

Memorandum of Understanding G
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 Directors and Department Chairs

Each program (administrative unit) will have a designated faculty lead responsible for performance of the following duties. The performance of these duties requires collaboration with and coordination of other faculty in a program; but the Dean shall retain all supervisory authority over faculty.

- Acting as designated program lead and "go-to" for student inquiries about program, dean requests for information related to program and college requests for representation in outreach/recruitment activities
- Performing adjunct faculty observations (and reporting results to Dean), mentoring and onboarding
- Writing annual program review
- Leading program assessment team (course, program and global outcome assessment), participation in college-wide NWCCU accreditation work and writing for self-study
- Leading program-specific accreditation and writing self-study for same (where programs have program-specific accreditation)
- Reviewing program pathways, degree and certificate information and course information and program website (including employment/cost data) regularly to ensure accurate and up-to-date program information
- Attend quarterly department head meetings with other department leads, deans and the chief academic officer
- Coordinate quarterly, annual and bi-annual schedules with the Dean

Faculty leads may be one of two types (distinguished below): **Faculty Directors** or **Department Chairs**

- (1) **Faculty Directors.** Faculty leads who perform substantial administrative work related to program-specific accreditation; who lead BAS programs; or who otherwise engage in substantial program-specific duties beyond those of Department Chairs because of the specific nature of their programs, as is currently the case in ABE and ECE, may be appointed as **Faculty Directors**.

Such appointments shall be made by the appropriate administrator subject to approval by the chief academic officer. Such appointments shall be renewable annually and shall carry with them reassigned time of at least 20% of total (course) workload, with the percentage to be determined by the appropriate administrator and approved by the chief academic officer. Reassigned time

may vary from year to year, even in the same program for the same Faculty Director. For example, reassigned time might increase in a year in which a self-study is due and in which preparation for a site visit takes place and might decrease after accreditation work has been completed.

Administrative duties for Faculty Directors shall include those enumerated above for all faculty leads plus those program-specific responsibilities agreed to by the Dean and appointee for a specific year. The annual agreement listing all duties and reassigned time shall be in writing and signed by the Dean and appointed Faculty Director. The agreement may be renewed each year by the appropriate administrator and appointed Faculty Director, subject to approval of the chief academic officer.

Administrative duties for Faculty Directors shall NOT include any supervisory responsibility for other faculty, but Faculty Directors may provide input to the appropriate administrator and make hiring recommendations regarding part-time faculty. The title of Faculty Director does not supplant the faculty title (Professor, Associate Professor, etc.). A tenured faculty member who serves as Faculty Director shall have the title of Professor, Faculty Director. Faculty Directors shall remain faculty under this collective bargaining agreement. They receive reassigned time for administrative duties related to work as program leads, as articulated above; but Faculty Directors are not exempt. They are distinguished from Exempt Directors, who are not faculty.

Faculty at Step 18 may be designated as Faculty Directors by the appropriate administrator, with approval of the chief academic officer, if they serve as program leads and carry out responsibilities of program leads listed above. In such cases, there may be no reassigned time since Step 18 carries with it additional compensation. However in cases where faculty at Step 18 faculty lead programs with program-specific accreditation and/or selective admission, it is anticipated that reassigned time would be granted for performance of program-specific accreditation and admission work despite the additional compensation afforded by Step 18-level compensation.

Adjunct faculty may be appointed as Faculty Directors if there are no full-time faculty in the program. In such cases, a special assignment shall be made for a number of hours each quarter of that year representing at least 20% of the full course workload in that program.

A list of current Faculty Directors shall be maintained as part of Exhibit X.

- (2) **Department Chairs.** For performance of program lead duties in programs that neither offer BAS degrees nor have program-specific accreditation nor have other specific program needs necessitating Faculty Directors, faculty leads shall be designated as **Department Chairs**. Department Chairs shall serve two year terms and shall be nominated and elected by the program faculty in spring quarter preceding the academic year in which they begin a two year term, subject to approval of the Dean. (For Year 1 of this contract, the Department Chairs may be elected during Opening Week or during the first week of class for fall quarter.) Department chairs may be re-nominated and re-elected by the program faculty and re-approved by the Dean every two years for renewing terms. The two year term of a Department Chair can be terminated by the appropriate Dean in consultation with other faculty in that program. In such case, faculty

shall hold a special election for a Department Chair to serve out the remainder of that two year term, subject to approval of the Dean.

Department Chairs shall be compensated for performance of program lead duties by a stipend from the schedule attached as Exhibit X. The stipend amount shall reflect size of the program based on FTEs for that program in the previous academic year. Thus, stipends may increase or decrease each year, even for the same program and the same faculty members serving as Department Chair, depending on the previous year's enrollment.

Part-time faculty may serve as a Department Chairs if no full-time faculty are available to serve.

Exhibit X

Department Chair Stipends

Faculty serving as Department Chairs shall be paid the following stipends for performance of work enumerated in the Department Chair provisions of the collective bargaining agreement. Department Chairs may opt for reassigned time rather than stipends. In such circumstances, the reassigned time shall be expressed in hours per year by dividing the stipend amount per year by \$35/hour, thereby giving rise to the number of hours to be reassigned each year in lieu of yearly stipend.

Large Programs (>100 FTEs) Stipend: \$500/quarter (\$1500/year)	Medium Programs (>40 but <100 FTEs) Stipend: \$400/quarter (\$1200/year)	Small Programs (<40 FTEs) Stipend: \$300/quarter (\$900/year)
English	Biz Tech	Horticulture
Humanities	Culinary/Baking	SHS
Social Science	CSNT	Engineering Transfer
Engineering Graphics	Gaming	Business Management
	ITAD	Motorcycle
	MMDP	Diesel
	Auto Repair	Auto Collision
	Machining	Sewing
	Welding	Fitness
	Electronics	Accounting
		HR

List of Programs with Faculty Directors (therefore not eligible for Department Chair Stipends)

- Dental Hygiene*
- Dental Assisting
- Medical Assisting
- OTA
- PTA
- ECE
- Parent Ed
- ABE
- Science
- Math

- BAS-PH
- BTAD
- Intensive ESL*

*Currently under discussion. May be converted to an Exempt Director before or during the term of this contract.

List of Programs with Exempt Directors (therefor not eligible for Faculty Directors or Department Chair Stipends)

- BAS-TLM
- FSE
- Nursing

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: _____
Jim Howe, President

By: _____
Dr. Amy Morrison Goings, President