resources and, at the request of the BU Member, permitted to join the meeting.

I. Student Complaints

When the University receives a student complaint about a BU Member, the University will provide the BU Member with written notice (which specifically includes notice by electronic mail) that a student complaint has been received and that the University intends to schedule a meeting to discuss and investigate it. Upon receipt of said advance notice, the BU Member may elect in writing to postpone the meeting for no more than seven (7) calendar days to obtain advice and representation from the Union, the parent union (IEA), and/or other independent legal services.

If the BU Member elects to bring Union representation to the meeting, the BU Member must notify the University at least one (1) business day in advance of the meeting. In no event shall the Union's inability to provide Union representation delay the meeting beyond the seven (7) day postponement referenced in the previous paragraph. Subject to this provision all meetings involving a BU Member, the University, and the BU Member's Union representative shall be at a mutually agreed on date and time.

Should any investigation raise the possibility of disciplinary action against the BU Member, they shall be given at least three (3) business days to respond to such complaint prior to any disciplinary action being imposed. Any response made in writing shall be placed in the investigative file.

ARTICLE 5 - WORKING CONDITIONS

A. Department Faculty Meetings

Each Department Chair or Program Director shall notify all BU Members who have been assigned a class section in the current term of all faculty department meetings. Compensation shall not be required for department meetings unless the Dean of the department holding the meeting determines that the meeting is mandatory. The University will make attendance at mandatory department meetings possible via video conference or phone conference.

B. Assignments

In making course assignments among BU Members who are not subject to permanent non-reemployment under Article 4.H. and who have expressed interest in such an assignment as indicated below, for the first six semester hours of a BU Member's teaching load, the University shall consider the length of service at the University based upon the number of semesters teaching in the applicable program. In addition, the University shall consider such pertinent factors as its institutional needs for specialization and/or pedagogy, teaching effectiveness, participation in mandatory duties, if offered, the BU Member's credentials and/or prior teaching experience in the subject matter of the course, and its staffing and scheduling needs.

The University will provide a means by which BU Members may communicate their teaching preferences regarding course days, times, and campus prior to the start of formal planning for each term's courses. These preferences are for informational purposes only and do not obligate the University. The University will send BU Members written notice (which specifically includes notice by electronic mail) of the proposed assignments for regularly scheduled classes by May 31 for the Fall term, November 30 for the Spring term, and March 31 for the Summer terms except for extenuating situations and circumstances. After these dates, the University will provide BU Members with written notice (which specifically includes notice by electronic mail) prior to the start of each semester.

In the event the proposed class assignment is not sent by the dates above and not confirmed by letter, the appearance of a BU Member's name on CourseFinder as the instructor for a particular course shall act as confirmation of an official course assignment.

In the hiring of new adjunct faculty, it is understood that both the Union and the University support the goals and practice of affirmative action/non-discrimination.

C. Course Load

The University shall make a reasonable effort to assign six credit hours in a given term to all Step 4 BU Members who request such a teaching load and who (1) are not in remediation and (2) participate in mandatory duties, when required. If assignments of six credit hours cannot be provided to all such eligible BU Members who request them, then six credit hour assignments shall be assigned to those eligible BU Members based upon length of service in the particular program, teaching effectiveness documented by multiple methods, and specialization in the subject matter.

D. Class Size

The class size posted on CourseFinder for a particular course as of the start of a given semester shall be considered the maximum number of students for that course. If the addition of a given student would cause the number of students in the course to exceed the number listed in CourseFinder, and if the course is being taught by a BU Member, the student may only be added with that BU Member's permission.

E. Late Admissions

If a BU Member is teaching a given course, a student may be added after the add/drop date only with the permission of the BU Member.

F. Course Design

If a BU Member has been asked to create, design, and teach a newly offered class or to recreate or re-design an existing class that the BU Member has not previously taught, the BU Member will be considered the primary instructor for that course vis-a-vis all other adjunct faculty for at least one calendar year upon the completion of the design provided they are not then the subject of disciplinary proceedings and/or remedial action.

G. Paid And Non-Paid Leave

1. Paid Leave and Paid Sick Leave

(a) Impact of the Chicago Paid Leave and Paid Sick Leave Ordinance

Consistent with current law and subject to any changes to the law in effect from time-to-time, BU Members will, effective August 15, 2024, accrue paid leave and paid sick leave during each fiscal year under the Chicago Paid Leave and Paid Sick Leave Ordinance (the “Ordinance”). Past practice with respect to the impact of class cancellations is discontinued and replaced with application of the Ordinance as specified in this Section of the Agreement. BU Members are allowed to cancel classes without consequence to their pay only to the extent they have available the necessary paid leave and/or paid sick leave to do so under the Ordinance. Absences for which they do not have sufficient paid leave and/or paid sick leave as appropriate under the circumstances will result in reduction of their pay.

