Chapter Development

Academic Freedom Is Not Free

American Association of University Professors

Requirements for Forming a Campus Chapter

The AAUP webpage outlines the steps to form a chapter. www.aaup.org/AAUP/involved/startchapter/

- ✓ Seven active members can call an organizational meeting.
- ✓ Elect Officers – President, Vice President, Secretary and Treasurer
- ✓ Inform the AAUP National office – 202-737-5900.
- ✓ Inform the administration.
- ✓ Appoint a committee to draft by-laws. Sample by-laws can be found on the AAUP webpage:
  www.aaup.org/AAUP/involved/startchapter/samplebylaws.htm
- ✓ Seek recognition as a campus organization.

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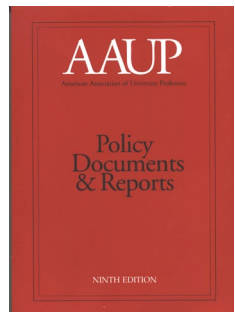
The Chapter Is the Face of the AAUP on Campus

The Chapter Should Present a Strong and Positive Public Image

- ✓ The Chapter should be professional in its dealing with the administration, campus and larger community.

- ✓ The Chapter should represent the official Redbook policies and positions of the AAUP and not the individual positions of the leadership or members.

- ✓ The Chapter should be responsive to major issues as they develop on campus.

Chapter Leadership

Pass it Around

- ✓ Set terms for officers.
- ✓ Bring new members into leadership.
- ✓ Keep past leaders active with committee assignments and special projects.
- ✓ Don't let one department or college provide all the leaders.
- ✓ Don't let the leadership become known for a gray-hair or no-hair quality. Make an effort to recruit younger faculty into the leadership.
- ✓ Be careful not to expose non-tenured faculty to controversy or confrontation that might adversely affect their tenure and or promotion decisions.

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Chapter Meetings

An Active and Growing Chapter Meets Regularly

- ✓ Schedule regular meetings 2 – 4 times per year.
- ✓ One meeting should be devoted to business and the election of officers
- ✓ Always have a program.
- ✓ Open meetings to non-members.
- ✓ Sponsor forums on topics of great concern to the faculty, such as academic freedom, governance, salary equity and funding in higher education.

Establish Key Committees

Some Suggestions for Committees

- ✓ Executive Committee
- ✓ Committee A – Academic Freedom and Tenure
- ✓ Governance Committee
- ✓ Membership
- ✓ Others – Government Relations, Gender/Race Equity and Salary.

Executive Committee

Sets the Agenda for the Chapter

- ✓ Membership should include chapter officers. Could also include past president and two or three members-at-large.
- ✓ Should meet regularly, probably monthly.
- ✓ Sets the agenda for the chapter.
- ✓ Meets with representatives of the administration to discuss current campus issues and concerns. Provide the President, Chief Academic Officer and others with copies of the Redbook.
- ✓ Participates in conference and national meetings.
- ✓ Participate in training sponsored by the conference and the Association

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Committee A

Academic Freedom and Tenure are the Pillars of the Profession

- ✓ Identify problems related to academic freedom and tenure on campus.

- ✓ Review existing handbook regulations governing academic freedom and tenure and work for needed changes. Compare faculty handbook to relevant Redbook documents.

- ✓ Assist faculty who have been dismissed, making certain that due process is afforded and rights are protected. Contact national office if necessary.

- ✓ Guide faculty through the tenure process.

- ✓ Assist faculty through the campus grievance process.

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Governance Committee

Good Campus Governance Is the Foundation for Academic Freedom

- ✓ Review Faculty Handbook and work for needed changes. Compare provisions in Handbook to AAUP statements on governance and model handbooks.

- ✓ Work with the Faculty Senate and relevant committees to promote good campus governance.

- ✓ Encourage chapter members to run for leadership positions in the Faculty Senate and to serve on key senate committees. Encourage members to attend faculty meetings.

Membership Committee

Membership is the Key to a Strong and Effective Chapter

- ✓ Develop a plan for recruiting new members in a systematic fashion, such as by department. Try to execute plan at least once a year.

- ✓ Arrange to have dues payments made in a routine fashion, such as payroll deduction or credit card debit.

- ✓ When you notice that a member's dues is not current, contact him/her and encourage renewal of membership.

