



Know Your Rights!

Overload Teaching Assignments

According to the University Policy Regarding Teaching Load (see CBA, Addendum D), the workload for tenured and tenure track Faculty is the equivalent of 24 credit hours of teaching per academic year. Academic unit handbooks should specify the workload equivalence of various other responsibilities such as research, administrative appointments, and special service and advising over and above the level expected for all Faculty (see CBA VI.7.B and IX.2.C).

- You have the right to receive a workload statement for each semester that specifies the number of credit/workload hours you are expected to devote to teaching and other responsibilities. “Normally, this individual workload statement should be provided to the Faculty member at least thirty (30) days prior to the beginning of the term”(CBA, Article IX, Section 2.C, p. 38).

If your workload statement for a given semester indicates that you have been assigned more than the equivalent of 12 credit hours of instruction and other responsibilities, you are being asked to teach an overload assignment.

- You have the right to refuse overload instructional assignments. See Article IX, Section 4.B (p. 43) of the CBA.
- You have the right to be compensated for any overload instructional assignments.

For Regional Campus Faculty: “Payment for such [overload] assignments is made on the basis of the appropriate percentage of the Faculty member’s base annual contract salary (1/24 of base annual contract salary for each workload credit hour)”(CBA, Article IX, Section 4.B, p. 43).

For Kent Campus Faculty: Overloads are generally discouraged for Kent Campus Faculty. However, if you are being asked to teach an overload, you can and should request either:
(i) workload credit toward the following semester’s workload in the amount of the overload or
(ii) monetary compensation. While there is no set amount of compensation per credit hour for Kent Campus Faculty, a request for the amount specified for Regional Campus Faculty (1/24 of base salary per credit) would be reasonable and appropriate. In either case, *get the promise of workload credit or compensation in writing before agreeing to take on the overload assignment.*

If you believe that you are being required to teach an overload assignment or have not been adequately compensated for an overload assignment, contact AAUP-KSU (330-673-9118) to discuss filing a grievance.