Finding Aid to the University of San Francisco Faculty Association Records
larc.ms.0369

Finding aid prepared by Frances Wratten Kaplan.
Labor Archives and Research Center
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2015
Title: University of San Francisco Faculty Association records
Date (inclusive): 1969-1986
Creator: American Federation of Teachers. Local 4269 (San Francisco, Calif.)
Creator: University of San Francisco Faculty Association.
Collection number: larc.ms.0369
Accession number: 2010/022
Extent: 13.0 cubic ft. (9 cartons, 1 oversize box)
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J. Paul Leonard Library, Room 460
San Francisco State University
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(415) 405-5571
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Languages: Languages represented in the collection: English.
Abstract: This collection documents the activities of the University of San Francisco Faculty Association (USFFA), also
known as the American Federation of Teachers (AFT) Local 4269. The bulk of the material consists of grievances filed by
USFFA, especially in regards to the denial of tenure, faculty hiring and firing, salaries, and working conditions. Other records
consist of arbitration proceedings, contract negotiations, and correspondence between USFFA and its members, and USFFA
and the University of San Francisco (USF) administration. Also includes Executive Board meeting minutes and
administrative and financial documents generated in the day-to-day running of the union, as well as reference materials on
collective bargaining and reports on accreditation.
Location: Collection stored offsite: advance notice required for use.
Availability
Collection is open for research.
Some material is restricted to protect personally identifiable information until 2039. Access restrictions are noted at the file
level, and redacted copies are available when possible. Please contact the Director of the Labor Archives and Research
Center for more information.
Restrictions
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Preferred Citation
[Identification of item], University of San Francisco Faculty Association Records, larc.ms.0369, Labor Archives and Research
Center, San Francisco State University.
Acquisition
Donated by University of San Francisco Faculty Association in 2010, accession number 2010/022.
Processing Information
Processed by Frances Wratten Kaplan in 2015.
Arrangement
Arranged as received. The records are arranged in eight series with Series 1 further arranged into two subseries. The
contents of Series 1 and Series 6 are arranged alphabetically.
Series 1: Administrative Records, 1974-1984
Subseries 1.1: 1975-1976 Administrative Files
Subseries 1.2: 1976-1977 Administrative Files
Series 2: Committee Meeting Minutes and Correspondence, 1975-1980
Series 5: Auditor Reports, 1975-1986
Series 6: Accreditation, 1975-1984
Series 7: Treasurer Records, 1975-1986
Series 8: Publications, 1974-1982

Administrative History
Founded in 1975, the University of San Francisco Faculty Association, a local of the California Federation of Teachers, represents members from the colleges of Arts and Sciences, Education, Nursing, the School of Business and Management and the Gleeason Library. The founding president was economics professor Michael Lehmann (1975-1988). The USFFA represents its members in all matters concerning wages, workload, and benefits, and is responsible for negotiating and enforcing a collective bargaining agreement with the University of San Francisco administration.

Scope and Contents
This collection documents the activities of the University of San Francisco Faculty Association (USFFA), also known as the American Federation of Teachers (AFT) Local 4269. The bulk of the material consists of grievances filed by USFFA, especially in regards to the denial of tenure, faculty hiring and firing, salaries, and working conditions. Other records consist of arbitration proceedings, contract negotiations, and correspondence between USFFA and its members, and USFFA and the University of San Francisco (USF) administration. Also includes Executive Board meeting minutes and administrative and financial documents generated in the day-to-day running of the union, reference materials on collective bargaining, reports on accreditation, and multiple issues of *Foghorn*, the student-run newspaper published by the University of San Francisco. Only a small percentage of private universities in the United States have unionized faculty, making this collection fairly unique. The records provide insight into the activities of an academic union, and the relationship between USF administration and faculty. Highlights include court documents from the 1983 lawsuit filed by USFFA against USF for breach of contract; records generated from protracted negotiations over salary adjustments and fringe benefits; correspondence related to the "modular system" of class scheduling that the University implemented in response to possible strike action; and correspondence between the Western Association of Schools and Colleges (WASC) and the University administration regarding reaccreditation.