(b) Leave Allotment

Paid leave and paid sick leave will be frontloaded into RU Access for each BU Member at the beginning of each semester, partial semester, or term in which the BU Member is teaching. BU Members will receive one (1) hour of paid leave and one (1) hour of paid sick leave for every 35 hours worked, which will be determined based upon the University’s standard 37.5 hour workweek by the same formula used to determine benefits eligibility for purposes of the Affordable Care Act. The allotment schedule is set forth below:

Full Semester Courses

Course Credit	FTE	Hours Worked per Week	Hours Worked in 16 weeks	Earned Paid Sick Leave in Hours Per Semester	Earned Paid Leave in Hours Per Semester
1	0.08	3	48	1.37	1.37
1.5	0.12	4.5	72	2.05	2.05
2	0.16	6	96	2.74	2.74
3	0.24	9	144	4.11	4.11
4	0.32	12	192	5.48	5.48
6	0.48	18	288	8.23	8.23

Partial Semester (Eight-Week) Courses

Course Credit	FTE	Hours Worked per Week	Hours Worked in Eight Weeks	Earned Paid Sick Leave in Hours Per Quarter	Earned Paid Leave in Hours Per Quarter
1	0.08	3	24	.69	.69
1.5	0.12	4.5	36	1.02	1.02
2	0.16	6	48	1.37	1.37
3	0.24	9	72	2.05	2.05
4	0.32	12	96	2.74	2.74
6	0.48	18	144	4.11	4.11

Summer Term Courses

The allotment of paid leave and paid sick leave for the Summer term will be calculated by the same formula ((credit hours for the course multiplied by the number of hours worked per week) multiplied by the number of weeks taught). By way of example, a BU Member who teaches a three-hour course over five weeks in the summer term will be allotted 1.28 hours of paid leave and 1.28 hours of paid sick leave.

(c) Use of Paid Leave and Paid Sick Leave

i. Use of Paid Leave

BU Members are eligible to use their paid leave during any semester, partial semester, or term in which they teach. Paid leave may only be used in increments of four (4) hours until less than that is available, in which case the remaining paid leave will be applied to a single absence. If the remaining paid leave is not sufficient to cover the absence, pay will be impacted. BU Members are required to obtain pre-approval for the use of any paid leave, which will generally be given only upon seven (7) days' advance notice of the need to take the leave. Notice should be provided to both the BU Member's Department Chair and to Human Resources (at the following email address: HR@Roosevelt.edu). A request for paid leave may be denied if the required notice is not given and/or, among other things, the University determines that the requested leave would significantly impact the University's business operations and/or pedagogy. BU Members will be required to report time spent in class, class cancellations, and use of paid leave in Blackboard and/or RU Access or some other comparable software designated by the University. Intentional or reckless misrepresentations on the part of a BU Member concerning time spent in class, class cancellations, and the use of paid leave shall be a basis for discipline and/or permanent non-reemployment under Article 4.H. of this Agreement.

ii. Use of Paid Sick Leave

Paid sick leave may be used only for the reasons set forth in the Section 6-130-030(i)(1) of the Ordinance. The use of paid sick leave for any other purpose may result in discipline, up to and including termination. BU Members may use their paid sick leave immediately during any semester, partial semester, or term in which they teach. Paid sick leave may only be used in increments of two (2) hours until less than that is available, in which case the remaining paid sick leave will be applied to a single absence. If a BU Member's remaining paid sick leave and/or paid leave is not sufficient to cover the absence, pay will be impacted. If the need for paid sick leave is foreseeable, BU Members are required to provide seven (7) days' notice. If the need for paid sick leave is not foreseeable, BU Members must give notice as soon as practicable no later than the day on which the BU Member intends to take the paid sick leave. In either case, notice should be provided to both the BU Member's Department Chair and to Human Resources (at the following email address: HR@Roosevelt.edu). BU Members will be required to report time spent in class, class cancellations, and use of paid sick leave in Blackboard and/or RU Access or some other comparable software designated by the University. Intentional or reckless misrepresentations on the part of a BU Member concerning time spent in class, class cancellations, and the use of paid sick leave shall be a basis for discipline and/or permanent non-reemployment under Article 4.H. of this Agreement.

