

Article 12. SALARIES AND PAYROLL ADMINISTRATION

Section 2. Instructional Appointments and Minimum Salary Rates

Minimum salaries for members of the bargaining unit who are employed as adjunct faculty or emeritus faculty will be set at a per-credit rate of no less than the following:

Effective Fall Term 2023 Minimum: \$1,271 (includes +\$35 & 10% COLA see Section 4)

Effective Fall Term 2024 Minimum: \$1,339–\$1,362 (includes +\$45 & 1.75%–3.5%, variable COLA based on CPI-U West Region).

Section 3. Research Appointments and Minimum Salary Rates

Members of the bargaining unit who are employed as Research Assistants or Research Associates will be appointed at salary rates no less than the following:

Research Assistant, effective September 16, 2023

- \$30.38 per hour (includes 10% COLA see Section 4)

Research Assistant, effective September 16, 2024

- \$32.23–\$32.79 per hour (includes 1.75%–3.5% COLA, variable based on CPI see section 4)

Research Associate, effective September 16, 2023

- \$32.53 per hour (includes 10% COLA see Section 4)

Research Associate, effective September 16, 2024

- \$34.42–\$35.01 per hour (includes 1.75%–3.5% COLA, variable based on CPI see section 4)

Section 4. Cost of Living Adjustments (COLA)

Effective September 16, 2023, all eligible adjunct faculty members will receive a cost of living adjustment of 10% to their salary rate.

Effective September 16, 2024, all eligible adjunct faculty members will receive a cost of living adjustment to their salary rate on the first day of their first employment period during the academic year. Such adjustment will be equal to the percentage change in the CPI. If the percentage increase in CPI is less than 1.75%, then the increase will be 1.75%. If the percentage increase in CPI is more than 3.5%, then the increase will be 3.5%.

For the purpose of this Article, “CPI” means the West Region for All Urban Consumers (CPI-U West Region) for the previous 12-month period as published in or near November by the U.S. Department of Labor’s Bureau of Labor Statistics.

Section 5. Length of Service Increases

In academic year 2024–25, a one-time length of service payment of \$850 will be made to employees working in an adjunct instructional or research role and in any term in the 2024–25 academic year (Fall, Winter, Spring) and who have worked in the PSUFA bargaining unit for a minimum of 6 years. For purposes of this payment only, the University will calculate the 6 years of work to include work in the 2024–25 academic year (Fall, Winter, Spring) and work in an adjunct instructional or research role in any prior academic year (Fall, Winter, Spring). Years of work do not need to be consecutive.

PSUFA may bring to the Labor Management Committee any instances where an eligible adjunct was not issued a length of service payment when six years of work was not established because in one or more years they only worked in a summer term. The parties will then discuss providing the payment to such individuals on a case-by-case basis.

The payment will be made on or before the last day of winter term 2025. For adjunct faculty working only in the spring term of academic year 2024–25, the payment will be made during the spring.

Section 6. Compensation for Committee Service, Advising, Mentoring Activities, and Special Projects and Certain Curricular Development Work

Adjunct instructional faculty who participate in committee service, advising and mentoring activities, or who are assigned special projects for the University upon University request and Department Chair approval, as provided in Article 8, Section 1, will be compensated for such participation through a salaried wage agreement.

Special projects include, but are not limited to, developing courses to be taught by other faculty members and curriculum development, which will be paid for by salaried wage agreement at an amount determined in advance by the department or employing unit. Advising and mentoring activities include assigned advising and mentoring activities for students not currently enrolled in the adjunct faculty member's course.

In addition, adjunct instructional faculty who are assigned to teach either a new course that the department has not previously offered or an existing course that requires major curricular revisions (defined as requiring change to 50% or more of the course content and as determined by the Department Chair) will be compensated for this work through a salaried wage agreement, up to a maximum of \$500.

The salaried wage agreement must be negotiated and executed in advance of the faculty member's service or project. The agreement must include an estimate of the anticipated time commitment and an estimated total cost based on a minimum rate of \$29.16 per hour for AY 2023–24. The rate for AY 2024–25 will be between \$30.99 and \$31.53 per hour depending on the variable COLA agreed to in Section 4. These rates were increased in proportion to the percentage rate increase of the negotiated per-credit minimum inclusive of the COLA.

The total amount of compensation for committee service or special projects under this Article 12, Section 6, combined with the faculty member's instructional appointment and any other compensation under this Agreement, may not exceed a total FTE of .49 per year.

