

This proposal has been prepared for purposes of collective bargaining only and does not represent the final form of the Article. The University reserves the right to amend or withdraw this proposal as bargaining requires.

Proposal: UNV0001
Date: February 6, 2020

ARTICLE 11: ASSIGNMENT OF DUTIES, EVALUATION AND RETENTION FOR NON-TENURE TRACK FACULTY

Section 1. ~~The University reserves the right to employ non-tenure track (part-time) faculty on the basis that 1.00 FTE equals fifteen (15) course credit hours per term (or equivalents).~~ As provided in Article 10 (Responsibilities of Members & Disciplinary Procedures), Non-Tenure Track faculty members shall be available for assignment of professional duties for the entire period of their appointment. ~~Professional duties are recognized to include teaching and service.~~

The University recognizes that it shares with its faculty the responsibility for appropriate accounting of time and effort, as well as, for the development and improvement of faculty performance. Accordingly, the University and faculty agree that Sections 2 through 7 below describe aspects of a Non-Tenure Track faculty member's professional responsibilities and performance in these areas that shall be taken into account in all personnel actions.

Section 2. The University retains the right to assign Non-Tenure Track faculty work load based on the needs of the student and the goals of the Department, Division, College and University. Professional duties shall be assigned by the Division Chair or appropriate administrative officers in accordance with the needs of the division and the strengths of the faculty member. The University will endeavor to ensure that assignments are made only after consultation with the faculty member.

Section 3. Because of the varied nature of the work and interests of the faculty members, no attempt is made to assign a number of working hours to the duties to be performed.

Section 4. Workload. Consistent with Section 1 above Non-Tenure Track faculty's Professional duties will be reflected in the faculty member's appointment letter.

Section 5. Non-tenure track Faculty Titles. All Non-tenure track faculty hired to perform teaching duties will be designated by one of the following titles:

- A. Non-tenure track faculty holding baccalaureate degrees in disciplines where the Ed.D., Ph.D., D.B.A., M.F.A. or M.L.S is the highest earned degree shall hold the title of "Lecturer."
- B. Non-tenure track faculty holding master's degrees in disciplines where the Ed.D., Ph.D., or D.B.A., is the highest earned degree shall hold the title of "Instructor."
- C. Non-tenure track faculty holding master's degrees in disciplines where the Ed.D., Ph.D., or D.B.A., is the highest earned degree and has at least five years of successful service as an Instructor and been recommended by the Division Chair and approved by the Dean and Provost shall hold the title of "Senior Instructor."
- D. Non-tenure track faculty holding the Ed.D., Ph.D., D.B.A., M.F.A., or M.L.S., or highest recognized earned degree in disciplines who are brought to the institution to provide short-term enhancement for a program shall hold the title of "Visiting Assistant Professor or Visiting Associate Professor."

Commented [CC1]: Moved from Article 7 and below in Section 4. Presently, this sentence intends to describe "workload." It does not. It describes the University's right to hire.

Commented [CC2]: NTT ref for clarity added.

Commented [CC3]: Moved to Section 4 with slightly altered language.

Commented [CC4]: NTT ref for clarity added.

Commented [CC5]: NTT ref for clarity added.

This proposal has been prepared for purposes of collective bargaining only and does not represent the final form of the Article. The University reserves the right to amend or withdraw this proposal as bargaining requires.

- 48 E. All other Non-tenure track faculty holding the Ed.D., Ph.D., D.B.A., M.F.A., or M.L.S., or highest
49 recognized earned degree in the discipline shall hold the title of "Non-tenure track Assistant
50 Professor."
51

52 **Section 6. Non-tenure Track (Fixed-term) Appointments.**
53

- 54 A. Non-tenure track (Fixed-term) appointments shall specify beginning and ending dates of
55 employment, and continuing appointments beyond the dates specified are not to be anticipated.
56

57 **B. Multiple-term contracts**
58

- 59 1. The University ~~may shall~~ extend multiple-term contracts to non-tenure track faculty who
60 meet the following criteria:
61
62 a. Have taught a minimum of .50 FTE at the University for each of three terms in the
63 academic year immediately prior to the contract year under consideration;
64
65 b. The Division Chair and College Dean have an expectation that the non-tenure track
66 faculty member will be needed to teach at least .50 FTE for the upcoming contract
67 year. Such expectation may be evidenced by the inclusion of the non-tenure track
68 faculty member's name in the final approved schedule of classes submitted by the
69 Division Chair, approved by the College Dean and accepted by the Provost.
70
71 2. Notification of multiple-term contracts shall be made to the non-tenure track faculty
72 member as soon as possible after a vacancy or need has been identified.
73
74 3. A multiple-term contract, which has been accepted by a non-tenure track faculty member,
75 may be altered if:
76
77 a. Low enrollments, fiscal shortfalls, or changes in course offerings cause the Division
78 Chair or Dean to determine that the non-tenure track faculty member will be needed
79 for less FTE than included in the multiple-term contract or
80
81 b. Evaluation of the non-tenure track faculty member's performance, in accordance
82 with Section 8: Evaluation of Non-Tenure Track Faculty, is found to be
83 unsatisfactory or
84
85 c. The Division Chair or Dean recommends increasing the contract FTE to reflect
86 additional course assignments, as agreed to by the non-tenure track faculty member.
87

88 **C. Multiple year contracts**

89 Non-tenure track faculty holding the terminal degree in their discipline and who have worked
90 continuously for three academic years at a minimum of 0.5 FTE; or masters –level faculty who have
91 achieved at least five academic years of successful service as an instructor; may, with
92 recommendation of the Division Chair and with approval of the appropriate Dean and Provost, be
93 granted a three-year employment contract. The Dean will provide a copy of the multi-year contract
94 to the relevant Division Chair, who will notify the appropriate Department Head or Program

Commented [CC6]: Do we do this as a matter of course?

