

Memorandum of Understanding F
to the Agreement by and between
Lake Washington Institute of Technology
District No. 26
and the
Lake Washington Federation of Teachers
Local 3533
Effective July 1, 2016

This Memorandum of Understanding is supplemental to the above-referenced Agreement by and between the College and the Federation (hereafter referred to as the “Agreement” and incorporated herein by reference).

Faculty Nomenclature

| Title | Applies to | When assigned |
|--------------------------|---------------------------------------|-------------------------|
| Professor Emeritus | Retired tenured See below | When return to teaching |
| Professor | Tenured | Date of tenure |
| Associate Professor | Tenure-Track | Date of hire |
| Assistant Professor | Annual Renewable | Date of hire |
| Senior Adjunct Professor | Select part-time faculty See below | When accept position |
| Adjunct Professor | Part-time | Date of hire |

Proposed Senior Adjunct Professor Criteria:

Senior Adjunct status shall be available for Adjunct faculty members who have demonstrated successful teaching over a nine-quarter review process as described below. The College shall provide Senior Adjuncts the benefits described below:

Notification of eligibility

The Human Resources office shall notify each new adjunct faculty member, upon hire, of the option and the process to become a Senior Adjunct.

Eligibility review process

A Senior Adjunct candidate (the candidate) shall build a portfolio demonstrating successful academic performance over nine quarters as described below.

Beginning Activities

The candidate shall:

- A. notify the Human Resources office of intent to begin the review process. In response, the Human Resources office shall provide process information and a checklist of requirements.
- B. prepare a professional development plan and discuss it with the candidate's dean.
- C. choose a mentor from the list of available faculty mentors.
- D. begin a portfolio to maintain evaluations, observations, self reflections and other data relevant to successful completion of academic duties as noted below and required in this process.

Quarterly Activities

Each quarter, excluding summer quarter, the candidate shall:

- A. maintain a minimum .333 load as Adjunct Faculty at LWTech for nine quarters.
- B. include in the portfolio student evaluations for each class, to be scheduled by the dean.
- C. continue consultation with a faculty mentor.
- D. earn at least satisfactory student evaluations for each class, for each quarter, for nine quarters. Summer is excluded.
- E. arrange a class observation by the candidate's dean or dean-designee, scheduled at a time mutually agreeable with the observer and the candidate, and ensuring at least one observation annually for each mode of instruction. The candidate's dean shall conduct at least one observation annually.
- F. prepare a written self-reflection based on the most recent student evaluations, class observations, progress on the professional development plan, and discussions/meetings with the candidate's mentor.

Annual Activities

During the third and sixth quarters of the eligibility review process:

- A. the candidate shall meet with the candidate's dean to review and update the candidate's professional development plan and to share the candidate's portfolio.
- B. the dean shall provide feedback, including notice of unsatisfactory performance, as appropriate.
- C. the dean shall provide coaching and resources to improve performance as needed.

Completion Activities

During the last month of the ninth quarter of the eligibility review process

- A. the candidate shall submit the candidate's portfolio to the dean.

B. the dean shall review the portfolio. The dean shall award Senior Adjunct status, decline Senior Adjunct status, or recommend additional work in consultation with the full-time faculty in the respective department. Notification will be in writing to the Senior Adjunct candidate, the Human Resources office and the Vice President of Instruction.

Appeals

A. If the dean does not award Senior Adjunct status, the Senior Adjunct candidate shall have three options:

1. Repeat quarterly activities to improve performance over the course of the next three quarters, excluding summer, and then present updated materials to the dean and the department chair for reconsideration.

OR

2. End Senior Adjunct process and continue employment as adjunct professor.

OR

3. Appeal decision to the Vice President of Instruction.

B. Decisions relating to the awarding or withholding of Senior Adjunct status shall not be subject to the grievance procedure of this agreement.

C. The candidate should contact a Federation representative in the case of difficulty with the award process. The Federation representative will arrange a meeting with the parties involved and the Vice President of Instruction to discuss the situation.

Course Assignments

The dean shall offer a minimum of .333 of courses to the Senior Adjunct Professor during fall, winter and spring quarters. If a .333 load of courses is not available for a Senior Adjunct Professor during fall, winter, or spring quarters, the dean shall assign other courses or academic work to meet the .333 load. The .333 minimum does not apply to summer assignments.

Annual Contract

A. The College shall provide Senior Adjunct an annual contract, which shall cover fall, winter, and spring quarters. No additional pay will be provided; the wage will continue to follow the part-time faculty salary scale.

B. Senior Adjunct status is not a guarantee of continued employment beyond the annual contact.

C. Senior Adjunct status lasts for one year, and much be renewed each year by the appropriate Dean.

Proposed Professor Emeritus Criteria:

Retired tenured faculty who have given at least five years of service in tenure track and tenured status who desire to return to teaching are eligible to be considered for Professor Emeritus status. This status, if granted, earns a minimum teaching load sufficient to maintain benefits, if sufficient appropriate courses

are available for assignment to the Professor Emeritus. Approval of this status is granted by the Vice President of Instruction and may be renewed by the VPI on an annual basis. Renewal shall be limited to five years except in extraordinary cases. Compensation shall be determined by the adjunct (formerly “part time”) faculty schedule, and no special rights beyond those held by all adjunct faculty shall inure to the position of Emeritus other than title and conditional assurance of teaching load sufficient to maintain benefits for a period of one year – renewable for up to three thereafter. Benefit status is subject to provisions established by retirement funds (TIAA, PERS, etc.).

Course Assignments

The dean shall offer course assignments to the Professor Emeritus sufficient to maintain benefits, and the Professor Emeritus shall have the right of first refusal before the same courses are offered to Senior Adjunct Professors or Adjunct Professors. Professor Emeritus shall not have right of first refusal over Assistant Professors, Associate Professors or Professors.

Based on course availability, the dean may offer course assignments to a Professor Emeritus during summer quarter, and that Professor Emeritus will have right of first refusal before those same courses are offered to Senior Adjunct Professors.

Annual Commitment Letter

- A. The College shall provide Professor Emeritus an annual commitment letter, which shall cover fall, winter, and spring quarters.
- B. Professor Emeritus is not a guarantee of continued employment nor of Professor Emeritus status beyond the annual commitment letter.
- C. The annual commitment letter signifies the College’s earnest attempt to assign sufficient appropriate classes to the Professor Emeritus in order to maintain benefits but is not a guarantee.

This Memorandum of Understanding will be in effect until such time as the new Collective Bargaining Agreement is ratified by both the College and the Federation.

Lake Washington Federation of Teachers,
Local 3533

Lake Washington Institute of Technology
District No. 26

Dated: _____

Dated: _____

By: _____

By: _____

Jim Howe, President

Dr. Amy Morrison Goings, President