Know Your Rights!

TT Faculty Workload

According to the University Policy Regarding Teaching Load, the workload for tenured and tenure track Faculty is the equivalent of 24 credit hours of teaching per academic year. See the *Collective Bargaining Agreement* (CBA), Addendum D (p. 131).

Academic unit and regional campus 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 TT Faculty, and services of an administrative nature. See CBA Article VI, Section 7.E-G (pp. 20-21) and Article IX, Section 2.C (pp. 43-44).

Workload Statements

- Each semester Faculty receive a statement of their 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 2027 workloads**, you should receive your **workload statement by November 20, 2026**. **For Fall 2027**, you should receive your **workload statement by April 16, 2027**.
- 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 unit administrator or campus Dean. (CBA, Article IX, Section 2.C, pp. 43-44)

Workload Summaries

Tenured Faculty are required to submit an annual workload summary report for the previous year (CBA, Article IX, Section 2.D, p. 44). **The deadline for submitting these reports is the end of the Spring semester**.

Annual workload summary reports are to include:

(i) An updated CV,
(ii) Syllabi for each course taught during the academic year, and
(iii) A brief summary of your previous year's professional activities.

- 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)

If you believe that there are issues with your workload statement, that your annual workload summary is being misused, or that workload equivalencies specified in your handbook are being changed without the approval of your unit's TT Faculty, **contact KSUFA at (330) 673-9118 or office@ksufa.org.**