

United Faculty of Western Washington/Western Washington University Memorandum of Understanding

The following Memorandum of Understanding (the "Memorandum") is entered into by and between the United Faculty of Western Washington (the "UFWW") and Western Washington University (the "University"). This document replaces the UFWW/WWU "Extended Education MOU" jointly signed 15 May 2013.

Section 22.16 of the UFWW/WWU Collective Bargaining Agreement 2012-15 (the "CBA") states:

"An extended education compensation committee, to be composed of three faculty members appointed by the Union and three administrators appointed by the President or designee, will review compensation practices for credit-bearing extended education courses. The recommendations of this committee will be presented to the parties to this Agreement by March 1, 2012."

NOTE 1: The mandated elaboration of 22.16 has the effect of recasting the range of activities covered by Section 16.5 of the CBA and a revision to Section 22.14 as described below. The provisions below pertain only to the specific areas identified herein. They do not alter any other subsection of Section 22.

NOTE 2: Definitions

- **Summer Session:** A finite and specific collection of course offerings made available to all eligible members of the campus community and general public.
- **Cohort Program:** A fixed and closed offering of tightly sequenced courses generally made available only to admitted and enrolled members of the cohort group, and not available to the wider community. Cohort classes can be delivered through a variety of modalities.
- **Online Course:** A course delivered entirely through technological means and lacking any regular or significant face-to-face instructional component. For purposes of this definition, "hybrid," "blended," or mixed modality courses are not considered to be "online."

1. Section 16.5 of the CBA to be replaced with the following:

Correspondence courses, noncredit-bearing instruction, and non-instructional work contracted through Extended Education are governed by University Policy 5400.18. Work governed by 5400.18 cannot be used to compute workload, FTE level, or benefits eligibility.

2. Section 22.14 of the CBA to be revised as follows:

Faculty may teach one or more courses above their regular teaching load with a recommendation from the department chair and approval of the dean. ~~only on an exceptional basis, with appropriate documentation of the need, recommendation of the dean, and approval of the Provost.~~ Such temporary extra teaching assignments will be

compensated by temporary additional pay at the rate of 1/36 of the faculty member's salary per credit hour.

22.16.1 Summer Session¹

22.16.1.1

All departments shall develop a written policy governing the assignment of Summer Session classes. These policies must be approved by a majority of tenured and probationary faculty in the department. These policies shall be reviewed and approved by the college faculty governance committee, the dean, and the Provost for compliance with relevant college and university standards and procedures.

22.16.1.2

Summer Session 2013: For Summer Session courses enrolling 6 or more students, faculty are paid 1/48 of AY salary per credit. For summer session courses enrolling over 15 students, faculty are paid 1/48 of AY salary per credit plus \$50 per SCH for 16 students and above.

Summer Session 2014: For Summer Session courses enrolling 6 or more students, faculty are paid 1/47 of AY salary per credit. For Summer Session courses enrolling over 15 students, faculty are paid 1/47 of AY salary per credit plus \$52 per SCH for 16 students and above.

Summer Session 2015: For Summer Session courses enrolling 6 or more students, faculty are paid 1/45 of AY salary per credit. For Summer Session courses enrolling over 15 students, faculty are paid 1/45 of AY salary per credit plus \$54 per SCH for 16 students and above.

22.16.1.3

Summer Session courses enrolling 5 or fewer students are paid on a per SCH basis. For these courses, the per SCH rate of pay shall be 70% of the per credit tuition for that course. Per SCH compensation is intended for low enrollment courses and should not be applied to enrollments above 5 students without the written consent of the dean.

22.16.1.4

Individually-supervised credit-bearing activities, such as independent studies, field research/experience, practicum, and internships in the summer will generally be paid at the per SCH rate. Deans may choose to offer faculty the salary per credit rate of pay (described in 22.16.1.2 above) for independent studies and internships. Per SCH pay is recommended for activities with 9 or fewer students, salary per credit is recommended for activities with 10 or more students. These courses will be paid at a minimum rate of \$127 per SCH for undergraduate courses and \$158 per SCH for graduate courses. In 2013-14, this minimum rate will increase by 4.25%. In 2014-15, the minimum rate from 2013-14 will increase by 4.25%. The instructors of any courses in the last three years that have been paid at more than \$127 per credit shall continue to be paid for those courses at a rate no lower than that higher rate.

¹ "Summer Session" refers to an identifiable and fixed offering of courses, and teaching assignments are made through the special Summer Session contract. Summer Session is not synonymous with summer, the season of the year. Western offers numerous courses and programs during the summer months that are not official Summer Session offerings and do not use the special Summer Session contract. Those categories of work are governed by the same rules that apply at all other times of the year.

