



Connecticut State University

AAUP LIASION HANDBOOK

CONGRATULATIONS!
YOU'RE A UNION STEWARD!

STUDENTS – FACULTY – COMMUNITIES

TOGETHER FOR THE FUTURE OF CONNECTICUT

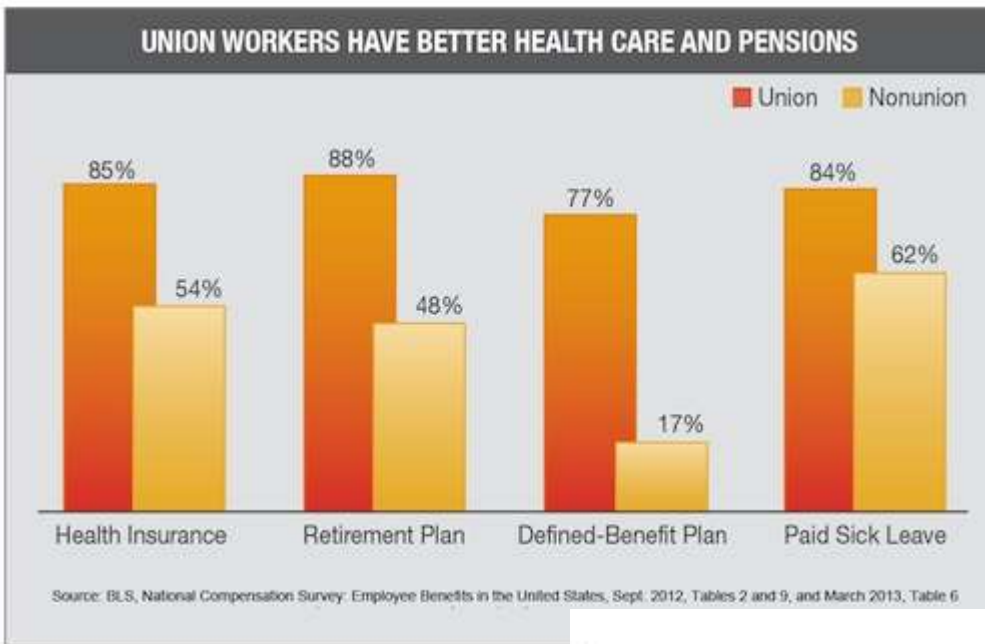


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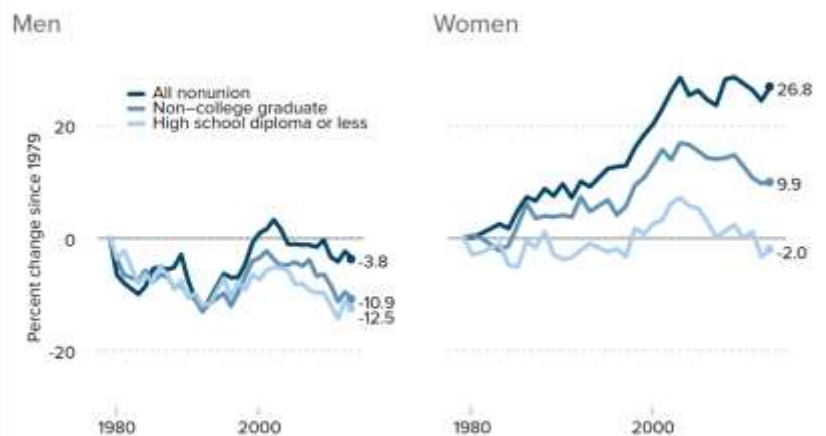
Why join a Union? Why join the AAUP?

The labor movement is closely connected to working conditions and income equality. Union workers have higher wages, better health care, and better pensions than non-union workers. Historically, as workers organized equality also grew. If we want to lessen social inequality and contribute to a better life for all workers, we must support organized labor.



Pay for most nonunion workers has stagnated

Cumulative change in annual median wages of nonunion workers in the private sector, by gender, 1979–2013



Notes: Sample restricted to nonunion full-time workers in the private sector ages 16 to 64. Wages are measured in 2013 dollars. See the text and Methodological Appendix for details on the analysis.

