

# Know Your Rights!

Academic unit and regional campus faculty handbooks are incorporated by reference into the CBA and, as such, **can be enforced through the grievance procedure** (TT CBA, Article VII).

Faculty handbooks cover items that relate to the academic mission of the unit as well as such items as may be mandated by University policy (TT CBA, Article VI, Section 7).

For example, your faculty 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 equivalencies 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

Faculty handbooks are to be reviewed and revised as needed, but at least once every 3 years (TT CBA, Article VI, Section H.2).

**Revisions to academic unit and regional campus faculty handbooks are to be developed by the relevant faculty advisory body and local administrator** (TT CBA Article VI Section H.2).

**Certain faculty handbook provisions require approval by the full TT Faculty of the academic unit or regional campus.** These include: **the make-up of the FAC** (TT CBA Article VI, Section 3.A), **criteria for promotion and tenure** (University Policy Regarding Faculty Promotion 6-15 (TT CBA Addendum A), Section B.3 and University Policy Regarding Faculty Tenure 6-14 (TT CBA Addendum B), Section D.4), and **Specifications and/or applications of course load equivalents in workload statements** (TT CBA Article IX, Section 2.B).

If you believe that provisions of your unit faculty 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 at (330) 673-9118 or [office@aaupksu.org](mailto:office@aaupksu.org).**