

## Memorandum of Understanding

### Recitals

1. In Labor-Management meetings, Eastern Washington University (EWU) and United Faculty of Eastern (UFE) have been discussing the various bargaining issues regarding EWU College in the High School; and,
2. Both parties agree that these bargaining issues for Faculty Liaisons, Faculty Mentors, and departmental standards should be included in a MOU.

### Agreement

Therefore, EWU and UFE agree on the following, to be in effect September 15, 2015 by the respective parties;

#### 1. Organization and Responsibilities:

- a. Organization and operation of the EWU College in the High School and dual enrollment programs.<sup>1</sup>
  - b. EWU Academic Departments are solely responsible for
    - i. Curriculum, curriculum currency and curriculum development
    - ii. Standards of course quality and rigor
    - iii. Standards of student assessment and proficiency
    - iv. Standards of high school teacher selection
  - c. Faculty Mentors serve in a secondary capacity to assist the Faculty Liaisons in the fulfillment of their responsibilities and shall perform the duties and fulfill the responsibilities outlined in Appendix A of this MOU.
  - d. Faculty Liaisons serve as the principal representative of EWU academic departments and disciplines and shall perform the duties and fulfill the responsibilities outlined in Appendix B of this MOU.
  - e. All calculations must be based on the department/program not losing money from its participation in EWU College in the High School.
2. **Credit Hours:** Credit hours for faculty members participating in the EWU College in the High School program shall be determined as follows:

**Faculty Mentors** shall receive from their respective departments:

- a. Release time or overload compensation equivalent to **1.50 credits/teacher/course** for a high school teacher's involvement in the EWU College in the High School program.

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<sup>1</sup> These guidelines are designed to be in conformance with National Alliance of Concurrent Enrollment Partnerships (NACEP).

- b. Travel, housing, and per diem allowance as prescribed by Washington State regulations.

**Faculty liaisons** shall receive from their respective departments:

- a. Release time or overload compensation equivalent to the following formula:  

$$\text{Total Credits} = (\# \text{ High Schools} + \text{Number of Courses} + \# \text{ Teachers}) / 5.$$
 Examples are shown in the table below:

A	C	D	E
# HS	# Distinct Courses (in aggregate)	# Teachers	Credits = (A + B + C) / 5
1	1	1	0.6
2	1	2	1.0
3	2	3	1.6
4	3	5	2.4
1	2	2	1.0
2	2	4	1.6
3	1	3	1.4
4	2	4	2.0

- b. Travel, housing, and per diem allowance as prescribed by Washington State regulations, and
- Faculty who serve as both mentors and liaisons:** faculty who serve as both mentors and liaisons will have the responsibilities and compensation for both roles in EWU College in High School program.
  - Compensation: minimum** compensation per credit shall conform with §8.4 and 8.7 and total maximum compensation **per credit** shall not exceed 1.50 times the minimum rate identified in 8.4 of the CBA.
  - Final compensation:** in cases where enrollment shifts and/or courses are cancelled; final compensation will be adjusted to reflect these changes no later than June 15 to ensure accurate compensation
  - Total load:** overload is also subject to §7.7.7.c of the CBA—*overload shall not exceed "one (1) additional five-credit course per quarter for faculty whose workplans have not been adjusted to accommodate the additional teaching responsibility."*

Signed:   
 EWU 

UFE 

Date 

09.03.2015

## Appendix A: Faculty Mentor

1. **Principle:** Faculty Mentors assist the EWU departmental Faculty Liaison in the performance of her/his responsibilities within the EWU College in the High School program. University departments with more than ten (10) high school teachers to supervise may elect to use Faculty Mentors to assist the departmental Faculty Liaison.
2. **Duties and Responsibilities:** Eastern Washington University faculty who agree to serve as Faculty Mentors agree to
  - a. Adhere to all department established and documented standards, curriculum and syllabi appropriate for the course which the EWU faculty is responsible for
  - b. Assist the departmental Faculty Liaison in training selected high school teachers as needed to meet established and documented department standards appropriate for the course which is being delivered.
  - c. Assist assigned high school teachers in preparing his/her syllabi and course materials according to established and documented department standards. Insure that the courses taught in high schools are the same in quality, rigor, and content as those taught in Cheney or Riverpoint based upon established and documented department standards.
  - d. Conduct a minimum of one on-site evaluative visit per teacher per course within the time of the delivery of the course.
  - e. Provide documented feedback to the high school teachers on his/her course materials, teaching style, content, etc. relative to its alignment with the EWU established and documented departmental standards.
  - f. Provide additional instruction for high school teachers on college-level approaches, techniques, and expectations through workshops, demonstrations, and the annual mandatory summer team meeting.
  - g. Serve as part of the liaison chain between the high school teachers and the appropriate discipline/department coordinator on curriculum and instruction.

## Appendix B: Faculty Liaison Duties and Responsibilities

1. **Principle:** Faculty Liaisons serve in the EWU College in the High School program in several important ways that increases Washington State high school student access to higher educational opportunities while insuring student success, academic rigor, and discipline integrity, and maintaining the adherence to Washington State regulation and university accreditation requirements. Serving as a Faculty Liaison is an extensive commitment that is more than classroom visits.

2. **Duties and Responsibilities:** Eastern Washington University faculty members who volunteer to serve as Faculty Liaisons agree to
- a. Review and select qualified high school instructors in accordance with established and documented departmental standards that are equal to those used in the selection of Quarterly Faculty or Lectures for on-campus course delivery.
  - b. Insure that the courses taught in high schools are the same in quality, rigor, and content as those taught in Cheney or Riverpoint based upon established and documented department standards.
  - c. Insure students in the high school meet the same levels of proficiency with the content material under the same evaluative standards as all other Eastern Washington University students based upon established and documented department standards.
  - d. Provide documented feedback to the high school teachers on his/her course materials, teaching style, content, etc. relative to its alignment with the EWU established and documented departmental standards.
  - e. Instruct the high school teachers on college-level approaches, techniques, and expectations through workshops, demonstrations, and the annual mandatory summer team meeting.
  - f. Serve as part of the liaison chain between the high school teachers and the appropriate discipline/department coordinator on curriculum and instruction.
  - g. Assist the high school teachers in using available university facilities, including but not limited to EagleNet, Canvas, the Writers' Center, and the EWU library to include demonstrating and instructing how to use these resources and assisting their assigned high school faculty to connect with appropriate offices for further assistance.
  - h. Conduct and administer standardized NACEP evaluations of participating high school teachers in the performance of their duties related to EWU courses (if applicable).
  - i. Serve as the primary liaison between the Director of EWU College in the High School and the EWU academic department; attend regularly scheduled EWU Faculty Liaison Coordinating Meetings.
  - j. Prepare and maintain the currency of appropriate NACEP documentation for the appropriate department in accordance with the Office of EWU College in the High School protocols and procedures (if applicable).