Subjects and Indexing Terms
Lehmann, Michael B.
Littler, Mendelson, Fastiff & Tichy.
University of San Francisco.
Van Bourg, Victor J., 1931-
Collective labor agreements--College teachers.
Grievance arbitration.
Universities and colleges--Faculty--Employment.
Universities and colleges--Faculty.

Series 1: Administrative Records 1974-1984
Extent: 39.0 folders (Carton 1, folders 1-39)
Arrangement
This series is divided into two subseries: 1975-1976 Administrative Files and 1976-1977 Administrative Files. The contents of each subseries are arranged alphabetically, as received.
Scope and Contents
Administrative records document the activities and operations of the University of San Francisco Faculty Association (USFFA) and its president, Michael Lehmann. Materials in this series include correspondence with members and the University of San Francisco (USF) administration, as well as minutes from Executive Board and Policy Board meetings, reports from committees, and materials related to curriculum and to faculty rights as determined by the collective bargaining agreement. Van Bourg refers to Victor Van Bourg, founding partner of the labor law firm Van Bourg, Allen, Weinberg & Rogers. Van Bourg represented USFFA in many grievance and arbitration proceedings.

Arrangement
Arranged as received. Contents of this subseries are arranged alphabetically.

Scope and Contents
The bulk of records in this subseries were generated between 1975 and 1976. Predominantly consists of correspondence between Dr. Michael Lehmann, President of the USF Faculty Association (USFFA), USFFA members, and Rev. John LoSchiavo, President of USF from 1977 to 1991. Other correspondence relates to USFFA representation on various committees, as well as the Disciplinary Hearing Committee and the Distinguished Teaching Awards Committee (folder 6). Also contains founding documents of the USFFA, including its constitution, bylaws (folder 2), and handbook (folder 7).

Carton 1, Folder 1
Clippings 1975-1976

Carton 1, Folder 2
Constitution 1975-1976

Carton 1, Folder 3
Cooperative efforts 1976

Carton 1, Folder 4
Core curriculum 1974-1976

Carton 1, Folder 5
Correspondence with members 1975-1976

Carton 1, Folder 6
Distinguished Teaching Awards Committee 1975-1981

Carton 1, Folder 7
Faculty handbook 1975-1976

Carton 1, Folder 8
Finances 1975-1976

Carton 1, Folder 9
Membership 1975-1976

Carton 1, Folder 10
Membership meeting minutes 1975-1976

Carton 1, Folder 11

Carton 1, Folder 12
Unionization - National Labor Relations Board 1975

Carton 1, Folder 13
Van Bourg 1975-1976

Carton 1, Folder 14
Western Association of Schools and Colleges (WASC) Task Force Committee 1976

Extent: 14.0 folders


Extent: 25.0 folders

Arrangement
Arranged as received. Contents of this subseries are arranged alphabetically.

Scope and Contents
The bulk of records in this subseries were generated between 1976 and 1977 in the day-to-day running of the USF Faculty Association (USFFA). Consists of correspondence, committee reports, and meeting minutes, in particular, those produced by the USFFA Executive Board (carton 1, folder 26). Also contains correspondence, five-year plans, bylaws, minutes, and election materials related to colleges within the University, including College of the Arts, the College of Business Administration, and the College of Science.

