

**Memorandum of Understanding
Between
Eastern Washington University and United Faculty of Eastern
For
Academic Program Directors**

The parties agree that Article 10 of the current Collective Bargaining Agreement (CBA) Between Eastern Washington University (EWU) and the United Faculty of Eastern (UFE) is amended regarding sections 10.1.3; 10.2.2; 10.3.2; 10.4. Additionally, two new sections 10.1.4 and 10.2.4 will be added. The remaining sections of Article 10 in the current CBA will remain in full force and effect.

Academic Program Directors

10.1.3 Responsibilities of Academic Program Directors. The responsibilities of Academic Program Directors vary depending on the size and complexity of the program. Academic Program Directors are responsible for leadership of the program (including planning, curriculum, managing the program's resources, and developing and maintaining program records), providing information to the Chief Academic Officer, Department Chairperson or Dean in a timely manner for use in personnel and program resource decisions, and facilitating the harmonious functioning of the program.

10.1.4 Classification of Academic Directors and Reporting Structure.

- a. Academic Program Directors housed within Departments, hereinafter referred to as "Academic Program Director Type A", report to their Dean, but are responsible for informing their Department Chair about Program needs regarding course scheduling and course rotation planning, and for contributing to enrollment management and assessment.
- b. Academic Program Directors independent of any Department, hereinafter referred to as "Academic Program Director Type B", report to their College Dean. Their responsibilities include those listed above, as well as staff development and evaluation. These directors exercise the responsibilities set forth in the Article(s) of the CBA included in Attachment A to this Memorandum of Understanding.
- c. Academic Program Directors whose programs span multiple departments, hereinafter referred to as "Academic Program Director Type C", report to their College Dean, but are responsible for informing their associated Department Chairs about Program needs regarding course scheduling and course rotation planning, and for contributing to enrollment management and assessment of associated Departments.

10.1.5 Directors of Schools. Directors of Schools have the same duties and responsibilities specified in the CBA for department chairs and are equivalent to department chairs per the CBA. They are not considered an Academic Program Director.

10.2.2 Process for Recommendation and Appointment Academic Program Directors. Program faculty (i.e., those who teach courses offered within the Program or within the Department that houses the program) will select a nominee for Academic Program Director through an election conducted according to procedures outlined in their respective college P&P. The nomination for the Academic Program Director will be forwarded to the Dean, who will forward their recommendation to the Chief Academic Officer. A faculty member who has been formally assigned the responsibilities of Academic Program Director as described in Article 10.1.3 by the Chief Academic Officer or the Dean shall be appointed to serve as an Academic Program Director for a fixed term. The appointment, and its specific and relevant responsibilities, must be documented in writing.

Programs may be created or discontinued on the basis of Department/College/University needs, enrollment trends, and/or program creation/discontinuation through processes defined in University Policy and the CBA. Faculty who are appointed as Academic Program Directors as specified in Section 10.1.4 above are members of the bargaining unit and subject to this Agreement.

10.2.4 Term for Academic Program Directors. Academic Program Directors Type A may serve consecutive three-year terms. Continuation is subject to evaluation of performance (see below 10.3.2). Academic Program Directors Type B may serve two consecutive three-year terms based upon satisfactory performance. Faculty who have served six (6) years as Academic Program Director may be reappointed after a minimum three (3) year break in service. The initial appointment for new academic program directors will be July 1, unless another date is approved by the Dean in writing.

10.3.2 Evaluation of Performance Academic Program Directors. Academic Program Directors will be reviewed annually by the Dean. Faculty will participate in the evaluation of Academic Program Directors at least every two (2) years. The Academic Program Director will be reviewed based on the performance of duties and responsibilities outlined in the college P&P and their letter of appointment and/or their FAP, if updated to include the directorship duties. The results of the review will be shared with the Academic Program Director. Based on the evaluation of performance, a plan may be developed jointly by the Dean and the Academic Program Director for improvement or the Academic Program Director may be removed by the Dean. The program faculty by a two-thirds (2/3) majority recall vote may initiate a request to the Dean to remove the Academic Program Director at the end of any academic term. The Dean shall conduct the vote in the program. The Academic Program Director may resign at any time. If, during the term of appointment, the Academic Program Director fails to fulfill the responsibilities described in the College or Department P&P, their appointment letter, or FAP (wherever these duties are articulated), the Chief Academic Officer or Dean may remove the Academic Program Director.