- ✓ If possible, participate in orientation for new faculty.

- ✓ Sponsor a reception for new faculty where they can meet with the current membership and learn about the Association.

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Chapter Communications

Keep the Membership and Campus Informed

- ✓ Chapter newsletter.
- ✓ Chapter website.
- ✓ Chapter Email Listserv.
- ✓ Recognize good leadership with an annual award
- ✓ State conference and national resources.

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Chapter Newsletter

Provides the Best Way to Keep the Campus Informed about AAUP

- ✓ Try to identify a highly qualified editor who will agree to take the position for a period of time, preferably for multiple years.

- ✓ Develop a professional and consistent format for the publication.

- ✓ Solicit well-written and professionally edited article.

- ✓ Publish the newsletter on schedule. For example, a Fall newsletter might be published in November and a Spring issue could be scheduled for April.

- ✓ Try to distribute publication to all faculty, academic administrators and trustees/regents.

- ✓ Always include a membership form.

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Example of Campus Newsletter

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AAUP **Voice**

UNIVERSITY OF DELAWARE

December 2006/January 2007   "Academic freedom for a free society"

A Warm Welcome to Dr. Patrick Harker

Read About

A Warm Welcome to Dr. Patrick Harker p. 1

Congratulations to Dr. Patrick Harker on his election as the 26th president of the University of Delaware. We welcome Dr. Harker and his family to their new home and to the University of Delaware community.

In announcing Dr. Harker's election by the Executive Committee of the Board of Trustees, Chairman Howard Cosgrove recognized the exceptional role played by President David Roselle in transforming the University of Delaware. With President Roselle's stewardship, the University has become recognized nationally as an excellent undergraduate institution while, at the same time, building a reputation as a renowned research institution with a number of top graduate programs. Mr. Cosgrove then said that, "We believe Dr. Harker is the best person to carry forward and expand on this legacy of

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Chapter Website

A chapter website is an important resource for the faculty. **It** **should:**
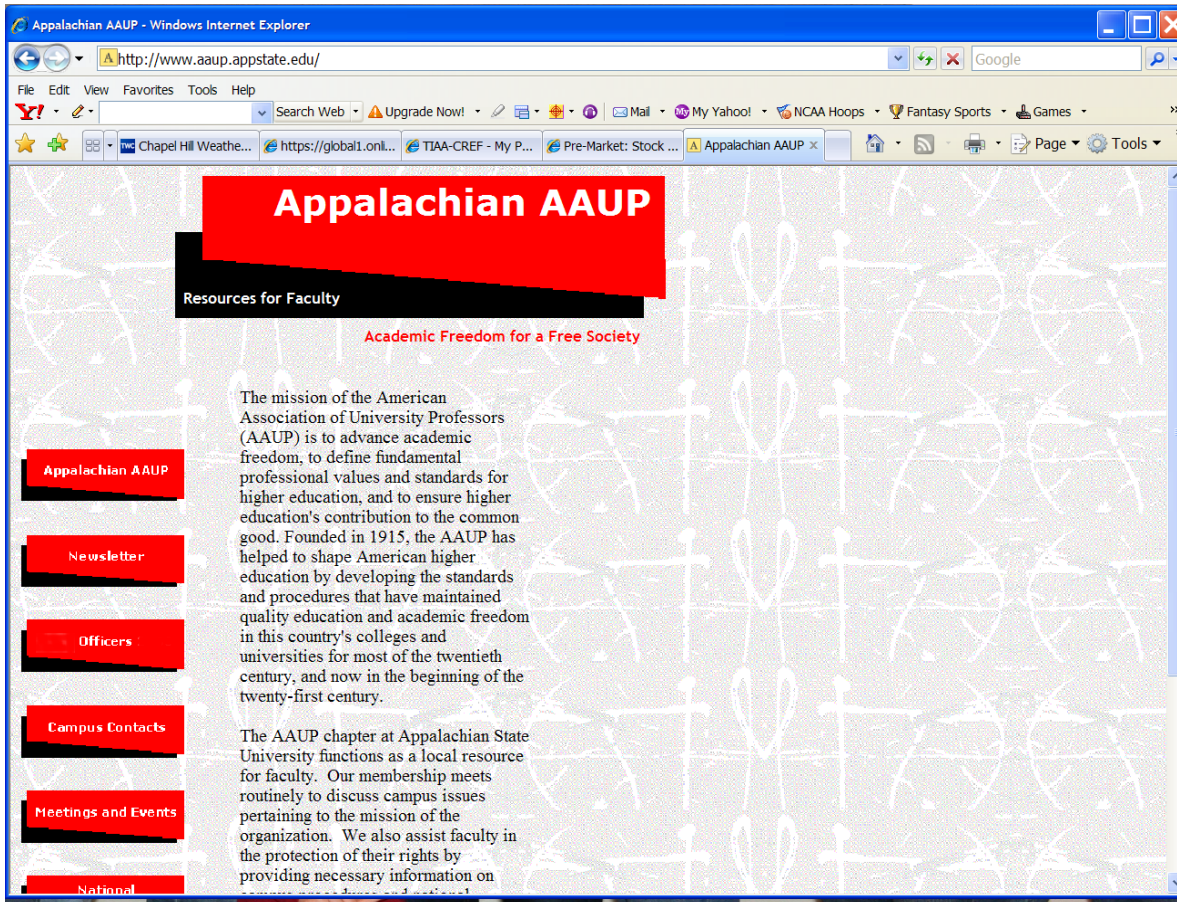
- ✓ Provide information about campus chapter – list of officers with contact information, schedule of meetings and forums, and other relevant information.
- ✓ Include brief descriptions about key tenets of the Association such as academic freedom, tenure, shared governance, equity issues, etc.
- ✓ Link to state conference and national websites.
- ✓ Keep the website up to date.