Source: Authors' compilations from the Current Population Survey (CPS) May Supplement microdata and CPS Outgoing Rotation Group microdata.

Economic Policy Institute

Why join the AAUP?

“Joining the AAUP says that you want to help shape the future of our profession.

You want a voice in matters such as

- academic freedom,
- faculty governance,
- career issues,
- tenure,
- economic security for contingent faculty,
- and the overuse of contingent appointments.”

For more see:

(<http://www.aaup.org/membership/join>)

How the CSU-AAUP helps all faculty?

One of the most important benefits to all faculty is the CSU-AAUP Contract. It is often used as a model contract by the National AAUP because it is one of the most comprehensive faculty contracts in the country.

It guarantees key benefits for bargaining unit members such as:

- good working conditions,
- travel funds,
- a recommended number of sabbatic leaves per year,
- clear standards of renewal, promotion, and tenure
- mechanisms for filing grievances
- due process for potential discipline.

It also includes a guarantee of

- academic freedom, and
- shared governance.

Who are AAUP members?

There is a difference between bargaining unit members and AAUP members:

Bargaining Unit members. All faculty members, coaches, counselors, and librarians are members of the AAUP Collective Bargaining Unit when they are hired. This means that they are covered by our Contract and can vote to ratify a new contract. The AAUP also will represent them in cases where discipline may be imposed.

AAUP members are Bargaining Unit members who have applied for AAUP membership.

They have a right to

- vote for CSU officers (President, Vice-President, Secretary, Treasurer);
- vote for CCSU Officers and Executive Committee members;
- serve on committees;
- participate at meetings; and
- hold office (after six months).

Members also can take advantage of special benefits, such as discounts on books, cell phone services, car rental, tires, entertainments, legal services, academic regalia, insurance.

For more see: <http://ccsu.csuaaup.org>

Stewards: Key to Building Our Union

Congratulations!

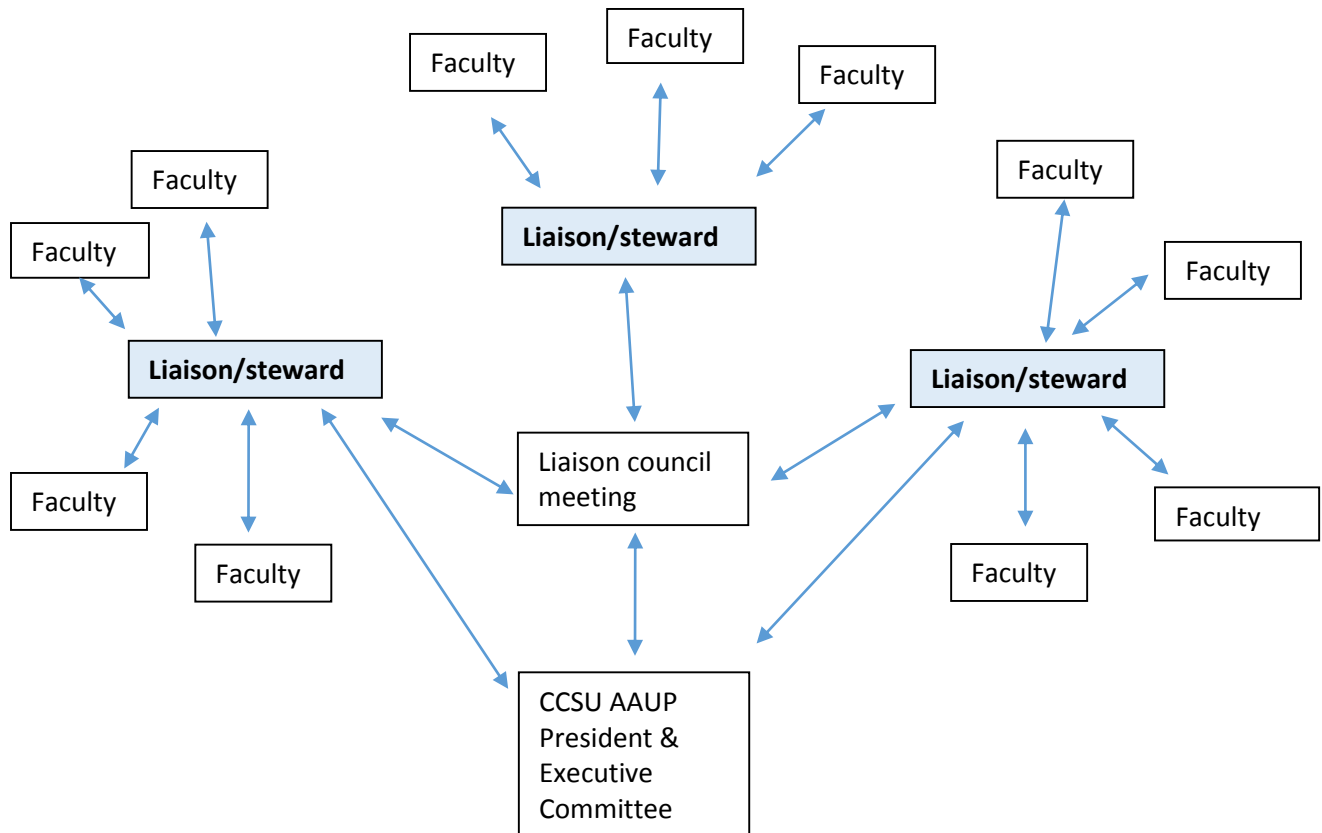
Being a department liaison makes you a union steward. This means you will play a key role in building and developing our union. The role of a steward can be deeply rewarding.

