

Know Your Rights!

Annual Workload Statements for Tenured Faculty

Every academic year, tenured Faculty are required to submit an annual workload summary report for the previous year (*Collective Bargaining Agreement*, Article IX, Section 2.D). The deadline for submitting these reports is now September 15. Annual workload summary reports are to include: (i) an updated CV, (ii) syllabi for each course you taught, and (iii) a brief summary of your previous year's professional activities.

- “The purpose of this report is to document the workload, including utilization of the specified workload equivalencies, for that academic year.”(CBA IX.2.D) (For pre-tenured Faculty, the file submitted in connection with reappointment or tenure serves this purpose.)
- While the report may be used by your local administrator in planning future workload equivalencies, “[a]ny other use of the report requires the consent of the Faculty member.”(CBA IX.2.D)

Workload expectations and specification of workload equivalencies are contained in your academic unit handbook (CBA, VI.7.B and IX.2.B).

- “Modification or revision of the basic workload statements and of the specification and/or application of the course load equivalents requires the approval of the full Faculty of the department.”(CBA, IX.2.B)

There is new language in the 2008 CBA requiring that Faculty advisory bodies develop handbook language governing annual workload summary reports:

- “The procedures establishing the annual workload summary report are to be included in the handbook of each academic unit”(CBA, IX.2.D).
- “[T]he handbook of each academic unit also will include criteria, developed by the [Faculty advisory body and local administrator] according to the procedures stated in the handbook, for evaluating the use of and productivity resulting from previous workload equivalencies related to release time from instructional assignments.”(CBA, IX.2.D)

Faculty advisory bodies should begin work on relevant handbook language this academic year in preparation for next year's workload summary reports.

If you believe that your annual workload summary is being misused or that workload equivalencies are being changed without the approval of your unit's Faculty, contact AAUP-KSU (330-673-9118).