

**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 NSF to complete their assigned duties and responsibilities, including but not limited to:
  - a. office and desk space, telephone, and answering equipment;
  - b. computer and internet connection;
  - c. training and support for web-based tools;
  - d. storage space;
  - e. office, laboratory, and instructional equipment;
  - f. mailbox and email;
  - g. office supplies;
  - h. text, and/or reading materials;
  - i. photocopying equipment.
2. NSF shall have access to email and online course databases fourteen (14) calendar days before the start of the assigned teaching responsibilities, whenever practicable, but never later than one business day after the NSF begins his or her assigned teaching responsibilities.
3. NSF shall have access to University email in accordance with local campus policies and procedures in effect at the time of separation.
4. To the extent that infrastructure and/or resources are available:
  - a. NSF teaching courses and sections shall be listed by name on the updatable online schedule of classes;
  - b. NSF shall be listed in the campus online directory;
  - c. NSF may be listed on the departmental web site, and may be provided access to their own faculty web page; and

- d. NSF may be included in physical directories, e.g. building signage, where it exists.
5. The University will fill NSF requests for Teaching Assistant and Reader support, based on department procedures and available resources (personnel and budget).

## **B. SUBSTITUTE FOR INSTRUCTIONAL DELIVERY**

If an NSF is unable to fulfill her/his instructional duties with respect to a scheduled class and a suitable arrangement cannot be made to provide for the delivery of necessary instruction, the NSF 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. NSF may apply for grants for instructional improvement and course development and may apply or be nominated for teaching awards. NSF 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 NSF by the same means as those used for other instructional appointees.
3. At the sole discretion of the University, an NSF 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 NSF.

## **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 her/his 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.