Carton 1, Folder 15
Affiliation 1976-1981
<table>
<thead>
<tr>
<th>Carton, Folder</th>
<th>Description</th>
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<tbody>
<tr>
<td>1, 16</td>
<td>Catalog revision 1976-1981</td>
</tr>
<tr>
<td>1, 17</td>
<td>Catalyst 1978</td>
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<tr>
<td>1, 18</td>
<td>College of Arts 1976-1979</td>
</tr>
<tr>
<td>1, 19</td>
<td>College of Business Administration 1976-1981</td>
</tr>
<tr>
<td>1, 20</td>
<td>College of Science 1976-1981</td>
</tr>
<tr>
<td>1, 21</td>
<td>Committee on Committees 1976-1979</td>
</tr>
<tr>
<td>1, 22</td>
<td>Committee on Graduate Studies 1976-1977</td>
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<tr>
<td>1, 23</td>
<td>Conference room 1976-1979</td>
</tr>
<tr>
<td>1, 24</td>
<td>Correspondence - members 1976-1977</td>
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<tr>
<td>1, 25</td>
<td>Dues increase 1976-1977</td>
</tr>
<tr>
<td>1, 26</td>
<td>Executive Board meeting minutes, agendas, correspondence and promotional materials 1976-1977</td>
</tr>
<tr>
<td>1, 27</td>
<td>Membership 1976-1977</td>
</tr>
<tr>
<td>1, 28</td>
<td>Office space 1976-1979</td>
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<tr>
<td>1, 29</td>
<td>Policy Board meeting minutes 1976-1977</td>
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<td>1, 30</td>
<td>Recall rights 1976-1978</td>
</tr>
<tr>
<td>1, 31</td>
<td>Rules and regulations 1976-1981</td>
</tr>
<tr>
<td>1, 32</td>
<td>Salary scales 1976-1984</td>
</tr>
<tr>
<td>1, 33</td>
<td>School of Nursing 1976-1981</td>
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<td>1, 34</td>
<td>Secretarial service 1976-1977</td>
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<td>1, 35</td>
<td>Severance pay 1976-1977</td>
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<tr>
<td>1, 36</td>
<td>Speakers' Bureau Committee 1977-1980</td>
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<td>1, 37</td>
<td>Special Events Committee 1976-1980</td>
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<tr>
<td>1, 38</td>
<td>Undergraduate Curriculum and Academic Program (UCAP) Committee 1976-1977</td>
</tr>
<tr>
<td>1, 39</td>
<td>Van Bourg 1976-1977</td>
</tr>
<tr>
<td>1, 40</td>
<td>Meeting minutes 1976-1977</td>
</tr>
</tbody>
</table>

**Series 2: Committee Meeting Minutes and Correspondence 1975-1980**

- **Extent:** 7.0 folders (Carton 1, folders 40-46)
- **Arrangement:**
  - Arranged as received.
- **Scope and Contents:**
  - Comprises minutes, notes, agendas, and resolutions generated by the University of San Francisco Faculty Association (USFFA) committee meetings.
Series 2: Committee Meeting Minutes and Correspondence 1975-1980

Meeting minutes and correspondence 1976-1978
Meeting minutes, agendas, correspondence and bulletins 1975-1976
Correspondence and promotional materials 1976-1979
Meeting minutes, correspondence, and reports 1977-1979
Curriculum committee meeting minutes and correspondence 1979-1980


Extent: 77.0 folders (Carton 2, folders 1-36; Carton 3, folders 1-22; Carton 4, folders 1-16; Carton 5, folders 1-3)
Arrangement
Arranged as received.
Scope and Contents
The bulk of this series comprises arbitration proceedings stemming from faculty grievances over salary, tenure, and termination, as well as more general grievances arising from the interpretation or application of the collective bargaining agreement. Includes a copy of the Agreement between the University of San Francisco (USF) and the University of San Francisco Faculty Association (USFFA), extended through June 30, 1986 (carton 2, folder 13). Carton 3, folders 4-22, and carton 4, folders 1-2 contain correspondence, notes, financial, and legal documents, including depositions, generated in the 1983 case, USSFA vs. USF, a class action lawsuit that went before the United States District Court. The origins of the lawsuit lay in the contract signed by USF and USFFA regarding the appointment of Adolph Koven as arbitrator. From 1979 through 1986, Koven was retained by both USFFA and USF to act as the sole arbitrator between the two parties in rights disputes, and to serve as a mediator/interest arbitrator when a resolution could not be met. In November 1981, in a dispute over salary adjustments and supplemental pension plans, arbitrator Adolph M. Koven ruled in favor of USFFA. The University argued that benefit increases for retired members should not have been included among the other salary and benefit issues decided upon in arbitration, and refused to pay the award, thus causing the Faculty Association to sue the University for breach of contract.

