

## **Side Letter**

### **Change in Semester 2020-2021 Academic Year Only in accordance with Section 14.3**

#### **Section 14.3. Need to Negotiate**

In the event of a change in the duration of the academic year, the parties agree to negotiate the effect of any such change on the wages, hours, and other terms and conditions of employment of Faculty Members before implementing such a change.

#### **Section 14.2. Contract and Semester Length**

The University operates its undergraduate program on a two-semester calendar over a thirty-nine (39) or forty (40) week period. The fall and spring semesters comprising this two-semester calendar each consists of sixteen (16) weeks including examinations, begins with the Monday of Freshman Orientation Week in August or August 15, whichever is later and ends with May Commencement, but no later than May 15. This includes one week of fall break, one week of spring break, and graduation not later than May 15.

#### **Section 1.1. Recognition**

Lincoln recognizes LUC-AAUP as the “EXCLUSIVE REPRESENTATIVE” for the purpose of collective bargaining with respect to wages, hours, and other terms and conditions of employment of a unit (“Unit”) composed of the following full-time employees of Lincoln: all Faculty Members (including department chairpersons) who hold the rank of Lecturer, Senior Lecturer, Instructor, Assistant Professor, Associate Professor or Professor, all Librarians, the Director of Nursing/Allied Health Program provided s/he presides over a Pennsylvania certified Nursing Program and has at least a 25% teaching load, and all visiting faculty positions.

#### **Proposed changes**

##### **1) Academic Year 2020-2021 Only**

Whereas the covid-19 pandemic has impacted the academic year for most universities, and whereas Lincoln University administration and Board of Trustees desire to limit exposure of students, faculty and staff to covid-19, LUC-AAUP agrees to the following changes in the 2020-2021 academic year:

Classes for the fall 2020 semester will begin on campus as face-to-face\* on Monday August 17 (instead of August 24 as originally planned) and end Friday, November 20. This constitutes 14

weeks of instruction. Following a one-week break from Saturday, November 21 - Sunday, November 29, a week of remote final exams will begin Monday, November 30 and end Friday, December 4. This plan constitutes a 16-week semester as described in Section 14.2 of the CBA.

Classes for the spring semester will begin as remote classes for 4 weeks from Monday, January 25 through Friday, February 19. Spring break will occur from Saturday, February 20 through Sunday, February 28. Ten weeks of face-to-face\* classes will begin Monday, March 1 and end Friday, May 7. Final exams will be held from Monday, May 10 through Friday, May 14. This plan constitutes a 16-week semester as described in Section 14.2 of the CBA. Commencement will be held on Sunday, May 23.

With the two-semester plan outlined above, all classes and exams can be held within the contractual dates of August 15 to May 15 stated in Article 14.2.

Attendance at commencement would be strongly encouraged but not required for May 2021 commencement only.

\*Faculty may opt out of face-to-face classes for health and safety reasons. Faculty will contact their department chairs who will work with them to schedule classes accordingly. Faculty who teach remotely will be expected to hold synchronous remote classes and not have a traditional on-line class. This will maximize student interaction with faculty members.

Department Chairs will be mindful of their duties and even if they are working remotely, will insure that students are being well served by the department.

## **2) Office Hours**

All office hours will be held remotely through means that best fit the needs of the students, such as zoom, google rooms, chat or by email. Each faculty member will submit their office hours to their department chairs and have them posted electronically for students to access.

## **4) Safe Working Conditions**

In accordance with Section 1.1, and the mandate that LUC-AAUP negotiate terms and conditions of employment, we request the administration provide LUC-AAUP with their safety plans. Specific concerns that have been raised are noncompliance with masks and social distancing by students and faculty's right to remove them from the classroom, cleaning of classrooms between

classes, availability of individual laptops to faculty to prevent shared keyboard use in the classroom, removal or roping off of chairs, proper placement of chairs in classrooms to insure social distancing and face shields in offices.

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