10.4 Academic Program Director Compensation. The Chief Academic Officer or Dean will determine the appropriate stipend and/or release time in accordance with the responsibilities of each position. Academic Program Directors with responsibilities that

extend beyond or prior to the contract defined academic year shall be awarded a stipend in relation to the extent of summer responsibilities. Contract service assignments may be used to supplement course release time.

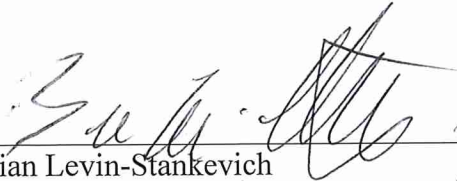
The criteria to be used in guiding release time compensation shall include but not be limited to:

- (a) The size of the academic program using faculty FTE guidelines
 - (i) 1-4 faculty = .138 - .25 of 36 teaching credit hours
 - (ii) 5-8 faculty = .25 - .33 of 36 teaching credit hours
- (b) The complexity of the program (e.g., multiple degree programs, certification of programs, accreditations, management of clinical facilities, special off-campus programs, etc.)
- (c) The role of the program in serving special campus communities (e.g., programs dedicated to diversity and inclusion, identity, or Hispanic Serving Institution duties, etc.)
- (d) The external and/or cross-campus interactions and commitments.
- (e) The availability of administrative support for the Academic Program Director's duties.

Approved and effective on the date last signed below.


FOR EASTERN WASHINGTON UNIVERSITY

FOR UNITED FACULTY OF EASTERN



Dr. Brian Levin-Stankevich
EWU Provost

11/3/21
Date



Dr. Michael Conlin
UFE President

Nov 8, 2021
Date

Appendix to MOU on Academic Program Directors

Per the MOU on Academic Program Directors Article 10.1.4(b), Program Directors Type B exercise chair-like authority in:

1. recruiting faculty (CBA Article 3.4.),
2. extending the length of the probationary period (CBA Article 4.1.2.(a)),
3. nominating faculty for early tenure consideration (CBA Article 4.1.2.(b)),
4. recommending lecturers for promotion to senior lecturers (CBA Article 4.6.2.(a)),
5. evaluating TT faculty (CBA Article 5.3.1.(a)),
6. approving the addition of new material to a faculty member's promotion application (CBA Article 5.4.3.(b)),
7. providing numeric summaries for quantitative student evaluations (CBA Article 5.4.3.(d)(ii) and (iii) and (f),
8. developing FAPs, (CBA Article 7.4.2.(a)),
9. approving FAPs (CBA Article 7.4.3.(a)(b)(c)),
10. modifying FAPs, (CBA Article 7.4.4),
11. evaluating tenured faculty and senior lecturers (CBA Article 7.5.2.),
12. working with faculty who do not meet the FAP's expectations (CBA Article 7.5.3.),
13. evaluating special faculty (CBA Article 7.6., 7.6., 7.6.2., 7.6.3., 7.6.4.),
14. working with faculty to ensure they have at least one peer observation of their teaching/year (CBA Article 7.7.),
15. determining workload (CBA Article 7.8.5.(b)(i) and (ii), including the ratio of the conversion of contact hours to credit hours,
16. advising the dean on the program's overall workload (CBA Article 7.8.5.(c)(i),
17. preparing a proposed course schedule for their programs (CBA Article 7.8.5.(c)(ii),
18. receiving and approving individual faculty workplans (CBA Article 7.8.5.(c)(iii),
19. determining whether a faculty member buying out workload adversely affects a program's functioning (CBA Article 7.8.5.(f),
20. modifying a faculty member's workload plan (CBA Article 7.8.5.(g),
21. making arrangements to cover the classes of a faculty member who has taken sick leave (CBA Article 11.1.),
22. taking notice of a faculty member's need to take short-term disability leave (CBA Article 11.3.2.),
23. receiving faculty members' application for short-term leave (CBA Article 11.5.7.(c)),
24. making arrangements to cover the classes of a faculty member who has taken parental leave (CBA Article 11.6.),
25. receiving notification of a faculty member's bereavement leave (CBA Article 11.8.),
26. receiving a faculty member's request for personal leave without pay (CBA Article 11.9.)
27. receiving a faculty member's request for professional leave without pay (CBA Article 11.10.),
28. consulting with the dean and the provost on Reduction in Force (CBA Article 15.1.2.),
29. receiving notification of a faculty member's concerns about their workplace environment,
30. notifying the dean and explaining the EWU's response (CBA Article 16.6.), and
31. trying to resolve a disputed workload or FAP (CBA Article 21.4.(a)(i).