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Example of Campus Website
Appalachian State University: http://www.aaup.appstate.edu/
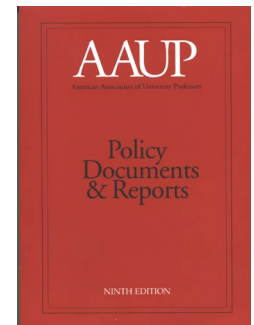
Guidelines for Chapter Websites

Important Steps

- ✓ Identify a web-savvy member to create and maintain the chapter website .

- ✓ Or hire someone.

- ✓ Appoint a Webmaster

- ✓ Update the website regularly

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What to Include on the Website

Information to Include

- ✓ Information about how to join AAUP – Link to aaup.org/join
- ✓ Key information about AAUP and a link to the national and conference websites -- aaup.org. and nc-aaup.org.
- ✓ List of chapter officers with contact information.
- ✓ Chapter by-laws
- ✓ Minutes of past chapter and executive committee meetings.

What to Include on the Website

Information to Include -- continued

- ✓ Recent activities and accomplishments of chapter.
- ✓ Chapter newsletters.
- ✓ Contact information for faculty and academic freedom and tenure problems.
- ✓ Current legislative information.
- ✓ Webmaster contact information.
- ✓ Date of latest website update.

Promotion of the Chapter Website

Steps

- ✓ Request that the AAUP and state conference websites list and link to the chapter website.
- ✓ Email faculty on your campus and provide a link to the chapter website in the email.
- ✓ Always include a link to the chapter website in internet communications and the web address (URL) in printed communications.

Chapter Email Listserv

Email is the Commonly Used Form of Campus Communication

- ✓ An email listserv can serve as an easy way to get information to members.

- ✓ Provides a way for members to address issues.

- ✓ Need to set rules for use. A listserv moderator can determine if contributed emails are appropriate.

- ✓ Know that there is nothing private about email. If you want something to remain confidential or to reach only a targeted audience, don't use email.

- ✓ Need to make it easy for members to join and quit a listserv.

