

Know Your Rights!

FTNTT Faculty Workload

According to the University Policy Regarding Teaching Load, the workload for full-time non-tenure track faculty is the equivalent of 30 credit hours of teaching per academic year. See the *Collective Bargaining Agreement* ([CBA](#)), Article IX (p. 24).

Academic unit and regional campus handbooks should specify the workload equivalence of various, non-instructional responsibilities and services of an administrative nature. Note that unless specified by the faculty member's letter of hire, FTNTT faculty do not have a service requirement.

Workload Statements

- Each semester faculty receive a statement of the workload from their academic unit administrator or campus Dean. The statement includes credit/workload hours devoted to teaching assignments and other workload equivalencies for the following semester.
- The workload statement should be provided to the faculty member no later than 30 days prior to the end of the semester preceding the semester for which the workload is assigned. **For Spring 2023 workloads**, you should receive your **workload statement by November 20, 2022**. **For Fall 2023**, you should receive your **workload statement by April 12, 2023**.
- In case of dispute or request for special consideration, the faculty member may request a review by the academic unit FAC/CAC or Regional Campus FC which then makes a recommendation to the academic administrator or campus Dean. (CBA, Article IX, Section 1.E.1, p. 26)

Overload Assignments

Overload assignments are **neither a right nor an obligation** of employment. Overload assignments only occur in the spring semester if that semester's assignment would result in the faculty member exceeding 30 credit hours for that academic year.

Changes to Workload Statements

Workload statements can be revised. If any change is made to a faculty member's assignment after the initial workload statement has been issued, the faculty member will receive an updated workload statement "as soon as possible and normally within ten (10) days" (CBA, Article IX, Section 1.E.1, p. 26)

If you believe that there are issues with your workload statement or that workload equivalencies are being changed without the approval of your unit's faculty, **contact AAUP-KSU at (330) 673-9118 or office@aaupksu.org**.