

# THE WESTERN UNION

## UFWW Executive Board

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## WEB Page

[www.ufww.org](http://www.ufww.org)

## Welcome Back

### **Welcome back from the United Faculty of Western Washington.**

By now everybody should have gotten paid. Last June all eligible faculty received a 4% one-time bonus payment, and this fall all eligible faculty received a 10.5% base salary increase. These increases are the largest in the state and a good start. But they are not nearly enough. Western faculty salaries are still well below average in comparison to our peer group and the competitive salaries we need to recruit and retain the best faculty must remain a top priority for both the faculty and the administration.

Beyond salaries, we are very proud of the rest of the contract we signed in June. We did make some compromises, but, overall, the contract will strengthen the university and improve the education we give our students. We tried to retain all the best Western traditions

and make improvements where they were needed. Faculty workload will not be increased. Western remains the only university in the state where faculty on professional leave receive 100% of their salary. The primary responsibility for tenure and promotion judgments remains with the faculty. The important role of the Faculty Senate in university governance is acknowledged and protected in the contract. Our excellent and long-serving non-tenure track faculty now have the opportunity to be promoted to the new position of Senior Instructor, with the possibility of two- or three-year contracts. We now have grievance and disciplinary processes that end in binding decisions by neutral reviewers.

Throughout the negotiations, the overall goal of the UFWW bargaining team was to push as much sovereignty and control into departments and colleges as possible. One of the results of this is that Departmental and College Evaluation Plans have become extremely important for

all levels of faculty review—probationary review, tenure and promotion, post-tenure review, annual review of non-tenure track faculty, and review of non-tenure track faculty for promotion to senior instructor.

It is very important that departments and colleges review their current plans, revise and expand them as necessary, and move them through the approval process. These plans will allow faculty to work with clear expectations grounded in departmental and disciplinary standards.

As we work through the department plans and other aspects of the contract, there will inevitably be questions. The UFWW is committed to working with departments and the administration to solve problems quickly and sensibly. As questions arise, please do not hesitate to bring them to department stewards or the UFWW Executive Board.

## Full Disclosure on the Front Page

Dues are going up. At their various conventions, the alphabet soup of our national and statewide affiliates—NEA, AFT, WEA, and AFT-Washington—voted to raise dues. Our local UFWW assessment of ten dollars per year has not changed. The total dues increase will be \$69 per year, which works out to \$3.83 per paycheck.

Our dues pay for the various services we receive from our affiliates—staff support, bargaining expertise, research,

legal services, and legislative activity.

The bulk of this year's dues increase will help fund WEA's Take The Lead initiative, a program designed to raise public awareness of both the importance of education and the importance of education funding. These kinds of projects are crucial to the long-term health of our university. Increased public awareness of the benefits of higher education is the only thing that will lead to the kind of increased and sustained

legislative support that we need.

Of course the more members we have the stronger the union will be. We could not have negotiated the contract we did last year without the staunch support of the faculty. But membership in the UFWW remains strictly voluntary and there is no agency or representation fee.

Detailed dues structure is available on our web page: [www.ufww.org/membership.html](http://www.ufww.org/membership.html)

## Faculty Contract Highlights

*Below is a list of highlights of the new Faculty Contract, with notes about things departments should be aware of or consider. We hope this helps to make the transition to the new contract a smooth one.*

### Section 6—Union Rights

#### **6.11 Union service will be evaluated in accordance with departmental standards for evaluation under Section 7.5.**

Department evaluation plans should include whether and how union service will be considered in evaluations.

### Section 7—Tenured and Tenure Track Faculty Appointments, Tenure and Promotion

#### **7.2.1.1.1 Candidates appointed ABD must complete degree requirements by June 15 of their first year. If a candidate appointed ABD does not complete degree requirements by June 15<sup>th</sup> of the first year, the second year contract shall be a terminal contract.**

This is new. Departments should make sure that ABD candidates show great promise of completing their degrees in the first year. Department chairs should make sure that ABD hires are fully aware of this requirement. Note that the rank of “instructor” is no longer available for tenure track appointments.