(d) Carry-Over and Payout

i. Paid Sick Leave

A BU Member may carry over up to 80 hours of allotted and unused paid sick leave from one fiscal year to the next. Any allotted and unused paid sick leave in excess of that is forfeited as of the end of the fiscal year. Allotted and unused paid sick leave is not subject to payout upon the end of employment for any reason.

ii. Paid Leave

A BU Member may carry over up to sixteen (16) hours of allotted and unused paid leave from one fiscal year to the next. Any allotted and unused paid leave in excess of that is forfeited as of the end of the fiscal year. Allotted and unused paid leave will be paid out only: (1) when an employee is permanently non-reemployed under Article 4.H. of this Agreement; or (2) upon request of a BU Member who is not offered an assignment within 60 days of the end of the last semester or term in which they taught. The payout shall be determined in accordance with the schedule set forth above by dividing the BU Member's course compensation by the hours worked to determine an hourly rate, which will then be multiplied by the number of allotted and unused paid leave hours subject to payout.

2. Unpaid Leave

(a) Availability of Unpaid Leave

A BU Member may be eligible for an unpaid leave of absence not to exceed one academic year every five years in order to pursue a professional career development opportunity. Time on leave shall not affect nor be computed in determining bargaining unit status, nor be used in computing salary schedule placement. In any circumstances of a leave, a BU Member shall inform Human Resources, the Department or Program Chair, and the Union of their leave.

(b) Impact of Non-Acceptance for Health Reasons

In the event a BU Member cannot accept an assignment due to a medical necessity, and provided that such non-acceptance does not occur more frequently than once per every six semesters, such non-acceptance will not affect nor be computed in determining bargaining unit status nor be used in computing salary schedule payment. "Medical necessity" shall refer to a serious health condition of a BU Member or a member of their household or immediate family (which includes mother, father, spouse, child and domestic partner), and the BU Member will be required to provide proof of the medical necessity to the Human Resources Department with records from a licensed physician in order to qualify for the leave.

H. Communications

BU Members shall have access to e-mail, University platforms, and campus mail in accordance with University policies.

I. Professional Development

At the beginning of each Fall semester, the University shall provide the Union with \$5,000 in funds to be used exclusively to reimburse BU Members for out-of-pocket expenses associated with professional development activities they undertake to assist them in becoming better teachers. Upon application to the RAFO Executive Committee as constituted at the time of the request for reimbursement, and with the approval of the then Vice-President of RAFO, the funds may be used to reimburse BU Members for the cost of registration for conferences, additional training outside of the University within their field of study, and seminars or workshops, as well as travel expenses associated with the same.

J. Access to Teaching Supplies and Equipment

Subject to and in accordance with college and/or department policy, the University will make available to BU Members such reasonable and necessary teaching supplies that the Union may request from time-to-time. In addition, upon timely request and under procedures in place at the time, the University will endeavor to make projecting equipment available to BU Members for use in their classes. When not currently teaching, but still in the bargaining unit, BU Members will maintain access to their University email accounts and the University adjunct working space.

ARTICLE 6 – GRIEVANCE PROCEDURE

A. Definitions

1. Any written claim by the Union or a BU Member that there has been a violation, misinterpretation, or misapplication of the specific terms of this Agreement will be a grievance.
2. As is used in this Article, the term "days" will mean days on which the University Administrative Offices are open.

B. Informal Procedures

The parties acknowledge that it is usually most desirable for a BU Member and the BU Member's immediate supervisor to resolve problems through free and informal communications. If, however, the informal process fails to satisfy the BU Member or the Union, a grievance may be processed in accordance with Section C.