If you have any questions or concerns about the information in this handbook, you should ask the AAUP leadership and staff, or other stewards, for their input. We are always more powerful together.

The Role of the Steward

The union steward is the key “link” in any union. Stewards have a number of important functions. They make our collective bargaining agreement meaningful by helping to implement the contract and defend the rights of all faculty members. They transmit the concerns and priorities of their co-workers to the AAUP leadership and ensure that the leadership addresses members’ concerns. They educate co-workers about our union’s goals and activities. And they organize the faculty to take action.

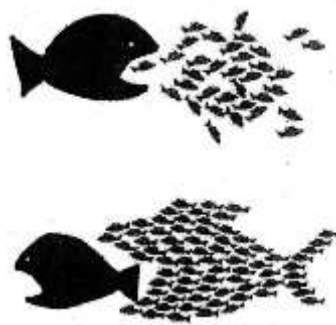
The Liaison/Steward as the Key Link



Acting as a Steward

Keep in Mind

- A Union is a living organization. It is not an Academic Committee. The health of our Union depends on the work people engage in outside of our monthly meetings.
- The Union is not its leadership, be it the Executive Committee, Council, or Staff. The Union is its membership. Members must not expect the leadership to make decisions for them. They must take an active part in doing things themselves and in directing the leadership.
- The role of a liaison is to involve and organize members to direct the leadership.
- It is not the liaison's job to do things for members, but to take the lead in doing things with members to improve everyone's work life.
- No matter what the task, always ask yourself: what can I do to get people acting together? How can I use this issue or task to build the AAUP at work?
- Always think of how potential actions or grievances can be connected with building *a united, organized and involved membership*. Without this involvement and solidarity, it is tough to protect and advance our rights.
- Never be intimidated by the administration. The AAUP has rights within the University and you cannot be punished for participating actively in it. Remember, in your role as an AAUP steward, you are the administration's equal. That's the law.



- NOTE: The AAUP recommends that acting as a department liaison/steward be counted for renewal, promotion, and tenure under the category of service to the University.

The Many Roles of a Steward

Liaisons/stewards have many roles to play at the departmental level if the AAUP is to be strong. There are four roles in particular that a liaison needs to perform to keep our Union healthy: 1) being a leader; 2) being an organizer; 3) being a communicator/educator; and 4) being a problem solver.