Annual Award
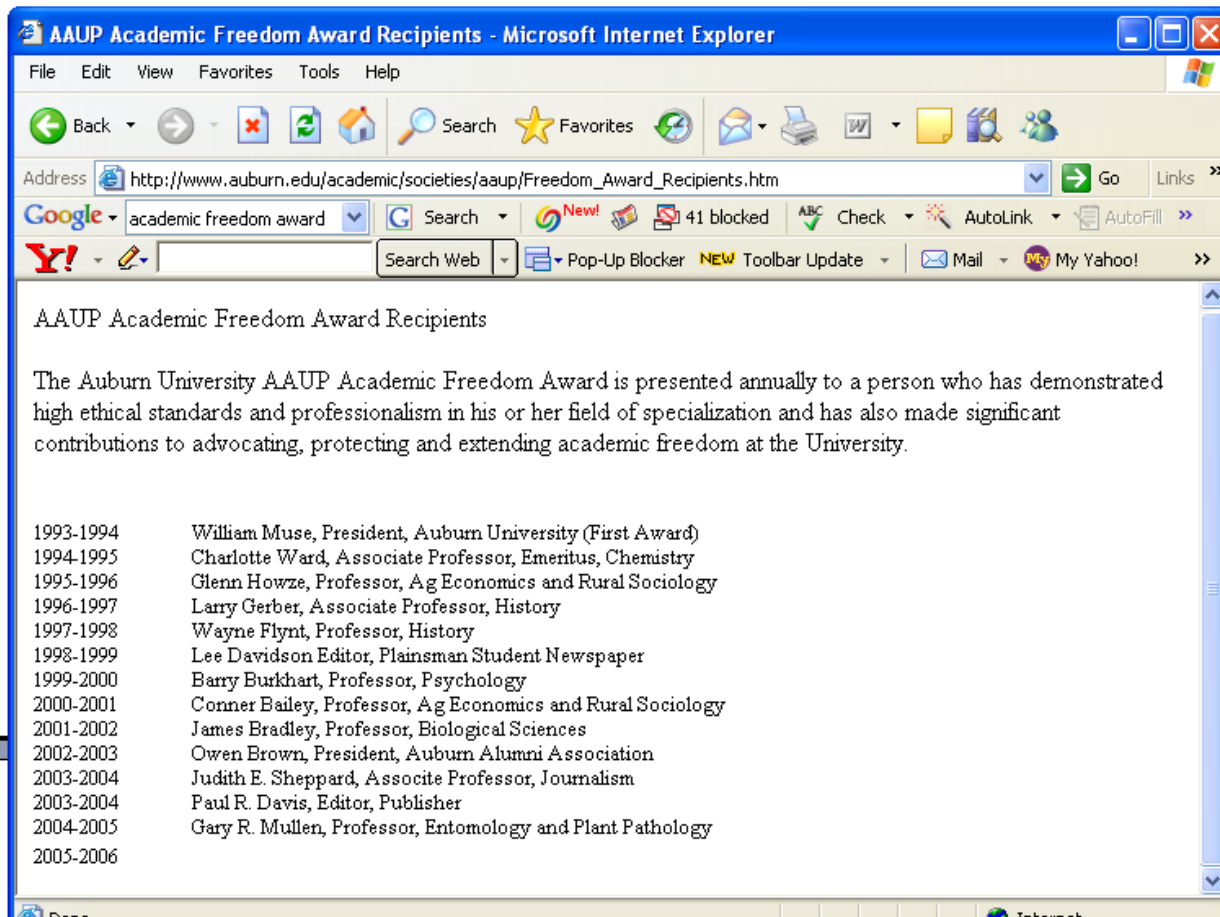
Honor Good Works and Gain Visibility

- ✓ Academic Freedom Award or Shared Governance Award.

- ✓ Try to present award at the annual meeting of the faculty.

- ✓ Consider faculty leaders, administrators, trustees/regents, alumni and others for the award.

- ✓ Send press releases about the award to campus, state and local press.
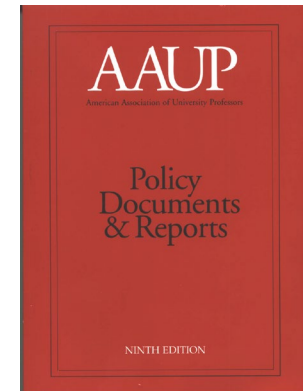
Example of Academic Freedom Award

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Use the Leadership of the Assembly State Conferences and the Association as Needed

When Help Is Needed:

- ✓ Assembly of State Conference Chair Flo Hatcher, hatcherk1@southernct.edu.
- ✓ AAUP President Cary Nelson, crnelson@uiuc.edu
- ✓ AAUP Associate Secretary Pat Shaw, pshaw@aaup.org

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Thank You!

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For Additional Assistance with Chapter Development

Contact: **Department of Organizing Services**
202-737-5900
pshaw@aaup.org

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