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Memorandum of Understanding

The purpose of this Memorandum of Understanding between the United Faculty of Central (the “Union”), and Central Washington University (the “University”) is to memorialize an agreement regarding “Arranged Courses” during the 2020-2021 academic year.

Recitals

The University occasionally confronts circumstances where a class has very low enrollment, but where the students who are enrolled need the class to make progress in their program or to graduate. University policy permits classes to be offered with low enrollment—defined in CWUP 2-20-030 as below 24 for lower-level classes, below 15 for upper-level classes, or below 10 for graduate classes—with the approval of the Dean, following consultation with the chair. However, that option is not always practical when enrollments are very low. Similarly, converting a class to individual studies may not be desirable from a student perspective because individual studies have different course numbers than established classes, which can lead to confusion about whether a student has completed work required to enter graduate school or other programs. To navigate this circumstance, the University has permitted in limited circumstances the conversion of classes to Arranged Courses. Because this practice, and the impact of such a conversion on faculty workload, is not spelled out in the Collective Bargaining Agreement (“CBA”) and has not been consistently addressed across colleges, the University and UFC agree that the issue needs a thorough discussion during the next round of contract negotiations. In the meantime, the parties have agreed on the following guidelines applicable to tenured/tenure-track faculty:

Agreement

Now, therefore, the parties agree as follows:

1. Both parties recognize that ensuring the availability of required classes, particularly in a year already disrupted by the COVID pandemic, is important for our students. The determination of which classes are required, and may be candidates for conversion to Arranged Courses, will be made by the Dean following consultation with the department chair and the faculty member.
2. Both parties recognize that faculty often take on extra students over the enrollment cap in their classes without extra pay.

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This is an electronic communication from Central Washington University.

3. In those circumstances during the 2020-21 academic year when a required class has very low enrollment, the class may be converted to an Arranged Course. For purposes of calculating faculty workload, faculty teaching these Arranged Courses will receive a number of workload units determined by agreement between the faculty member, department chair and Dean, not exceeding that which would have been received for the original, regular class but also not less than the following:

- a. for Arranged Courses with 1 or 2 students, the workload associated with individual study supervisions described in Appendix A of the CBA; and
- b. for Arranged Courses with 3 or more students, the greater of either half ($\frac{1}{2}$) of the workload units that would have been received for the original, regular class or the workload associated with individual study supervisions described in Appendix A of the CBA.

4. A tenured or tenure-track faculty member whose teaching workload during the 2020-21 academic year is reduced due to the conversion of a class to an Arranged Course may have the additional workload units distributed, with the approval of the Dean and in consultation with the department chair and faculty member, to scholarship, teaching or service, unless the faculty member is in overload, in which case the overload will be reduced.

5. The conversion of a regular class to an Arranged Course requires the consent of the faculty instructor. Faculty may decline to teach the class in the Arranged form, in which case the Dean may then decide whether to reassign the class, cancel it, or make whatever other arrangements the Dean deems appropriate.

6. The parties will discuss the issue of Arranged Courses during the bargaining session for a successor to the current Collective Bargaining Agreement. This will need to include discussion of remuneration. It will also need to include discussion of layered courses that combine graduate and undergraduate students.

7. This agreement is limited to the 2020-21 academic year and is not precedent-setting.

Signed and Dated this 3rd day of November, 2020.

Central Washington University



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United Faculty of Central



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