



# Know Your Rights!

Unit handbooks are incorporated by reference into the CBA and, as such, can be enforced through the grievance procedure.

Article VI, Section 7.A (p. 19) of the CBA states that “Each department, college, independent school, and regional campus, as well as the University Libraries and Media Services and the Regional Campuses System shall establish a handbook to implement University policies within their respective units.”

Although subject to final approval by the Dean and in some cases the Provost, it is the Faculty advisory body and local administrator of the unit that develop and revise handbook language.

Handbooks cover items that relate to the academic mission of the unit as well as such items as may be mandated by University policy (CBA: VI.7.B, p. 20). For example, your handbook contains enforceable policies on these and other issues:

- Faculty workload specifications and workload equivalent duties
- Teaching assignments and class schedules
- Tenure and promotion criteria and procedures
- Search procedures for appointment of new Faculty
- Role and responsibilities of non-tenure track and other instructional faculty within the unit
- Responsibilities, structure, election procedures, and terms of members of committees including appropriate representation of Regional Campus Faculty
- Workload equivalent for off-campus teaching assignments
- Evaluation criteria and process relating to salaries and merit increases
- Access to opportunities for summer, intersession and overload assignments
- Research and other leaves

If you believe that provisions of your unit handbook have been violated or that changes to the handbook were made without approval by the Faculty advisory body of your unit, contact AAUP-KSU (330-673-9118).