In this lawsuit, USFFA and Michael Lehmann were represented by the labor law firm Van Bourg, Allen, Weinberg & Rogers, while the University and its defendants were represented by Littler, Mendelsohn, Fastiff & Tichy.
Availability
Carton 2, folder 18 has been sealed. Please contact the Director of the Labor Archives and Research Center for more information.

Carton 2, Folder 1
The Catalyst newsletter 1976-1980
Rights arbitration proceedings 1977-1981
Settlement of 1979 negotiations 1979-1981
Doctoral requirements for promotion 1981-1982
Grievances
Tenure 1971-1979
Termination patterns 1978-1984
Intersession/summer session overload 1980-1982
Duplicating cards
<table>
<thead>
<tr>
<th>Carton, Folders</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2, 20-21</td>
<td>Termination of employment 1981-1982</td>
</tr>
<tr>
<td>2, 22</td>
<td>Faculty workload 1981-1985</td>
</tr>
<tr>
<td>2, 23</td>
<td>Reader hours 1981-1982</td>
</tr>
<tr>
<td>2, 24</td>
<td>University Center closing time 1981</td>
</tr>
<tr>
<td>2, 25</td>
<td>Denial of travel funds 1981-1982</td>
</tr>
<tr>
<td>2, 26</td>
<td>Organization of the School of Education</td>
</tr>
<tr>
<td>2, 27</td>
<td>Campus mail 1981-1982</td>
</tr>
<tr>
<td>2, 28-29</td>
<td>Grievance communication 1981-1982</td>
</tr>
<tr>
<td>2, 30</td>
<td>Arbitration over campus mail 1981-1982</td>
</tr>
<tr>
<td>2, 31</td>
<td>Tenure and sabbatical applications 1981-1982</td>
</tr>
<tr>
<td>2, 32</td>
<td>Associate Deans and bargaining unit work 1981-1982</td>
</tr>
<tr>
<td>2, 33</td>
<td>Part-time faculty and bargaining unit work 1981-1982</td>
</tr>
<tr>
<td>2, 34</td>
<td>School of Nursing agreements on revised teaching assignments</td>
</tr>
<tr>
<td>2, 35</td>
<td>USF and USF Faculty Association Agreement handbooks 1981-1986</td>
</tr>
<tr>
<td>2, 36</td>
<td>Grievance costs and financial statements 1981-1983</td>
</tr>
<tr>
<td>3, 1</td>
<td>United Stanford Employees, Local 680 and The Board of Trustees of the Leland Stanford Junior University Agreement handbook 1979</td>
</tr>
<tr>
<td>3, 2-3</td>
<td>United Stanford Employees, Local 715 and The Board of Trustees of the Leland Stanford Junior University arbitration proceedings 1981-1982</td>
</tr>
<tr>
<td>3, 4-5</td>
<td>USF Faculty Association vs. USF - termination of permanent arbitrator 1977-1982</td>
</tr>
<tr>
<td>3, 6</td>
<td>USF Faculty Association vs. USF - appeal documents 1981-1983</td>
</tr>
<tr>
<td>3, 7-12</td>
<td>USF Faculty Association vs. USF - depositions 1983-1984</td>
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<tr>
<td>3, 13-22</td>
<td>USF Faculty Association vs. USF 1983</td>
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<tr>
<td>4, 1-2</td>
<td>Rights arbitration proceedings 1977-1980</td>
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<tr>
<td>4, 3-4</td>
<td>Tenure arbitration</td>
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<tr>
<td>4, 5</td>
<td>Correspondence and clippings 1976-1978</td>
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<td>4, 6</td>
<td>Exhibits A and B 1977-1978</td>
</tr>
<tr>
<td>4, 7-8</td>
<td>Correspondence, tenure application, evaluation summary, and notes 1978-1982</td>
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<tr>
<td>4, 9</td>
<td>Grievance statement 1978</td>
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<tr>
<td>4, 10</td>
<td>Correspondence and legal briefs 1981-1986</td>
</tr>
<tr>
<td>4, 11</td>
<td>Arbitrator's opinion and award 1982</td>
</tr>
</tbody>
</table>


Extent: 17.0 folders (Carton 5, folders 4-20)

Arrangement
Arranged as received.