This proposal has been prepared for purposes of collective bargaining only and does not represent the final form of the Article. The University reserves the right to amend or withdraw this proposal as bargaining requires.

Coordinator of the multi-year appointment. The multi-year contract is subject to the reserved rights of the University as noted in ARTICLE 12.

D. “Visiting” appointments

Appointees identified as “Visiting” faculty and who are recommended by the Division Chair and with the Dean’s approval may be granted up to a three- year employment contract.

Section 7. Evaluation of Non-Tenure Track Faculty

Purpose of evaluation. The purpose of performance evaluations shall be to encourage the improvement of individual professional performance and, subject to the provisions of Articles 11 (Assignment of Duties, Evaluation and Retention for Non-Tenure Track Faculty), 16 (Salary), and 12 (Reserved Rights of the University), to provide a guide for decisions on salary adjustments and reappointment.

- A. All non-tenure track faculty who are employed at .50 FTE or more will be evaluated pursuant to Part D below by the Division Chair with recommendations forwarded to the respective Dean and filed with the Provost’s office.
- B. As part of the initial job appointment, each non-tenure track faculty member will receive, upon written request, a copy of the current Collective Bargaining Agreement from the Provost’s Office which describes all necessary details regarding evaluation procedures and expectations. The Collective Bargaining Agreement is available via the WOU Human Resources Provost’s website.
- C. The Division Chair shall be responsible for assisting non-tenure track faculty members in answering questions regarding the expectations and procedures related to evaluation and help the faculty members avail themselves of resources available to help them acclimate to the University.

D. Divisions shall evaluate non-tenured faculty members on the basis of divisional and institutional criteria, academic standards, appropriateness for assignments, collegiality, and the terms and conditions of Article 11. Further, for non-tenure track faculty, the annual evaluation shall be based on:

Commented [CC7]: “d” added.

Commented [CC8]: Moved up from below in Section E.

- 1. The most recent classroom observation/teaching conducted by the Division Chair or his/her designee pursuant to Part 3 below, and
- 2. An Annual Faculty Report compiled by the non-tenure track faculty member and due to the Division Chair no later than June 30th that includes the following components:
 - a. Data from the mutually agreed upon student course evaluation instrument (SCEI*), provided by the University, and
 - b. A summary of accomplishments for the year that addresses the non-tenure track faculty’s primary work assignments and future goals.
- 3. Classroom observation for non-tenure track faculty will be completed:
 - a. Prior to the completion of contracts of one year or shorter duration,
 - b. In the final year of their contracts for faculty members on multi-year contracts,
 - c. Annually at the request of faculty members on multi-year contracts, in which case the

This proposal has been prepared for purposes of collective bargaining only and does not represent the final form of the Article. The University reserves the right to amend or withdraw this proposal as bargaining requires.

142 division chair or his/her designee will complete the observation,
143 d. As deemed necessary by the division chair.

- 144
- 145 4. **“Teaching”** shall refer to the effectiveness of one’s teaching as indicated by:
- 146 a. Peer and supervisor evaluations,
 - 147 b. Examination of syllabi from a range of years for each class,
 - 148 c. Exams and other assessment methods,
 - 149 d. Teaching materials,
 - 150 e. Data from a mutually agreed upon student course evaluation instrument (SCEI*),
151 provided by the University,
 - 152 f. Reflections on evidence of effective advising, mentoring and support,
 - 153 g. Reflections on evidence of impact of teaching on student learning,
 - 154 h. Evidence of professional renewal and updating of skills and knowledge,
 - 155 i. Personal teaching philosophy,
 - 156 j. Examples of curriculum redesigns and refinements over time.

Commented [CC9]: Added for clarity.

157

158

159 *Any survey not mutually agreed upon, along with any results / data derived from such
160 questions and surveys, is not to be used for purposes of official evaluation unless a
161 Faculty member chooses to include it.

- 162
- 163 E. ~~Divisions shall evaluate non-tenured faculty members on the basis of divisional and institutional~~
164 ~~criteria, academic standards, appropriateness for assignments, collegiality, and the terms and~~
165 ~~conditions of Article 11. For non-continuation of non-tenure track faculty with 3 or more years of~~
166 ~~continuous service at 0.5 FTE or above based on poor performance, as specified in this contract, the~~
167 ~~Division Chair must first provide a written record of such pooran employee’s performance and~~
168 ~~provide the employee at least (one) academic term, summers excluded, to improve their~~
169 ~~performance, as specified in this article before such a decision can be made. The Division Chair shall~~
170 ~~be expected to give an employee at least (one) academic term, summers excluded, to correct any~~
171 ~~identified performance problems. If the record shows that the performance problem(s) continuc,~~
172 then a non-continuation decision is in order.

Commented [CC10]: Moved up to 7D

- 173
- 174 F. The results of the Division Chair’s evaluation for non-tenure track faculty members shall be
175 considered in determining continued employment within the University.
- 176
- 177 G. The University shall not use salary rates to differentiate among non-tenure track faculty for purposes
178 of staffing.
- 179
- 180
- 181

Commented [CC11]: Edited to allow for non-continuation to occur when continued performance problems exist, not just the SAME problems.