Section 7. Compensation for Independent Study Supervision

Adjunct instructional faculty who supervise student independent study will be compensated through a salaried wage agreement. The salaried wage agreement must be executed in advance of the faculty member's work on the independent study. The wage agreement must include the credits of the independent study and the corresponding fixed salary identified in the table below. The total amount of compensated service under Article 12, Section 7, combined with the faculty member's instructional appointment and any other compensation under this Agreement, may not exceed a total FTE of .49 per year.

Credit Hours of Independent Study	Compensation
1 credit hour	\$153
2 credit hours	\$230
3 credit hours	\$306
4 credit hours	\$383

Section 9. Compensation for Contract Negotiations

The University agrees to compensate up to three (3) bargaining unit members for the purpose of preparing for and participating in the negotiation of a successor Agreement, re-opened Agreement, or expedited bargaining, as provided in this Section.

The compensation for contract negotiations is intended to be sufficient to compensate the member for time spent to prepare for and participate in the negotiations. "Participate in negotiations" includes the scheduled bargaining sessions, team caucus meetings, preparation time to bargain, and time to do research and analysis for bargaining. Compensation for each bargaining unit member will be the equivalent of four credits per term for the duration of the contract negotiations not to exceed a maximum of four terms.

Only those bargaining unit members currently under contract in the bargaining unit with the University are eligible for compensation under this Section. Members compensated under this Section will be compensated through a salaried wage agreement. The agreement must include an estimate of the anticipated time commitment and a corresponding fixed salary based on a per credit equivalency, up to a maximum of four credits for the duration of the contract negotiations not to exceed a maximum of four terms as provided above. The total amount of compensated service under this Article 12, Section 9, combined with the faculty member's

instructional/research appointment and any other compensation under this Agreement, may not exceed a total FTE of .49 per year. The salaried wage agreement must be executed in advance of the faculty member's participation in contract negotiations.

Section 11. Release Time for Other Union Duties

Members designated by the Union shall be compensated by the University for the performance of Union activities related to administering the CBA. Compensation for these members will be secured using an hourly wage agreement at the special projects rate of Article 12 Section 6. The University and the Union agree that a pool of seven hundred (700) hours per fiscal year will be available for this purpose. The total amount of compensated service under this Article 12, Section 11, combined with the faculty member's instructional appointment and any other compensation under this Agreement, may not exceed a total FTE of .49 per year.

Section 12. Retirement Benefits

Adjuncts are eligible to choose between the Public Employee Retirement System of the Optional Retirement Plan. Adjuncts may also elect to make contributions to the PSU voluntary retirement contribution plans. More information about available options is available at the following link <https://www.pdx.edu/human-resources/retirement>

PSU shall pay the percent (6%) employee contribution to any eligible adjunct faculty employee's Individual Account Program (IAP) established under ORS 238A.300 and ORS 238A.305, including the amount required under ORS 238.215. For those eligible adjunct faculty participating in the Optional Retirement Plan (ORP) in Tiers 1, 2, or 3 under ORS 243.815, PSU will pay the percent employee contribution satisfying the 414(h) contribution option.

Section 13. Sick Leave

13.1. General Provisions

- a) A bargaining unit member may use accrued sick leave for paid time off during any leave that qualifies under Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), Oregon Paid Family & Medical Leave (Paid Leave Oregon), the Americans with Disabilities Act (ADA), or the University standards governing use of sick time, including maternity leave or paternity leave upon the addition of a child to the member's family (whether by birth, adoption or otherwise). Sick leave begins accruing on the first day of employment.

For details on the eligibility, use and restrictions of sick leave, please refer to the PSU Sick Leave Policy, found on the University Policy Library website.

13.2. Accrual Rates

- a) PSUFA represented faculty earn 1 hour of sick leave for every 21.66 hours worked. There is no limit to the amount of sick leave that may be accrued by a bargaining unit member. At the end of a given fiscal year, all accrued sick hours are carried over and available for use during the following year. Overtime exempt employees paid on a salaried basis are presumed to work a prorated share of 40 hours per week (173.33 hours per month) based on their paid FTE.
- b) If a current PSUFA bargaining unit member moves to another PSU employee group, the sick leave balance already accrued by that employee will remain.

For questions regarding these benefits, contact leaves@pdx.edu.

