Know Your Rights!

Revisions to Academic Unit and Regional Campus Faculty Handbooks

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

With the exception of a number of provisions (outlined below) that must be developed by the full TT Faculty, **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):

- The FAC and chair/director in the case of a department/school;
- The CAC and college dean/dean of libraries in the case of a college without departments/schools and the University Libraries;
- The FC and campus dean in the case of a regional campus.

Faculty handbook **revisions are subject to final approval by the next level administrator**:

- The college dean in the case of a department/school;
- The provost in the case of a college without departments/schools and the University Libraries;
- The provost in the case of a regional campus.

The development of revisions should be a collaboration between the faculty advisory body and the local administrator. Any/all revisions being submitted for final approval by the next level administrator should have received approval from both the faculty body and the local administrator.

The **FAC/CAC/FC may delegate its duty to develop faculty handbook revisions** with the chair/director/dean to another academic unit committee so long as TT Faculty make up the majority of that committee. Such delegation must be accomplished either by handbook provision or by an explicit motion approved by the FAC/CAC that is recorded in the minutes. (See TT CBA Article VI, Sections 3.B , 4.B, and 6.B.1).

Creation of faculty handbooks for newly formed academic units or campuses follows an analogous process (TT CBA, Article VI, Section H.1).

Certain faculty handbook provisions require approval by the full TT Faculty of the academic unit or regional campus. These include:

- <u>The make-up of the FAC</u>
  "[The FAC] shall be representative of the Faculty[1] members of the department and shall, at all times, be comprised of such persons as shall be determined from time to time by the Faculty members of the department. The FAC may comprise, upon the vote of the members of the Faculty, the entire

[1] Note that, per TT CBA, Article I, Section 1.H, the use of capital 'F' 'Faculty' in the TT CBA indicates a member of the TT bargaining unit of KSUFA.

membership of the Faculty or such portion or representative persons from the department Faculty and full-time non-tenure track faculty members as may be determined by the members of the Faculty within the department. […] In all cases, tenure-track Faculty members of the department shall constitute a majority of the members of the Faculty Advisory Committee" (TT CBA Article VI, Section 3.A).

- Academic unit criteria for promotion and tenure
  "All tenured and tenure-track faculty members of the unit must have the opportunity to participate in the establishment, development and revision of the unit's criteria. These processes should be democratic and public" (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).

- Specifications and/or applications of course load equivalents in workload statements
  "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 academic unit or campus" (TT CBA Article IX, Section 2.B).

All academic unit and regional campus faculty handbooks are to include the following five sections (TT CBA Article VI, Sections 7.E.2, 7.F.1, and 7.G.1):

a. Matters of academic unit/regional campus governance (as appropriate) and related procedures;
b. Teaching assignments and workload including workload equivalencies and related procedures;
c. Academic unit reappointment, tenure and promotion criteria (for regional campus handbooks, it is the weighting of academic unit reappointment, tenure, and promotion criteria that should be included) and the academic unit/regional campus criteria and processes relating to other faculty[2] personnel;
d. Criteria, performance expectations, and academic unit/regional campus procedures relating to Merit Awards as referenced in Article XII, Section 4 of this Agreement;
e. Other academic unit/regional campus guidelines.

Note that material in section e of the handbooks (other department / school guidelines) are not enforceable by the CBA.

No provision in any academic unit or regional campus faculty handbook may conflict with either the TT CBA or with University Policy (TT CBA, Article VI, Section 7. I).

There are clearly specified **timelines for administrative approval of new or newly-revised sections of academic unit or regional campus faculty handbooks** (TT CBA Article VI, Section 7.H.3):

- Academic units and regional campuses have 60 days to respond to requests from administrators for revisions.
- The administrator responsible for approving new or newly-revised sections of academic unit or regional campus handbooks has 30 days upon receipt of those changes to respond.
- *If no substantive response has been given by the approving administrator within 180 days of initial receipt or 90 days of the most recent re-submission, the proposed new section or revisions will be considered as having received final approval*.

[2] Note that the use of lower case 'f' 'faculty' in the TT CBA indicates any/all faculty members (TT Faculty, FTNTT faculty, and adjunct faculty).