#### **7.2.3.2 No special opportunity hires shall be made without approval of the affected department**

Departments should develop a process for considering proposed opportunity hires. A new university policy on “Dual Career Assistance” is currently in the university policy process and should provide some guidance for developing department policies and processes.

#### **7.3.2 The letter of offer shall include: the departmental assignment to be filled, academic rank, salary, expectations with respect to the completion of advanced degrees in relation to rank and tenure, reference to the Collective Bargaining Agreement and the Faculty Handbook, and any other accommodations negotiated by the candidate.**

Letters of offer should all include these standard things. Expectations for tenure, etc. will be covered in Department evaluation plans. Deans will probably develop templates.

### 7.5 Departmental Standards for Evaluation

All departments should develop standards for evaluation. These standards are very important, as they will be the basis for all evaluations. The standards must be approved by the college committee, the dean, and the provost. Chairs and deans should ensure that all faculty have copies of the department and college evaluation plans.

#### **7.6 Evaluation of Probationary Faculty**

Deans and chairs should note that annual reviews of probationary faculty must be completed by March 1 (7.6.1).

Chairs must review evaluation letters with the faculty member prior to submitting them to the dean. The faculty member has five working days to submit a response addressing any errors of fact (7.6.2.1.3 and 7.6.2.2.5). These days should be built into schedules so that deadlines can be met.

#### **7.6.2.2.7 In instances when serious deficiencies arise that could lead to future non-reappointment, the review letter must explain the following: the specific deficiencies, measurements to determine whether they have been remedied, and the time frame allowed for correction.**

This is to ensure that faculty members receive clear feedback and to avoid any confusion or misunderstanding in later evaluations.

#### **7.7.1.2 Faculty may apply for tenure and promotion prior to the 6<sup>th</sup> year of their probationary period if they have reason to believe, based on their probationary evaluations, that they meet the standards set forth by the department and college.**

This continues current practice.

#### **7.7.1.3 When a candidate applies for tenure and/or promotion, all relevant experience will be considered. All candidates must demonstrate a record of accomplishment at Western Washington University.**

This also continues current practice. Candidates may include documentation of all relevant experience before coming to Western in their tenure files.

#### **7.7.2.1 Except in unusual circumstances, the teaching portfolio must include student teaching evaluations for all courses taught.**

#### **Not later than the sixth week of each quarter, the office of the dean shall remind all faculty in the unit to request teaching evaluations.**

This is new. All courses must now be evaluated by students and those evaluations must be included in the evaluation file. Deans should establish a regular trigger to remind faculty to order evaluations. The administration will inform the testing center about this new requirement so that they can plan for the increased workload.

#### **7.7.2.2 Unless they are on leave, all tenured faculty are expected to participate in the review and submit an individual written assessment of the application along with a vote for or against tenure.**

Faculty on leave no longer need to make written requests to be excused from evaluation processes.

#### **7.7.2.2.1 Departments may hold a meeting of faculty eligible to participate in the review to discuss the candidate, provided such a meeting is described in the departmental evaluation plan. Discussion in such a meeting shall be limited to the materials in a candidate's file. Such a meeting shall be purely informational, with no vote taken at the meeting.**

This is optional and a solely departmental decision. This meeting cannot replace any part of the T&P process and attending such a meeting does not relieve a faculty member of the responsibility of thoroughly reviewing a candidate's file.

#### **7.7.2.2.2 Departments are encouraged to use external letters of evaluation as evidence for evaluating faculty performance. If a department decides to use external letters of evaluation, the procedures for requesting external letters of evaluation and the use of those letters in the evaluation of the candidate's application shall be specified in the departmental evaluation plan.**

*[continued next page]*

The choice of whether or not to use outside letters remains solely a departmental decision.

Throughout the Tenure and Promotion process and the Appeal process there are a variety of deadlines that chairs and deans should make themselves aware of and schedule accordingly. These dates and deadlines are in some cases slightly different than in the past.

