

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNITED FACULTY OF CENTRAL WASHINGTON UNIVERSITY
AND
CENTRAL WASHINGTON UNIVERSITY**

College in the High School (CiHS)

The purpose of this Memorandum of Understanding between the United Faculty of Central Washington University (“UFC”) and Central Washington University (“CWU”) is to memorialize an agreement reached between the parties modifying the 2013-2017 Collective Bargaining Agreement (“CBA”).

Recital

1. There is currently no provision in the CBA addressing bargaining issues relating to the CWU CiHS Program(s), which include Running Start and Cornerstone.
2. Both parties see the need to clarify issues and provide solutions for administrators, deans, department chairs, and faculty members.

Agreement

Now, therefore, the parties agree as follows:

Program Coordination

CiHS will administer this program on behalf of CWU.

Department Standards for CiHS Course Quality and Teacher Applicants

1. Department standards for the quality of CiHS courses will be established and maintained by the respective department, subject to review and approval by normal curricular processes.
2. Departments will vet and approve applicants according to established department standards, subject to the appropriate dean's review and approval.

Departmental Faculty Liaison Duties

1. Mentoring and Assessment Liaison duties will consist of (but are not limited to):
Overseeing curriculum and assessment standards of departmental courses; conducting annual syllabi and course material review; serving as the liaison between the teacher(s), high school(s), CWU faculty, and CiHS; maintaining departmental and disciplinary academic standards in the selection and training of high school teachers; attending regular CiHS meetings to maintain program standards and expectations; responding to teacher and/or administrator questions regarding curriculum; and participating in the annual orientation meeting for the high school teachers and curricular supervisors.
Annual teacher reviews and classroom visitation may be conducted by the faculty liaison, or a department approved non-tenure track faculty member subject to the approval of the appropriate dean.
2. Recruitment and Start-Up Liaison duties will consist of (but are not limited to):
Assisting in setting up program(s) in new high school(s); assisting in the development of syllabi; participating in teacher recruitment; participating in teacher application review

and selection; participating in course orientation and course approval for the high schools.

3. Professional Development: If the department, in consultation with CiHS, determines a need for additional professional development of a teacher or teachers, liaison duties will consist of (but are not limited to): curriculum specific training; attendance at and participation in the annual CiHS training; and other situation specific duties.
4. Departments and college deans, in consultation with CiHS, may opt not to continue teachers who fail to comply with predefined curricular, professional, or assessment standards.

Compensation/Workload Units (WLUs)

1. Mentoring/Assessment – 1 WLU per 3 assigned teachers
2. Recruitment/Start-Up – 1 WLU per 30 assigned hours
3. Professional Development – 1 WLU per 30 assigned hours

Travel

Approved travel expenses will be reimbursed by CiHS in accordance with CWU travel policies.

Review Periods

Either party may request to formally review this MOU on the following dates:

1. April 15, 2015
2. April 15, 2016

Approved and effective on the date last signed below.

**FOR CENTRAL WASHINGTON
UNIVERSITY**

**FOR THE UNITED FACULTY OF CENTRAL
WASHINGTON UNIVERSITY**



James L. Gaudino
President, CWU



Roxanne Easley
President, UFC

12/9/14

Date

12/9/14

Date

TA 12/9/14
DA (RW)