Scope and Contents
In November 1975, negotiations for the first contract between the University of San Francisco Faculty Association (USFFA) and the University of San Francisco (USF) began. The new collective bargaining agreement provided USFFA members with a 15% salary increase, 5-year recall rights for those laid off, a union shop (all faculty and librarians were required to become Faculty Association members), and most importantly, binding grievance and arbitration to settle all contract disputes. The existing contract was extended from July 1, 1976 to June 30, 1981. In early 1978, however, negotiations over salary increases and fringe benefits – items considered annual contract re-openers – stalled, and it wasn’t until October, 1978 that the Faculty Association accepted the University’s one-year proposal. The bulk of the series comprises correspondence between Faculty Association President Michael Lehmann, members, the negotiating team, Victor Van Bourg (lawyer for USFFA), and the University administration. Also included are session minutes, bulletins, financial reports, and materials related to faculty salary and benefits.

Carton 5, Folder 4
Annual reports 1969-1978

Carton 5, Folder 5
Registration statistics 1974-1977

Carton 5, Folders 6-9
Negotiations 1976-1979

Carton 5, Boxes 5, Folder 10
USF facts 1977-1978

Carton 5, Folders 11-12
Session minutes 1977-1978

Carton 5, Folder 13

Carton 5, Folder 14
Re-opener suggestions 1977-1978

Carton 5, Folder 15
Workload and benefits 1977-1978

Carton 5, Folder 16
Fringe benefits 1976-1978

Carton 5, Folder 17
School of Nursing workload 1977

Carton 5, Folder 18
Librarian’s salary scale

Carton 5, Folder 19
Negotiations bulletins 1978

Carton 5, Folder 20
Arbitration petition 1978-1979

Series 5: Auditor Reports 1975-1986

Extent: 7.0 folders (Carton 5, folders 21-27)

Arrangement
Arranged as received.

Scope and Contents
Consists of auditor reports, for the years spanning 1975 to 1984, carried out by Peat, Marwick, Mitchell & Co. certified public accountants.

Carton 5, Folder 21
Statement of Financial Condition and Statements of Cash Receipts and Disbursements 1975-1978
Series 5: Auditor Reports 1975-1986

Carton 5,
Folder 22-23
Carton 5,
Folder 24-26
Carton 5,
Folder 27

- Statements of Cash Receipts and Disbursements 1975-1984
- Schedules of Cash Balances, Receipts and Disbursements 1980-1986
- USFFA correspondence related to auditor's report 1985-1986

Series 6: Accreditation 1975-1984

- Extent: 6.0 folders (Carton 5, folders 28-31; Carton 6, folders 1-2)
- Arrangement
  - Arranged as received.
- Scope and Contents
  - Comprises policy statements and reference materials on accreditation procedures for higher education institutions, as well as correspondence and reports related to the University of San Francisco's re-accreditation by the Western Association of Schools and Colleges (WASC). Includes a 1977 final accreditation report with recommendations by WASC and a list of modifications made by the University (carton 6, folder 2).

Carton 5,
Folder 28
Boxes 5, Folder 29
Carton 5,
Folder 30
Carton 5,
Folder 31
Carton 6, Folder 1
Carton 6, Folder 2

- WASC Policy Statements handbook 1975, August
- Handbook of Accreditation 1975, August
- Handbook of Accreditation 1979, January
- Correspondence and reports on accreditation by the Western Association of Schools and Colleges (WASC) 1975-1977
- Report to the Accrediting Commission for Senior Colleges and Universities 1980, June 30

Series 7: Treasurer Records 1975-1986

- Extent: 62.0 folders (Carton 6, folders 3-24; Carton 7, folders 1-27; Carton 8, folders 1-13)
- Arrangement
  - Arranged as received. The contents of this series are arranged alphabetically, and then further arranged chronologically.
- Scope and Contents
  - Financial reports and documents of the USFFA.
- Availability
  - Carton 7, folders 4-6, and carton 8, folders 2-3 have been sealed. Please contact the Director of the Labor Archives and Research Center for more information.