Article 13. FACULTY EDUCATION FUND AND PROFESSIONAL DEVELOPMENT

Section 1. Faculty Education Fund

The University will provide a fund for faculty education of \$65,000 per fiscal year for the remaining years of this Agreement for the payment of tuition for members of the bargaining unit. Bargaining unit members may apply for funds to be used for enrollment in career-related PSU courses. To be eligible to apply, members must have worked in the bargaining unit during the academic year preceding or during the year in which the course is taken.

Requests will be completed by faculty, approved by the Union as to eligibility and amount, and forwarded to the Office of Academic Affairs for review and processing until funds are expended. Bargaining unit members may apply each term and shall submit one application for all courses in the academic term for which funds are sought. For applicants pursuing an advanced degree, the applicant may apply for funds on a term-by-term basis or for all coursework in that Academic Year, including summer. For courses attended pursuant to this section, members shall pay \$31.00 per credit hour.

If, at the end of a given fiscal year, all available Faculty Education Funds are not expended, funds will be carried over and available for use during the next fiscal year. PSU will notify PSUFA of the total amount being carried over no later than August 31st.

- September 1 for Fall Term courses, or all courses in a year for advanced degree-seeking applicants
- March 1 for Spring Term courses, or all courses in a year for advanced degree-seeking applicants
- December 1 for Winter Term courses, or all courses in a year for advanced degree-seeking applicants
- June 1 for Summer Term courses, or all courses in a year for advanced degree-seeking applicants

Application for the Faculty Education Funds is contained in Appendix C (1).

This document is for reference only. Please use the online application:
<https://awa.knack.aft.org/online-membership#psufa-ed-app/>

APPENDIX C (1): APPLICATION FOR FACULTY EDUCATION FUND

This document is for reference only; please use the online application:
[tps://awa.knack.aft.org/online-membership#psufa-prof-dev/](https://awa.knack.aft.org/online-membership#psufa-prof-dev/)

Eligibility to Apply: Membership in the part-time faculty bargaining unit during the academic year preceding or during the year in which the course is taken. If you have any questions, email the PSU Faculty Association at benefits@psufa.org.

Name (First and Last):	
Street Address:	
City, State, Zip:	
Employee ID:	
Email:	
Telephone:	
Employing Department(s):	

(1) List most recent term, academic year and position assignment:

Year Taught	Department, Course No.	Course Title

(2) List the term, course(s), and credit hours you plan to take [complete a separate form for each academic term]:

Term	Department, Course No., Credit Hours	Course Title

(3) Please explain how the course(s) you plan to take fits into the development of your career:

Signature: _____ Date: _____

Please observe the following deadlines:

September 1 for Fall Term courses
December 1 for Winter Term course

March 1 for Spring Term courses
June 1 for Summer Term courses

Advanced degree-seeking applicants may apply for their full year of courses using any of the above application deadlines.

Pursuant to Article 13, Section 1, of the PSU & AFT Agreement: Faculty member pays \$31.00 per credit hour. The balance of the instructional fee (tuition) will be charged to index OAA 030 as a fee remission. All other fees (resource, building, incidental, health service, and any course-specific fees) will be remitted against the specific income account, as appropriate.

<i>For PSU Faculty Association Use Only</i>	_____ Approval for the Association
<i>For OAA Use Only</i>	_____ Approval for the University
<i>For Cashiers Use Only</i>	

Section 3. Transfer Between Funds and Modifications of Application Forms

Transfer Between Funds and Modification of Application Forms

The University and the Union agree to modify the forms in Appendix C outside of collective bargaining, as needed.

The University and the Union may agree to shift unallocated funds from Professional Development funds to the Faculty Education fund and/or to the Technology and Equipment Fund in a single fiscal year as demand warrants.

Section 6. Technology and Equipment Fund

The University will provide a fund in the amount of \$20,000 per fiscal year to purchase technology and/or equipment to support an adjunct faculty member's work at PSU. The funds may be used for purchasing computers, laptops, webcams, headphones or other technology and equipment that has not already been provided by the adjunct's employing unit(s). To be

eligible for an award of these funds, adjuncts must be working in the bargaining unit during the academic year in which they apply for an award. Adjuncts may apply for an award of these funds in an amount up to \$1,500 once every 4 academic years.

Requests will be completed by faculty; approved by the Department Chair or equivalent and by the Union; and forwarded to the Office of Academic Affairs for review and processing until funds are expended. All requests for technology or equipment to be purchased from this fund must cover the entire cost of the technology or equipment. Departments or units may agree to supplement any requests for an award that exceeds \$1,500.