C. Formal Procedures

1. **Step One:** The BU Member or the Union shall present the grievance in writing to the Dean of the College in which the BU Member (the "grievant") is employed. Such grievance shall be submitted within twenty (20) days following the occurrence complained of or within twenty (20) days following the date upon which the grievant reasonably should have become aware of the occurrence giving rise to the grievance. The Dean shall arrange for a meeting with the grievant and their Union representative to take place, at a mutually convenient time, within ten (10) days after actual receipt of the grievance to discuss the claim. Within ten (10) days after the meeting, the grievant and the Union will be provided with the Dean's written response.
2. **Step Two:** If the grievance is not resolved at Step One, then the grievant or the Union may refer the grievance in writing to the Executive Vice President and University Provost or their designee within fifteen (15) days after receipt of the Step One answer. The Executive Vice President and University Provost or their designee will arrange for a meeting with the grievant and their Union representative to take place, at a mutually convenient time, within ten (10) days of actual receipt of the appeal. Within ten (10) days of the meeting, the grievant and the Union will be provided with the written response of the Executive Vice President and University Provost or their designee.
3. **Step Three:** If the Union is not satisfied with the disposition of the grievance at Step Two, it may submit the grievance to final and binding arbitration. If a written demand for arbitration is not filed within twenty (20) days of the date for the Step Two response, then the grievance will be deemed withdrawn. The grieving party shall request the Federal

Mediation & Conciliation Service (FMCS) to furnish a list of seven (7) arbitrators. The Union and the University shall attempt to agree upon an arbitrator from the panel(s) provided by the FMCS, or shall alternately strike names from the panel. The parties shall endeavor to alternate who strikes first from grievance to grievance. The agreed upon arbitrator or the last name on the panel after names are struck shall be selected as arbitrator. Either party may make a one-time request for another arbitration panel if not satisfied with the first or second panel.

The arbitrator will base their decision solely upon their interpretation of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented. The arbitrator will have no power to alter, amend, modify or add to the terms of this Agreement. The arbitrator has no power to write any new clause, change an existing clause or to write a new agreement, nor shall the arbitrator establish wage scales, or change any wages or rates of pay. The arbitrator shall have no power to pass on any subject not specifically provided for in this Agreement or any function that belongs to the University or its designated management.

D. General Provisions

1. Each party will bear the full costs of its representation. The cost of the arbitrator will be divided equally between the parties. If either party requests a transcript of the proceedings, that party will bear full costs for that transcript. If both parties order a transcript, the cost of the transcript will be divided equally between the University and the Union.
2. When a BU Member requests to be represented by the Union, a Union representative has the right to participate in the processing of a grievance at any step. No BU Member will be required to discuss any grievance if a Union representative is not present.
3. When a BU Member is not represented by the Union, the Union has the right to have a representative present to state its views at any formal step of the grievance procedure.
4. A grievance may be withdrawn at any level without establishing a precedent and, if withdrawn, will be treated as though never having been filed.
5. The failure of a BU Member/grievant or Union to act within the time limits set forth will preclude further appeal of the grievance. Upon failure of the University to meet the time limits prescribed in this Article, the grievance will be advanced to the next higher level. Time limits specified may be extended by mutual written agreement of the Union and the University.
6. No reprisals will be taken for the processing of or participation in any grievance.
7. All records related to the grievance will be filed separately from the personnel files of the grievant.

7. By mutual agreement of the Union and the University, any step of the grievance procedure may be bypassed.

ARTICLE 7 – EFFECT OF THE AGREEMENT

A. Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment.

B. Severability

If any provision of this Agreement should be found contrary to law by a court of competent jurisdiction, such provision or application will be deemed invalid but all other provisions hereof not affected by such invalidation will continue in full force and effect.

C. Management Rights

The University retains all functions, rights, and powers or authority of the University unless specifically limited by the express language of this Agreement and then only to the extent such express language of the Agreement is in conformance with law, including but not limited to the right:

1. to the executive management, organization and administrative control of the University and its properties and facilities;
2. to direct the work of its employees and determine the time and hours of operation;
3. to determine the kinds and levels of services to be provided and the methods and means of providing these services including entering into contracts with private vendors for services;
4. to hire all employees, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion; and to promote, assign, and transfer all such employees;
5. to establish educational policies, goals and objectives; to ensure rights and educational opportunities of students; to determine staffing patterns; to determine the number and kinds of personnel required in order to maintain the efficiency of University operations;

6. to build, move or modify facilities; to establish budget procedures and determine budgetary allocations; to determine the methods of raising revenue; and to take action on any matter in the event of an emergency; and
7. To exercise and control all matters inherent to managerial policy.

This list is not meant to limit the University's powers but such is merely an illustration of the University's management abilities and rights.

D. No Strike/No Lockout

During the term of this Agreement and any extension thereof, no BU Member, nor the Union, nor any person acting on behalf of the Union will ever or at any time engage in, authorize, or instigate any strike, slow-down or other refusal to render full and complete services to the University. During the term of this Agreement and any extension thereof, the University will not engage in a lockout of BU Members provided they do not engage in any of the activities described above.