22.16.1.5

Excluding study abroad, no Summer Session course with more than three students may be canceled without the consent of the faculty member. If a Summer Session course enrolling three or fewer students is to be cancelled, the faculty must be notified in writing by the chair or dean that the contract is cancelled a minimum of two weeks prior to the first day of Summer Session. A faculty member may choose to cancel a Summer Session course with more than three students for pedagogical reasons, but must do so not later than two weeks prior to the first day of Summer Session.

22.16.1.6

- a. For purposes of computing compensation, "course enrollment" is the actual enrollment on the first "PEAK" census date of the quarter. For individual courses not delivered on the regular quarterly cycle a final enrollment date will be specified.
- b. No compensation payments are earned or paid for canceled courses or for courses with a PEAK enrollment of zero.

22.16.1.7

All Summer Session courses taught as part of "Summer in Seattle" in summer of 2013 will be paid at 1/48 of AY salary per credit, regardless of how many students enroll.

22.16.1.8

For NTT Faculty teaching Summer Session, the academic year salary shall be annualized to determine summer salary. Once the academic year salary is annualized, all rules above apply.

22.16.2 Compensation for Credit-bearing Activity Governed by Section 16.5

22.16.2.1

Correspondence and Contracted Independent Study Courses at the SCH rates of:

- i. Standard Correspondence: \$60 per SCH
- ii. Writing Intensive: \$90 per SCH
- iii. "Contract" Independent Study: \$127

These courses are not counted in workload or FTE computations. They are governed by University Policy 5400.18.

22.16.3. Study Abroad/Study Away:

- i. Courses enrolling five or fewer students on a per SCH basis at the rate of 70% of applicable tuition. Per SCH compensation cannot be applied to enrollments above 5 students.
- ii. For courses enrolling six or more students the faculty member will be paid at the rate of AY salary per credit described in #4 above.
- iii. In addition to instruction, the faculty member will be compensated for the "additional duties" associated with travel programs.

- iv. The total compensation for instruction and additional duties as described above in 6.d.i-iii may be divided between multiple faculty members in any manner mutually agreed.

22.16.4 Online Courses

22.16.4.1 Course Development

22.16.4.1.1

The University will pay faculty not less than \$500 per credit to develop online courses. These courses shall be considered work for hire. For course materials developed for payment from the university, the university may only share those materials with dean and departmentally approved instructors for that course. Course materials developed for payment from the university may only be used for the teaching of courses at Western by departmentally approved instructors. Faculty members who develop course materials for online courses retain the right to use those materials in other instructional formats.

22.16.4.1.2

Faculty may elect to develop online courses without compensation from the University. These courses remain the sole property of the faculty members who develop them. Faculty may use summer teaching grants to develop these courses and still retain ownership.

22.16.4.2 Online Instruction

22.16.4.2.1

With departmental and dean approval, faculty may teach online courses as part of their regular teaching load.

22.16.4.2.2

For online courses taught outside the regular teaching load, faculty shall be compensated as follows:

- a. For courses enrolling 5 or fewer students, faculty shall be paid per SCH. For these courses, the per SCH rate of pay shall be 70% of the per credit tuition for that course.
- b. For courses enrolling 6 or more students during the academic year, faculty shall be paid 1/36 of their academic year salary per credit. For courses enrolling 6 or more students during Summer Session, faculty shall be paid according to the rates described in 22.16.1.2 in the Extended Education section above.

22.16.4.2.3

Course enrollment policies and course caps for online courses shall be set by the department and dean.

22.16.5 Cohort Programs, Off-campus and Special Duties Assignments

22.16.5.1

Tenured and tenure-track faculty teaching in a cohort program may do so as part of the regular load, or paid as an "extra teaching assignment" per 22.15. Compensation is based on academic year salary and is not based on separate Summer Session pay schedules, regardless of when during the year a course is offered.

22.16.5.2

Non tenure-track faculty teaching in cohort programs are paid at the per credit rate established in their original appointment letter. Compensation is based on academic year rates and is not based on separate Summer Session pay schedules, regardless of when during the year a course is offered.

22.16.5.3

NTT faculty working at a distance, who do not have access to WWU office space in Bellingham or at a WWU outreach site, shall receive a stipend to cover personal costs associated with teaching related expenses. The stipend shall be \$250 per quarter.

22.16.5.4

Costs associated with mileage/travel will be reimbursed to faculty when they are required to travel for their teaching assignment.

22.16.5.5

Faculty who undertake administrative or non-teaching duties in support of a self-sustaining program shall be compensated through either a course release or stipend.

This agreement shall expire on September 15, 2015.


Signed and Dated this 13 day of January, 2014.

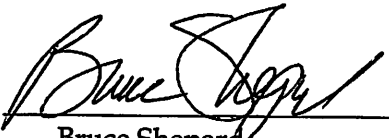
United Faculty of Western Washington (UFWW)

Western Washington University (WWU)

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