LETTER OF AGREEMENT

SPECIALIZED WORKLOAD ASSIGNMENT

WCSU Department of English For the English Composition Program

For the life of the August 29, 1997 Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Trustees for the Connecticut State University, the parties agree that pursuant to Article 10.4 of said agreement, the following instructional activities shall receive the load credit indicated.

1. A member shall serve as Coordinator of Composition and shall receive no less than six (6) hours of load credit per semester. The duties shall include (1) supervision and evaluation of lecturers in the Composition program; (2) supervision of testing and placement of students, (b) assisting with selection of staff, (c) coordinating, supervising, and scheduling staff assignments, (d) maintaining and announcing laboratory and staff schedules, (e) compiling, maintaining, and filing reports; (4) handling of student complaints pertaining to composition; (5) coordination and unification of the freshman composition program.

2. In addition to the Coordinator of English Composition, each semester a minimum of eight (8) load credit hours shall be assigned to staff the writing laboratory with members, or to staff the laboratory using some combination of member load credit hours and/or lecturer load credit hours and/or graduate student credit hours.

3. Any member accepting an assignment in the Writing Laboratory shall receive one (1) load credit hour for every forty-five (45) hours of work.

It is understood that this agreement will substitute for the present agreement on the Writing Laboratory upon the implementation the new Composition Course Sequence.