ARTICLE 8 – COMPENSATION

A. Course Compensation

Beginning with the Fall term of the 2024-2025 academic year, the minimum compensation paid to a BU Member for each three-semester hour course taught shall be in accordance with the schedule contained in Appendix A attached to and incorporated into this Agreement. Minimum compensation for courses more or less than three semester hours shall be prorated based upon this schedule. For the duration of this Agreement, BU Members shall not fall below the step they were in during their prior year of teaching as long as they remain in the bargaining unit. However, advancement to the next step shall be based on semesters of experience as stated in Appendix A.

B. Prior Teaching Experience

BU Members at the time of commencement of this Agreement shall be credited for prior teaching experience for placement on the schedule set forth in Appendix A for those terms taught at the University exclusive of the summer beginning with the Fall 1997 semester. In the event that a BU Member has a break in bargaining unit membership or first became a BU Member during the 2014 Spring term or thereafter, such BU Member shall not receive credit for teaching experience prior to their current bargaining unit membership except for such terms used to qualify them for that membership.

C. Mandatory Duties

A BU Member shall be compensated at a rate of fifty-five (\$55.00) per hour for mandatory duties. Mandatory duties include, but are not limited to, recruitment functions, in-service orientations, and

training and workshops arranged and pre-approved by the Executive Vice President and University Provost. Mandatory duty specifically includes participating in legally-required training (including but not limited to Title IX, sexual harassment, and discrimination training) and other training required by the Vice President for Human Resources.

The University shall offer mandatory duties in multiple delivery modes, including video conferencing, when appropriate.

D. Independent Study/Course by Arrangement (CBA)

A BU Member shall be paid fifteen percent (15%) per student of the BU Member's step compensation set forth in Appendix A including terminal degree pay for supervising an independent study or conducting a class by arrangement. A BU Member shall be paid twenty percent (20%) of their step compensation set forth in the schedule in Appendix A including terminal degree pay for directing a master's thesis. Courses by Arrangement (CBAs) shall not be counted toward placement on the schedule in Appendix A, for bargaining unit membership, or for tuition remission.

A BU Member who is asked to teach a CBA will be informed by their Department Chair or Program Director of the salary compensation, registration for the course, the process of grade submission, and that the CBA will not increase their step placement on the schedule in Appendix A. All of these details should be provided in writing by email.

E. Tuition Remission

A BU Member who has previously taught for at least two terms and has taught at least six semester hours of academic work shall be eligible for tuition remission on each semester hour taken at the University for each semester hour subsequently taught, up to the maximum listed below.

A BU Member who has taught for at least four (4) terms and has taught at least twelve (12) semester hours also shall be eligible for tuition remission for the BU Member's spouse or qualified domestic partner and each dependent child under the age of twenty-six (26) on one semester hour taken at the University for each semester hour subsequently taught, as set forth below.

Eligibility for tuition remission for a particular course expires within two academic year (inclusive of summer) after it is earned.

Benefit Recipient	Academic Year Terms (Fall and Spring)		Summer Term	
	Undergraduate	Graduate	Undergraduate	Graduate
BU Member	100% discount to 9 semester hours per academic year	100% discount to 9 semester hours per academic year	100% discount to one course*	100% discount to one course*

Spouse or Qualified Domestic Partner	50% discount to 12 semester hours per academic year	No benefit available	50% discount to one course*	No benefit available
Dependent children under the age of 26	50% discount to 12 semester hours per academic year	No benefit available	50% discount on one course*	No benefit available

* One summer course with credit of 1 to 6 semester hours not to exceed a total tuition benefit applied to the 9 semester hours (BU Members) or to the 12 semester hours (spouse/qualified domestic partner and/or dependent child under the age of 26) within one academic year (inclusive of summer).

Tuition remission benefit does not apply to independent studies, CBAs, studio/applied theatre or music courses, non-credit courses and courses offered in cooperation with other institutions (including the School of the Art Institute of Chicago). Additionally, courses within the Pharmacy Department are also exempt from the tuition remission benefit.

A BU Member or their spouse, qualified domestic partner, or dependent child under the age of 26 who withdraws (drops) a course (resulting in a grade of W for withdrawal) or receives an unacceptable grade may not repeat the course using the tuition remission benefit for the dropped course in any and all future terms.

Tuition remission applies to course tuition but not fees. All fees must be paid by the student at the time of registration.