**7.8.2 Faculty shall be evaluated based on departmental standards for their rank. These departmental standards shall provide for flexibility to allow for fluctuations in the relative emphasis on teaching, scholarship or creative activity, and service across the career life cycle of the individual faculty member. Faculty shall compile an evaluation file with all relevant evidence since their previous review or promotion.**

**7.8.6 The performance of a faculty member must be at least satisfactory in each of the three areas: teaching, scholarship or creative activity, and service to the institution and profession. Faculty receiving an unsatisfactory final evaluation in any area will be deemed to have failed the review.**

These two sections on post-tenure review are new and they should be understood together. Prior to the contract, faculty only had to be judged satisfactory or better in two out of the three areas. Now they must be satisfactory in all three areas. Department evaluation plans should address post-tenure review, and, taking into account the flexibility provided in section 7.8.2, make it clear what constitutes “satisfactory” in each of the three areas.

#### **Section 8—Non Tenure Track Faculty**

Chairs should read this section carefully. Appointments and evaluation of non tenure track faculty have been somewhat standardized. Also, there has been a significant change in the titles for non tenure track faculty. There are now only four: instructor, senior instructor, affiliate faculty and visiting faculty. Affiliate has a very specific definition and will most likely only be appropriate for certain programs in Woodring and in Music.

Senior instructor is a new title available to non-tenure track faculty that comes with a raise and the possibility of a contract longer than one year. Departments and colleges should develop application and review procedures for non tenure track faculty who are eligible to apply for senior instructor. The sooner these procedures are developed, the sooner people can apply. Since the promotion to senior instructor does not take effect until the September after the successful review, the

soonest anyone can be promoted to senior instructor will be Fall 2009.

#### **Section 9—Workload**

This section should essentially maintain the status quo on faculty workload. The quantity and quality of scholarship/creative activity and service deemed to be satisfactory is to be determined in Department Evaluation Plans and judged in evaluation processes. Teaching loads are not to increase for the duration of this agreement. Departments retain the flexibility to make adjustments to individual schedules from year to year in order to meet shifting needs.

#### **Section 10—Professional Leave**

This section spells out the application and review procedures for professional leave. Deans and chairs should familiarize themselves with these procedures to make sure that department and college processes conform to them. Two new sections have been added to the evaluation procedure that may effect departmental processes:

**10.2.8 Total professional leaves at any one time are limited by statute. Therefore, the department must develop long range plans for scheduling applications for leaves to minimize the impact on student progress.**

**10.5.4 In making the recommendations to the dean, the chairperson shall describe the impact of granting the leave on the department's course offerings and students' progress.**

#### **Section 20—Grievance and Complaint Procedures**

Grievances are now handled through the union. If a faculty member comes to a chair with a potential grievance, the chair can refer the faculty member to a department steward or a member of the UFWW executive committee. Nothing in the grievance process inhibits or prohibits the informal resolution of grievances. The UFWW encourages as much conversation as possible among affected parties in order to reach reasonable and amicable solutions.

#### **Section 22—Compensation**

The current “step” system is abolished.

##### **22.1 Salary**

--4% one-time payment on June 25, 2008

--10.5% base salary increase in September

--Faculty who begin work at WWU in September 2008 do not receive the 10.5% increase, but the UFWW President and the WWU Provost will review those salaries for possible adjustment.

#### **22.2 Special Merit**

The process for allocating the special merit increases will be determined by the end of October 2008.

#### **22.3 Promotion**

Tenure Track promotions now come with a 10% increase. Promotion to Senior Instructor comes with a 7 % increase.

#### **22.4 Department Chairs**

Department Chair stipends increase by 10% beginning in Summer 2008.

#### **Section 23—Retirement**

Faculty are now required to contribute 10% to retirement after age 50.

To read or  
download the  
complete contract,  
please visit...

[www.ufww.org](http://www.ufww.org)

- or -

[www.acadweb.wvu.edu/  
hr/laborrelations/  
index.shtml](http://www.acadweb.wvu.edu/hr/laborrelations/index.shtml)

To learn where you  
can further find how  
the contract pertains  
to your workplace,  
please see...

