

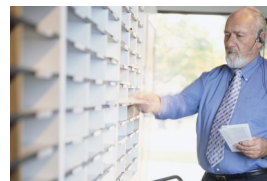
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Department Liaisons



2008-09 Handbook

Welcome

Thank you for agreeing to serve as department liaisons for the AAUP Chapter at CCSU. CCSU-AAUP is an organization for faculty, lead by faculty. It is only through volunteer efforts that the union can remain strong and continue to protect faculty rights.

In the past, liaisons have served as a conduit for union mailings that were distributed to departments. **This year we will be expanding the responsibilities of the department liaisons as a means to improve communication between the members and the union leadership.** However, we fully understand the workload pressures all faculty face, so we came up with efforts that take minimal time but have the potential to have a positive impact on communication between faculty and leadership.

We welcome your feedback. If you have questions or additional ideas, please do not hesitate to contact the AAUP staff at (860) 832-3790.

CCSU-AAUP Office Resources

In addition to all the resources found on our website, the CCSU-AAUP office has publications that may be of interest to the members, including:

- National AAUP Policy Documents & Reports (known as the Red Book)
- Current issues of *The Chronicle of Higher Education*
- Current issues of *Academe*
- Recent issues of *Vanguard*, the Connecticut State Conference – AAUP Newsletter
- AFT Standards of Good Practice in the Employment of Part-time faculty
- AFT Standards of Good Practice in the Employment of Professional Staff in Higher Education
- NEA Almanac of Higher Education (including faculty salary report on CD-ROM) 2006
- AAUP Contingent Faculty Index 2006
- AAUP Faculty Gender Equity Indicators 2006
- CSU-AAUP Report: Working Conditions of CSU Part-Time Faculty 2005
- 2007 Connecticut Legislative Guide
- The Family and Medical Leave Act (FMLA): Questions & Answers, prepared by National AAUP
- Navigating Faculty Appointments: Questions & Answers, prepared by National AAUP
- Good Practice in Tenure Evaluation: Advice for Tenured Faculty, Department Chairs, and Academic Administrators
- NAFFE Guide to Strategic Planning for Legislation on Contingent Work
- *Reclaiming the Ivory Tower: Organizing Adjuncts to Change Higher Education* by Joe Berry, Adjunct Labor Specialist and Program Developer, Chicago Labor Education Program, University of Illinois at Urbana-Champaign
- *Teachers on Wheels*, a documentary film by L. D. Janakos

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CSU-AAUP and CCSU-AAUP Websites as a Resource

CCSU-AAUP Website:

- The CCSU-AAUP membership form
- Union member benefits and discounts
- Chapter Officers and Council member contact information
- The 2007-2011 CSU-AAUP Contract
- Procedural information about the union, including agenda and minutes of the Executive Committee and the CCSU-AAUP Constitution
- Copies of all brochures and publications produced by CCSU-AAUP including the newsletter and information about applying for promotion & tenure, grievances, academic freedom, and political advocacy
- Ideas on how to get involved in the union
- Union voting and election results
- Information about the history of the union and matters it has dealt with over a 30+ year history

CSU-AAUP Website:

- An explanation of union dues
- Ask the contract administrator
- Information about full-time and part-time faculty healthcare and retirement and internal grants and funding sources
- Information about unemployment compensation for part-time faculty
- Write to your legislators and read information about the union's legislative issues, lobbying firm, and recent successes
- Read the CSU-AAUP newsletter, Annual Report, and other publications

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CCSU-AAUP Objectives

According to its constitution, “The CCSU-AAUP shall promote the professional and economic interests of the CCSU faculty. CCSU-AAUP shall work with CSU-AAUP and shall follow and implement the policies and standards recommended by the national AAUP wherever possible and appropriate. In cooperation with CSU-AAUP, CCSU-AAUP shall provide fair and adequate representation through collective bargaining and grievance procedures to all members of the faculty. Special efforts shall be made to ensure that all segments of the faculty gain equity through the bargaining process. CCSU-AAUP shall encourage research, cultural activities and other intellectual pursuits in concert with students and administrators.”

In order to meet its objectives and be effective, open communication between union leadership and members is crucial. Leaders need to be aware of problems and concerns of the faculty-at-large so they can direct the union to handle them in the appropriate manner, whether it be through collective bargaining or other means. Conversely, members need to be aware of union actions, activities, and information so that members can provide input and feedback, a task crucial to the operation of any democratic organization.

The union produces monthly newsletters, periodic memos, and frequent electronic communication, in addition to sponsoring events and maintaining a website. However, as we are all overwhelmed with electronic mail and flyers, a lot of information the union distributes may not reach all recipients. No matter how many different formats the union uses to distribute information, leaders often hear later that many members were not aware of the matter. The information is received but not read. Therefore, we are asking the department liaisons to assist the union in some of its communication efforts.

Resources

Who Do I Call?

Michael Gendron, CCSU-AAUP Chapter President

Phone: (860) 832-3293/ E-mail: gendronm@ccsu.edu
Contact Michael with any questions or concerns about any campus matter

Ellen Benson, Communication and Research Associate

Phone: (860) 832-3793/ E-mail: bensonell@ccsu.edu
Contact Ellen with questions or concerns regarding the union newsletter, website, memorandums, and legislative matters. Ellen also serves as the primary staff liaison for any questions or concerns.

