

**ARTICLE 8
INSTRUCTIONAL SUPPORT**

A. INSTRUCTIONAL RESOURCES

1. The University shall provide access to facilities, services, texts, and instructional support that is reasonably necessary for Unit 18 faculty to complete their assigned duties and responsibilities, including but not limited to:
 - a. office and desk space;
 - b. desktop computer or laptop computer (laptop loan programs may be established by each campus and may be distributed on a campus/department/program/unit basis);
 - c. training and support for web-based tools;
 - d. appropriate storage space to secure files, books, student work and personal effects, where practicable;
 - e. office, laboratory, and instructional equipment;
 - f. mailbox and email;
 - g. office supplies;
 - h. text, and/or reading materials;
 - i. printing and photocopying equipment;
 - j. confidential document disposal.
2. Computer labs or copy rooms shall not be substituted for office space as described in A.1.a. above.
3. Laptop computer loan program

A campus/department/program/unit may institute a laptop loan program. The laptop computer must be returned to the initiating office no later than the end of the appointment or the Unit 18 faculty member is liable for the replacement cost.
4. Unit 18 faculty shall have access to email and online course databases fourteen (14) calendar days before the start of the assigned teaching responsibilities, whenever practicable.

5. Unit 18 faculty shall have access to University email in accordance with local campus policies and procedures in effect at the time of separation.
6. To the extent that infrastructure and/or resources are available:
 - a. Unit 18 faculty teaching courses and sections shall be listed by name on the updatable online schedule of classes;
 - b. Unit 18 faculty shall be listed in the campus online directory;
 - c. Continuing Appointees shall be listed on the departmental web site, and may be provided access to their own faculty web page; and
 - d. Pre-six Appointees may be listed on the departmental web site, and may be provided access to their own faculty web page; and
 - e. Continuing Appointees shall be included in physical directories, e.g. building signage, where it exists.
7. The University will fill Unit 18 faculty requests for Teaching Assistant and Reader support, based on department procedures and available resources (personnel and budget).

B. SUBSTITUTE FOR INSTRUCTIONAL DELIVERY

If a Unit 18 faculty member is unable to fulfill the instructional duties with respect to a scheduled class and a suitable arrangement cannot be made to provide for the delivery of necessary instruction, the Unit 18 faculty member may request University assistance in arranging a substitute to satisfy the instructional obligations of the course. If the University decides that a substitute is appropriate and necessary, the University shall assume all related expenses, if any, for the substitute.

C. GRANTS AND TEACHING AWARDS

1. Unit 18 faculty may apply for grants for instructional improvement and course development and may apply or be nominated for teaching awards. Unit 18 faculty are eligible for and may request course support funds, and such requests shall not be capriciously denied, or denied solely on the basis of bargaining unit membership.
2. Information pertaining to available campus instructional grants and awards shall be made available to Unit 18 faculty by the same means as those used for other instructional appointees.

3. At the sole discretion of the University, a Unit 18 faculty member may be granted Principal Investigator status in accordance with Contracts and Grants Policy.

D. INFORMATION REQUESTS

If the Union files an information request for a campus' instructional development grants for the preceding academic year, the University shall include the names, funding request amounts, and actions on those requests for all Unit 18 faculty.

E. ARBITRATOR'S AUTHORITY

In any grievance alleging a violation of this Article, the Arbitrator shall have no authority to review the University's decisions whether or not to provide grants for instructional improvement and/or course development, or to bestow a teaching award under Section C.1. The arbitrator shall have no authority to modify University procedures in Section A. or to substitute their judgment for that of the University with regard to the determination of whether infrastructure or resources are or are not available, as described in Section A.