Department Leader

Actions speak louder than words; a steward sets the example as a unifying advocate for faculty rights.

A liaison/steward should:

- Be an **active participant in AAUP decisions** and make sure the leadership knows your ideas and observations, either at a liaison meeting or by direct contact.
- Attend **Chapter meetings** and socials, and encourage others to attend.
- Get involved in all **actions**, including contact campaigns, organizing efforts, and lobbying the legislature ... and always bring a co-worker!
- Seek out **groups of members who are not involved** and find ways to include them.
- Especially reach out to **part-time members**.

Strength through diversity

CSU-AAUP includes part-time as well as full-time faculty members. Teaching faculty, coaches, counselors, and librarians are all part of our union. Everyone gains if we stick together. Job diversity can be a positive and unifying force in our drive to win better wages, benefits and conditions.

If you take one of us on, you take all of us on.

We must never allow the administration to drive wedges between us or sow discord among us. All faculty must stand together and be united.

Stewards must be attentive to the concerns and issues of all our members.

Department Organizer

One of a steward's most important jobs is to build an active, united membership within his/her department. Our ability to defend and improve conditions will always depend on the collective power of our membership.

Here are some things stewards can do to organize their fellow department members:

1. Recruit new AAUP members by:

Welcoming new employees

- At the beginning of each semester seek out new department employees and speak to them in person.
- Do this for part-time as well as full-time members.
- Explain the importance of joining the CSU-AAUP and provide them with an application form.
- Tell them about upcoming Chapter meetings and offer to bring them with you.
- Tell them who the Faculty Officers are, who the Staff is, and what each do.
- Let them know the many ways they can become involved including becoming a liaison themselves or running for election.
- Let them know about our webpages, Facebook pages, and CSU CONNects Blog.

Asking existing non-members to become active members of the CCSU-AAUP

- Using the same methods as you would do for new employees.

CCSU-AAUP website:

<http://ccsu.csuaaup.org>

CSU-AAUP website:

<http://www.csuaaup.org>

CSU Facebook page:

<https://www.facebook.com/CSU-AAUP>

AAUP Concerned CCSU Faculty Facebook page:

<https://www.facebook.com/AAUPConcernedCCSUFaculty>

CSU CONNects blog:

<http://www.csuconnects.org>

CT Higher Ed Matters website:

<http://www.ct-higheredmatters.org/>

2. Recruit Department members to run in elections for the Executive Committee and Council.

- Explain the duties and responsibilities of the officers.
- Explain the procedures and timing of elections.

3. Inform Department members of Chapter meetings and socials and encourage them to attend.

- Announce upcoming Chapter meetings and socials at department meetings.
- Send email reminders.
- On the day of the meeting go to members' offices and encourage them to come with you to the event.

4. Recruit for Events/Actions

As a liaison/steward you are responsible for making sure as many department members as possible come and join an AAUP event or action.

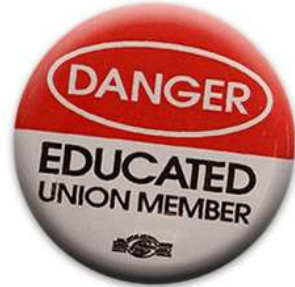
5. Think of Organizing Issues

In your capacity as an organizer, a liaison/steward also should think about possible issues that that AAUP may organize a campaign around in order to build union strength.



Department Communicator and Educator

Stewards are crucial in informing department members, getting feedback, and encouraging participation of members. The best way to do this is by one-on-one workplace conversations.



Stewards should:

- **Identify yourself** as the AAUP Department Liaison by posting a sign on your door or near your department's mailboxes, and announcing your role in department meetings.
- **Listen** and learn about faculty members' problems and concerns, making sure to survey part-time as well as full-time faculty.
- **Answer questions** and refer colleagues to appropriate AAUP officers and staff.
- **Report** to the Liaison Council meeting each month about departmental or school issues to determine if they are more widespread.
- **Relay information to members** that will be provided each month by the CCSU-AAUP President, Executive Committee, or Staff about university and system wide issues, and legislative developments. Do this regularly at your department meetings and to individual colleagues.
- **Distribute newsletters and notices** within your department.
- **Ask members** what they would like to discuss at Chapter meetings, or speakers they would like to hear, and inform the AAUP leadership.
- **Teach faculty** about the AAUP, their rights under the contract, bargaining goals, important issues affecting working people around the country and world, and political efforts.
- You are welcome to attend the monthly **Executive Committee** meetings if you want to convey information directly to the leadership or learn about what they do.