Steve Grotorex, Business Manager

Phone: (860) 832-3792/ E-mail: grotorex@ccsu.edu
Contact Steve with questions or concerns regarding union dues, employee benefits (healthcare and retirement), salary, and life insurance.

Michelle Malinowski, Assistant Director of Member Services

Phone: (860) 832-3790/ E-mail: malinowskim@ccsu.edu
Contact Michelle with questions or concerns regarding part-time faculty, union member benefits and discounts (tires, cell phone, academic regalia, etc.), and union events.

Caryl Schiff-Grotorex, Director of Member Services

Phone: (860) 832-3791/ E-mail: grotorexc@ccsu.edu
Contact Caryl with questions or concerns regarding grievance-handling, contract administration, contract compliance, contract negotiations, and the CCSU-AAUP Executive Committee or CSU-AAUP Council.

You may also address any questions to your elected officers and representatives listed on the back page of this booklet.

The Role of a Liaison

7. **Survey departmental colleagues about union matters and provide feedback to union leaders.** This is a democratic union and every member not only has the right, but has the responsibility, to provide input into union actions and activities. This also gives your colleagues a means to discuss substantive union issues face-to-face in a small group setting.
8. **Encourage members of your department to attend union meetings, socials, or run for elected office.** It has been shown that if a colleague asks someone else to participate in an activity, there is a greater likelihood that the person will accept.
9. **Provide an informational packet about the union to two part-time faculty members.** Part-time faculty tend to be more disconnected from the university, their department, and the union. CCSU-AAUP will provide you with two information packets, which we hope you will give to part-time faculty in your department. Building a relationship with a full-time colleague could help these individuals feel more a part of the union and university community.
10. **Be willing to contact union staff and/or leadership to find an answer to a colleague's question.** Your colleagues may be more comfortable asking a question of someone they know and with whom they have an established work relationship. We do not expect you to know or find the answer yourself; call the AAUP office or the appropriate staff person (see Who Do I Call on Page 9) and we'll find the answer for you.

CCSU-AAUP faces a number of challenges in communicating with the membership. Some part-time members do not regularly check their institutional e-mail or campus mail. The union competes with newsletters and event announcements that faculty receive daily from different campus departments and organizations. Moreover, faculty who have had little or no interaction with the union may not take the time or effort to read its communications.

The liaisons may help in this respect. Following you will find a list of actions that we are asking you to perform in your role as department liaison. As you will see, this list represents some ideas on how to be more proactive in communicating with your departmental colleagues about union matters.

Liaison Responsibilities

1. **Stay informed on union issues.** As the union liaison, it is important that you take the time to read every union communication, both written and electronic, and familiarize yourself with the headlines and stories in the newsletters. Department liaisons are also welcome to attend the Executive Committee meetings where matters are discussed and debated. These meetings take place on the second Wednesday of each month during the academic year at noon in the Mountain Laurel Room in Memorial Hall.
2. **Identify yourself as the AAUP Department Liaison.** Post a sign on your door if your colleagues' offices are in a centrally-located area OR post a sign near your department's mailboxes. It is important to make your colleagues aware that you are the union liaison for the department, so they know whom to contact if they have questions or concerns. In other words, it will give the union a "face" in every department. Anecdotally, we have heard that many faculty members could not identify who serves as the union liaison

for their department and many are not even aware there is a union liaison for each department.

- 3. Post union communications within your department.** The union must make an effort to communicate all information to the membership, no matter how important or insignificant. However, you do not need to post everything within your department. Use your best judgment. If most or all members of your department are likely to be significantly affected by something or if you think there would be great interest in a union matter, please post the union communication within your department (i.e., by the faculty mailboxes, on your office door). Do not assume that because you read it and know about it everyone else did too; try to bring their attention to it.
- 4. Forward communications from the union (event announcements, newsletter articles) with a personal note to members of your department who may be interested in that information.** Rather than posting information within your department that may affect or interest a small number of your colleagues, please forward it to them with a personal note saying you thought this may interest them. For example if you have a colleague who researches academic freedom, they may have interest in attending a forum on academic freedom or a newsletter article about an AAUP recent success in that area.
- 5. Relay issues, concerns, and questions expressed by members of your department to union staff and/or leaders.** Was there a concern expressed at a department meeting that may fall under the union's purview? Did you overhear colleagues sharing their confusion over a union or

campus matter? Likewise, the union office is not copied on every memo that the administration sends to departments, so do not assume that union leaders are always aware of these communications. If there are any concerns which you think the union may be able to assist with, please let us know as soon as possible. The union can only work on issues if it knows about them.

- 6. Personalize union announcements in terms of the unique interests and concerns of your department.** The union cannot consider the unique interests and concerns of every department when writing each communication, but the liaison can provide that viewpoint for their colleagues and/or union leaders. Let your colleagues know how union announcements will affect them personally, and let the union know if your department will have a unique concern about this announcement. For example, if it was announced that additional full-time faculty will be hired in the History Department as a result of increased funds made possible by union lobbying and are you are the History liaison, let your colleagues know that the union helped achieve this result. Providing this viewpoint will encourage members to see more of a direct benefit of union membership. Conversely, if the union announces that it was decided during contract negotiations that there must be four full-time, tenured members serving on every DEC and your department only has three full-time, tenured members, make the union aware that your department will not be able to meet this new criteria.