



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, special service and advising over and above the level expected for all Faculty, and services of an administrative nature (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).

In a given academic year, if your workload statement for either Fall or Spring semester indicates that you have been assigned more than the equivalent of 12 credit hours and you were not assigned a reduced workload in the other semester to compensate, you are being asked to teach an overload assignment.

- You have the right to refuse overload instructional assignments. See Article IX, Section 5 of the CBA.
- You have the right to be compensated for any overload instructional assignments.

In prior Collective Bargaining Agreements, Regional Campus Faculty were explicitly allowed compensation for overload assignments. The 2008 CBA requires compensation for all Faculty who teach an overload assignment regardless of campus:

“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 5).

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.