Departmental Problem-Solver

Stewards should be prepared to help identify potential contract violations, investigate grievances or disciplinary issues, and think of strategies for solving problems. Some problems only affect one person, others might affect a group.

Some of the things stewards should do include:

- Create a safe space for faculty members to **discuss** potentially sensitive issues.
- Know what is or is not a potential **grievance**, provide a grievance preparation form to members, explain it to them, and help them fill it out.
- Let members know about their **Weingarten rights**. They have the right to Union representation during any investigatory interview about a matter that might result in discipline. If they are called by the Administration for an interview they should contact the AAUP office to arrange for a representative to accompany them.
- Watch out for potential **violations of the contract**, and share the information at a liaison council meeting, the CCSU-AAUP President, or the Chair of the Contract Administration and Grievance Committee.

Liaisons/stewards occasionally may be asked by the CCSU-AAUP President or the Chair of the Grievance Committee to do one or more of the following:

- Investigate the facts behind a potential grievance or disciplinary problem.
- Meet with the CCSU-AAUP President and Grievance Officer, or staff members to discuss problems and strategies for solving them.
- Accompany a faculty member to meetings with the Office of Human Resources, or Office of Diversity and Equity, as Union representative.
- Hold informal discussions with the administration to work out a solution to problems.

Please make sure that you contact a member of the leadership (CCSU-AAUP President, Mary Ann Mahony, mahonym@ccsu.edu, or Chair of the Contract Administration & Grievance Committee, Louise Williams, williamsl@ccsu.edu), or staff (Caryl Greatorex, greatorexc@ccsu.edu) if you have any questions, and **before taking any action** on your own.

Grievances

The grievance procedure is a tool for enforcing the contract and protecting the rights of workers. It also can be incorporated into a larger strategy of building union power. Each grievance filed should have increasing solidarity and building union power as one of its goals.

What is a Grievance?

Not every workplace problem is a grievance. A grievance is an allegation or complaint that there has been a violation of the Contract (the CSU-AAUP Collective Bargaining Agreement) or any documents covered by it, such as those issued by the Senate and department by-laws.

The Contract

The most up-to-date version of the Contract is here:

<http://www.csuaaup.org/wp-content/uploads/2013/09/AAUP-2007-2011ContractWithModificationsFINAL.pdf>

No one expects a liaison/steward to remember every clause of the contract. Please feel free to contact the Director of Member Services or the Chair of the Contract Administration and Grievance committee with any questions.

Who to Contact?

With questions about:

Any campus matter

MaryAnn Mahony, Faculty Officer, History, CCSU-AAUP Chapter President
(2016-2017)
mahnonym@ccsu.edu, 832-0119

Grievances, contract compliance, discipline, promotion and tenure

Louise Williams, Faculty Officer, History, Contract Administration & Grievance
Committee Chair (2016-2017)
williamsl@ccsu.edu, 832-2806

Caryl Schiff-Greatorex, Staff, Director of Member Services
greatorexc@ccsu.edu, 832-3791

Part-time faculty, member benefits and discounts (ex. academic regalia), union events

Michelle Malinowski, Staff, Assistant Director of Member Services
malinowskim@ccsu.edu, 832-3790

Union dues, employee benefits (healthcare and retirement), salary, life insurance

Steve Greatorex, Staff, Business manager
greatorexs@ccsu.edu, 832-3792

Liaisons

Tom Burkholder, Chemistry, Faculty Officer, CCSU-AAUP Chapter
Vice-President (2016-2017)
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Michelle Malinowski, Staff, Assistant Director of Member Services
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Newsletters, Website, Communications

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