*“Talk to the Contract  
Experts”*

...next page.

## Your Union by the Numbers

**4** All current tenured and tenure-track faculty will receive a one-time payment of 4% of the faculty member's September 2007 contracted annual salary, and all current non-tenure-track faculty with at least three quarters of WWU service will receive 4% of the faculty member's 2007-08 compensation.

**10.5** Effective September 16, 2008, all qualified tenured and tenure-track faculty will receive a basic salary increase of 10.5%. "Qualified faculty" is defined as successful completion of the most recent performance review or equivalent evidence of successful performance, and employment during the 2007-08 academic year.

**246** UFWW members.

**31** Faculty must request teaching evaluation forms from the testing center by October 31st.

<http://www.wvu.edu/depts/assess/tc.htm>

**7** Months till collective bargaining reopens.



The *Western Union* is a quarterly publication designed to foster communication between members of the UFWW.

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## Faculty Evaluation and UFWW Support

A central philosophy of the UFWW is that the basis of faculty governance begins at the department level. With the new Faculty Contract upon us, it is time for departments to review, revise or develop their Unit Evaluation Plans.

Department evaluation plans should comply with the contract; however, much is left to the discretion of each unit.

The UFWW will work with faculty and departments to ensure that adopted procedures are followed at all levels of the process.

Of course, with anything this big and this new, there will no doubt be unforeseen problems. We're looking forward to working with faculty and the administration to find constructive solutions during this transition period.

**Key elements in department evaluation plans that should be addressed include;**

- department standards for tenure and promotion (Section 7.7.2),
- department standards for Post Tenure Review, by rank. Note: satisfactory in teaching, scholarship and service must now all be earned (Section 7.8),
- procedures for evaluating and promoting Non-Tenure Track employees to Senior Lecturer status (7% raise per course salary) (Sections 8.2.2, 8.3, 8.3.3).

For a more complete list of the parts of the contract to which departments should give special attention...please visit [www.ufww.org](http://www.ufww.org), and follow the UEP link. Examples of completed department and college UEPs will also be linked.

## Special Merit

The compensation package in the new contract includes special merit raises of \$4000 each to nine percent of the tenure track faculty. The contract calls for a joint committee to make a recommendation to the bargaining teams on the

process for distributing the special merit raises. That committee was formed and met over the summer. The members of the committee were Brian Burton (Dean of CBE); Mark Bussell (Chemistry); Brent Carbajal (Dean of CHSS); Julie Helling

(Fairhaven) Kevin Leonard (History); and Arlan Norman (Dean of CST). The bargaining teams will ratify a process by the end of October and that process will be widely publicized and implemented as soon as possible.

## Talk to the Contract Experts!

As we begin the process of implementing the contract across campus, faculty will no doubt have many questions and concerns. Members of the 2008 bargaining team have agreed to help Stewards and department chairs as they learn the contract.

Individual UFWW bargaining team members will be assigned to departments.

Faculty should take their concerns to departmental stewards, who in turn will work with our bargaining team.

Department chairs who have questions about their responsibilities in fulfilling the contract can also contact bargaining team members. In addition, as the team encounters and resolves various questions, FAQs will

be updated regularly on the UFWW web site.

Bargaining team contacts and other details will be available at...

[www.ufww.org/faq](http://www.ufww.org/faq)

In the meantime, if you have any questions, contact Susan Costanzo, History Department, [susan.costanzo@wwu.edu](mailto:susan.costanzo@wwu.edu) or x3062

## Just When You Thought It Was Safe

Bargaining begins again next May. The contract we signed last June is good through September 2011, but we must renegotiate faculty compensation this spring for the next biennium. Also, each side is allowed to "reopen"

two other sections of the contract for possible renegotiation. As we did for the first round of bargaining, the UFWW will conduct extensive surveys this year so that we may do the best job of representing the faculty. We will also be adding new

members to our bargaining team. Any faculty interested in being on the bargaining team or with nominations for new bargaining team members should contact Susan Costanzo, History Department, (see previous article for contact info).