Following approval, the faculty member may choose to work with their employing unit to purchase the equipment on their behalf to avoid out-of-pocket expenses or they may purchase the equipment on their own and submit receipts for reimbursement.

Any technology or equipment purchased through this fund will remain property of PSU and its use is subject to all PSU policies.

Application to access the Technology and Equipment Fund is contained in Appendix C (4).

Appendix C (4) is for reference only and applicants are asked to use the online application. <https://awa.knack.aft.org/psufa#psufa-technology-fund/>

APPENDIX C (4): APPLICATION FOR ADJUNCT TECHNOLOGY AND EQUIPMENT FUND

The Technology and Equipment Fund may be used to purchase computers, laptops, webcams, headphones or other technology and equipment that has not already been provided by the adjunct's employing unit(s).

Eligibility

- To apply, you must be working in the bargaining unit at least one term during the academic year in which your request is made.
- Adjuncts may apply for an award of these funds in an amount up to \$1,500 once every 4 academic years.

Name (First and Last):	
Street Address:	
City, State, Zip:	
Employee ID:	
Email :	

Employing Department(s):	
Most Recent Term Employed by PSU:	

What technology or equipment (items) are you requesting?

What will the technology be used for in relation to your PSU teaching or research work?

How much are you requesting? *\$1,500 maximum unless supplemented by unit.*

Department Chair or equivalent approval (a purchasing index is required if the amount is above \$1,500). A copy of an email is acceptable.

I acknowledge that any technology or equipment purchased through this fund will remain property of PSU and its use is subject to all PSU policies.

Signature _____ Date _____

Article 15. ADJUNCT FINANCIAL ASSISTANCE FUND

1. The University will provide an Adjunct Financial Assistance Fund of \$325,000 per fiscal year for the remaining length of the contract, net of other payroll expense costs, to provide financial support for members of the bargaining unit who experience financial hardship or who have qualifying caregiving expenses.

Financial hardship includes but is not limited to the following circumstances or events: sudden loss of income; housing insecurity; family crisis or urgent need; unanticipated or catastrophic losses. The Adjunct Financial Assistance Fund may also be used to provide financial support to Adjuncts who have ongoing caregiving responsibilities that occasionally or unexpectedly conflict with their PSU work demands or that result in additional financial expenses when engaging in activities such as University-supported travel or professional development. Adjuncts must indicate the amount of assistance they are requesting when applying to access the Financial Assistance Fund.

2. This fund may not be used for reimbursement of health insurance premiums or direct reimbursement of health care expenses. Access to this fund is not a substitute for a health care plan.
3. Application deadlines for adjuncts eligible to receive assistance funds are as follows:
 - a. July 1 for assistance for Summer Term
 - b. December 1 for assistance for Fall Term
 - c. March 1 for assistance for Winter Term
 - d. May 1 for assistance for Spring Term

4. Each term the Union will notify the University's Human Resources office of the approved payments to be made prior to the 15th of the corresponding month in 3. above.
5. To be eligible for the Adjunct Financial Assistance Fund the individual must be part of the adjunct bargaining unit and employed at PSU during the term for which they are applying, or in the previous term.
6. The Human Resources office will process payments to the members as a payroll item, subject to applicable taxes and withholdings until funds are expended in this account.
7. At the end of a given fiscal year, if all available Adjunct Financial Assistance funds are not expended, those funds will be carried over and made available for use in the Adjunct Financial Assistance Fund during the next fiscal year.
8. The application form for the Adjunct Financial Assistance Fund is contained in Appendix C (3).
This document is for reference only; please use the online application at:
<https://awa.knack.aft.org/online-membership#psufa-assistance/>

APPENDIX C (3): APPLICATION FOR ADJUNCT FINANCIAL ASSISTANCE FUND

The Adjunct Financial Assistance Fund provides financial support for members of the bargaining unit who experience financial hardship. Financial hardship includes but is not limited to the following circumstances or events: sudden loss of income; housing insecurity; family crisis or urgent need; unanticipated or catastrophic losses. The Adjunct Financial Assistance Fund may also be used to provide financial support to adjuncts who have ongoing caregiving responsibilities that occasionally or unexpectedly conflict with their PSU work demands or that result in additional financial expenses when engaging in activities such as University-supported travel or professional development. Adjuncts must indicate the amount of assistance they are requesting when applying to access the Adjunct Financial Assistance Fund. This fund is not intended to be used for reimbursement of health insurance premiums or direct reimbursement of health care expenses.