Carton 6,
Folders 3-4
Carton 6, Folder 5
Carton 6,
Folders 6-8
Carton 6,
Folders 9-14
Carton 6,
Folder 15
Carton 6,
Folders 16-18
Carton 6,
Folder 19
Carton 6,
Folder 20
Carton 6,
Folders 21-23

- Audit 1977-1979
- Bank deposit record booklets 1979-1980
- Cash receipt logsheets 1977-1981
- Cancelled checks 1975 - 1981
- Census 1977
- Check stubs 1975-1981
- Checks and deposits 1978-1979
- Deduction authorizations 1978-1980
- Dues 1977-1980
Series 7: Treasurer Records 1975-1986

Carton 6, Folder 24
Carton 7, Folder 1
Carton 7, Folders 1-2
Carton 7, Folder 3
Carton 7, Folder 4
Carton 7, Folders 5-6
Carton 7, Folder 7
Carton 7, Folder 8
Carton 7, Folders 9-10
Carton 7, Folders 10-17
Carton 7, Folders 18-19
Carton 7, Folder 20
Carton 7, Folders 21-23
Carton 7, Folders 24-27
Carton 8, Folder 1
Carton 8, Folders 2-3
Carton 8, Folder 4
Carton 8, Folders 5-6
Carton 8, Folder 7
Carton 8, Folders 8-13

Dues - Enclosure A 1977-1978
Dues - Enclosure B 1976-1978
Dues correspondence 1980-1981
Dues - payroll deductions 1977-1978
Dues remittance copies 1983-1986
Form LM 3, LM-1A, LM 2 1976-1978
Form LM 3, LM-1A 1979
IBM copier monthly statements
Invoices 1975-1982
Membership lists 1979-1981
Membership roster 1982-1983
Payroll 1978-1980
Receipt books 1976-1979
Remittances 1978-1982
Salary data 1977-1979
Special assessment 1977, 1980
Special assessment notebook 1977
Tax returns 1976-1985

Series 8: Publications 1974-1982

Extent: 9.0 folders; 1 oversize box (Carton 8, folders 14-22; Oversize Box 1)

Arrangement
Arranged as received.

Scope and Contents
Consists of published materials related to collective bargaining, including six editions of "Collective Bargaining in Higher Education," a bibliography produced by the National Center for the Study of Collective Bargaining in Higher Education, Baruch College, CUNY. Also included in this series are editions of "Foghorn," the University of San Francisco's weekly newspaper, spanning the years from 1977 to 1980.

Carton 8, Folder 14
Carton 8, Folder 15
Carton 8, Folder 16
Carton 8, Folder 17
Carton 8, Folder 18
Carton 8, Folder 19
Carton 8, Folder 20

Collective Bargaining in Higher Education, Bibliography No. 2 1974 April
Collective Bargaining in Higher Education, Bibliography No. 4 1976 April
Collective Bargaining in Higher Education, Bibliography No. 5 1977 April
Collective Bargaining in Higher Education, Bibliography No. 6 1978 April
Collective Bargaining in Higher Education, Bibliography No. 7 1979 January
Collective Bargaining in Higher Education, Bibliography No. 8-9 1981 January
Collective bargaining booklets and directory 1981-1982
<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
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<tbody>
<tr>
<td>Boxes 8, Folder 21</td>
<td>Collective Bargaining conference proceedings 1975-1980</td>
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<tr>
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<td>Higher Education Contract Clause Finder 1980 May</td>
</tr>
<tr>
<td>Carton 8, Folder 22</td>
<td>Foghorn 1977-1980</td>
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<tr>
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