

# Know Your Rights!

## Annual Workload Summary Reports for Tenured Faculty

Each Faculty member is required to maintain an updated CV in his/her preferred form and submit the updated CV electronically in a Word format no later than the end of the Spring semester (*Collective Bargaining Agreement*, Article IX, Section 3.A). “The University may enter information from a Faculty member’s updated curriculum vitae to an electronic system supported by the University for this purpose.”(CBA, IX, 3.B) Faculty are not required to enter the information from their CVs into the Faculty Information System (FIS) themselves.

In addition, tenured Faculty are required to submit an annual workload summary report for the previous year (CBA, Article IX, Section 2.D). The deadline for submitting these reports is now the end of the Spring semester.

Annual workload summary reports are to include:

- (i) a link to the updated CV (this assumes that the CV has been uploaded by the University to an electronic system per CBA IX, 3.B),
  - (ii) syllabi for each course taught during the academic year, 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)
  - The handbook of each academic unit and regional campus “will include criteria, developed by the [Faculty advisory body and local administrator] for evaluating the use of and productivity resulting from previous workload equivalencies related to release time from instructional assignments.”(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)

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; [office@aaupksu.org](mailto:office@aaupksu.org)).