This document is for reference only; please use the online application at:
<https://awa.knack.aft.org/online-membership#psufa-assistance/>

Eligibility to Apply:

- Membership in PSU's part-time faculty bargaining unit
- Employed as an instructor or researcher during the term for which assistance is requested, or the term prior
- Experiencing immediate financial hardship requiring assistance

Name (First and Last):	
Street Address:	
City, State, Zip:	
Employee ID:	
Email:	
Telephone:	
Employing Department(s):	

Give most recent term employed at PSU and position assignment:

Please specify amount of funding requested:

Signature _____ Date _____

Please observe the following application deadlines:

- December 1 for assistance for Fall Term
- March 1 for assistance for Winter Term
- May 1 for assistance for Spring Term
- July 1 for assistance for Summer Term

PSUFA does not require proof of your need for financial assistance.

If you have any questions, email the PSU Faculty Association at benefits@psufa.org

Letter of Agreement No. 2023 – 001
Between
Portland State University
and Portland State University Faculty Association

This letter of agreement reflects the parties' shared support for adjunct faculty input, consultation, and engagement in their departments. The parties agree as follows:

1. For academic year 2023–24 and for academic year 2024–25, \$7500 will be made available to the Labor Management Committee to incentivize adjunct inclusion. Up to ten academic units with high adjunct density will receive \$750 each academic year to support adjunct participation in department meetings and/or in other departmental work. The Department chair will select the participating adjunct(s), who has the right to accept or reject this additional work assignment. adjuncts will be identified by departments and offered their department work assignments in the Fall term 2023. If fewer than ten academic units participate in the 2023–24 academic year, these funds will carry over into the 2024–25 academic year. The University will encourage participation by departments in 2023–24 in use of these funds, in order to capture experiences of departments in the survey discussed below.
2. The Department to be offered these funds will be selected in collaboration between the Union and the University through LMC based primarily on adjunct density in departments and programs.
3. In the Fall term of 2024, with input from PSUFA concerning the information to be collected, the University will survey departments about their respective efforts to integrate adjunct faculty members in their department, including through department meetings. The survey should be completed by January 6, 2025, and shared with the Union at a subsequent Labor Management Committee meeting.
4. The results of this survey will be used to develop future recommendations and/or inform any future negotiations regarding departmental adjunct inclusion.

This Letter of Agreement supplants LOA No. 2020 – 001, will be attached to the current CBA, and will remain in effect until the expiration of the 2020–2025 contract.

Letter of Agreement No. 2023 – 002
Between
Portland State University
and Portland State University Faculty Association

In preparation for 2025 successor negotiations, the parties will convene a task force to research options for salary increases or other additional compensation for adjuncts based on length of employment at PSU.

The task force will produce a report identifying different mechanisms that the parties may consider to devise a salary or additional compensation structure that takes into account the amount of time the adjunct faculty has worked at the University as well as other factors that the members of the task force determine are salient or relevant when considering additional compensation based upon length of service at the University. The report should be finalized within one year of the ratification of the agreement reached in the 2023 economic reopener. The report will be presented by the task force to the Labor Management Committee.

The task force will consist of 3 Adjuncts appointed by the Union and 3 representatives of the University appointed by the University.

Compensation for adjuncts serving on the task force will be secured using an hourly wage agreement at the rate set for compensation for committee service under Article 12, Section 6. The total amount of compensated service will be no more than 150 hours total for all 3 adjunct faculty serving on the task force. Any compensation paid under this section, when combined with the faculty member's instructional or research appointment and any other compensation under this Agreement, may not exceed a total FTE of .49 per year.

By the end of Spring term 2024, the task force will provide LMC a report about the status of the progress of the work to date, a description of the work performed, the time it took to perform that work, and the expected remaining work to be performed.

REMOVE LOAs:

1. **REMOVE** LOA NO. 2020 – 001 Adjunct Inclusion Funds (Supplanted by LOA NO. 2023–001)
2. **Remove EXPIRED** LOA NO. 2020 – 002 - RGS Listening Sessions
3. **Remove EXPIRED** LOA NO. 2020 – 003 - One-time Bonus
4. **Remove EXPIRED** LOA NO. 2020 – 004 - Onboarding/Orientation

REMOVE STATEMENTS OF INTENT PG 58-61