F. Class Cancellation Fee

A BU Member who has accepted an assigned course shall receive ten percent (10%) of the BU Member's step compensation as set forth in the schedule in Appendix A excluding terminal degree pay as a class cancellation fee if the course is subsequently cancelled and there is no equivalent credit hour course available to teach; except that, under the same circumstances, Step 3 and Step 4 BU Members shall receive twenty-five percent (25%) of their respective step compensation. If a course newly developed by a particular BU Member at the explicit written request of the Dean and scheduled by the University is cancelled by the University prior to the start of class, such BU Member shall receive twenty percent (20%) of their step compensation as a class cancellation fee. In the event the assigned course is cancelled after the course has begun, the BU Member shall receive a prorated portion (based on the number of total days the course is scheduled to meet) of their compensation for the course for each day the course has met in addition to the course cancellation fee. Such cancellation shall not affect nor be computed in determining bargaining unit membership nor be used in computing salary schedule placement.

G. 403(b) Retirement Plan

Effective September 1, 2012, participation in the University's 403(b) Voluntary Retirement Plan is available to BU Members. Voluntary tax-deferred and post-tax contributions are permitted as allowed by federal regulation.

H. Transit Benefit Program

BU Members may participate in the University's transit benefit program in any semester during which the BU Member is teaching a minimum of three semester hours and paying RAFO dues or agency fees.

I. Other Benefits

The University will make the following benefits available to bargaining unit members:

- Chubb - Long Term Care
- Pet Insurance
- Discounts as available

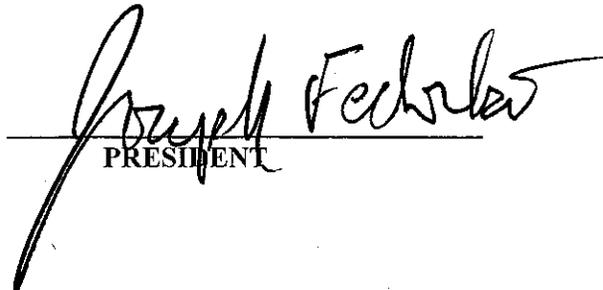
ARTICLE 9 – DURATION OF AGREEMENT

This Agreement shall be effective on August 15, 2024 and will continue in effect until August 14, 2028. This Agreement will expire upon the latter date unless it is extended for a specific period or periods of time by mutual written agreement of the parties or is replaced by a Successor Agreement.

This Agreement is signed this 17 day of OCTOBER, 2024.

**ROOSEVELT ADJUNCT FACULTY
ORGANIZATION, IEA-NEA**

ROOSEVELT UNIVERSITY



PRESIDENT



PRESIDENT

APPENDIX A

2024 - 2025 ACADEMIC YEAR

STEP	TERMS PREVIOUSLY TAUGHT EXCLUSIVE OF SUMMER TERMS	COURSE COMPENSATION FOR THREE HOUR COURSE
1.	UM-6	\$4,121 (see *)
2.	7-10	\$4,604 (see *)
3.	11-15	\$5,151 (see *)
4.	16 or more	\$5,774 (see *)

2025 - 2026 ACADEMIC YEAR

STEP	TERMS PREVIOUSLY TAUGHT EXCLUSIVE OF SUMMER TERMS	COURSE COMPENSATION FOR THREE HOUR COURSE
1.	UM-6	\$4,286 (see *)
2.	7-10	\$4,788 (see *)
3.	11-15	\$5,357 (see *)
4.	16 or more	\$6,005 (see *)

2026 - 2027 ACADEMIC YEAR

STEP	TERMS PREVIOUSLY TAUGHT EXCLUSIVE OF SUMMER TERMS	COURSE COMPENSATION FOR THREE HOUR COURSE
1.	UM-6	\$4,500 (see *)
2.	7-10	\$5,027 (see *)
3.	11-15	\$5,625 (see *)
4.	16 or more	\$6,305 (see *)

2027 - 2028 ACADEMIC YEAR

STEP	TERMS PREVIOUSLY TAUGHT EXCLUSIVE OF SUMMER TERMS	COURSE COMPENSATION FOR THREE HOUR COURSE
1.	UM-6	\$4,725 (see *)
2.	7-10	\$5,279 (see *)
3.	11-15	\$5,906 (see *)
4.	16 or more	\$6,621 (see *)

* Adjunct faculty members who hold a terminal degree in a program or field in which they are teaching shall receive an additional \$100 per credit hour.

