

COLLECTIVE BARGAINING AGREEMENT

BY AND BETWEEN

THE EVERGREEN STATE COLLEGE

AND

UNITED FACULTY OF EVERGREEN

October 26, 2015 – August 31, 2017

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PREAMBLE

This Collective Bargaining Agreement (the “Agreement”) is entered into between The Evergreen State College, the employer, hereinafter referred to as the “College” or “Evergreen”, and the United Faculty of Evergreen, the union, hereinafter referred to as the “UFE”, in support of the College’s Mission.

As an innovative public liberal arts college, Evergreen emphasizes collaborative, interdisciplinary learning across significant differences. Our academic community engages students in defining and thinking critically about their learning. Evergreen supports and benefits from local and global commitment to social justice, diversity, environmental stewardship and service in the public interest.

Promoting the College’s mission is the shared responsibility of the faculty and the College administration. Through teaching, relationships with students, and active participation in College-wide governance, faculty members have both the responsibility and the latitude to develop and deliver a curriculum that provides students with an education that embodies the “Five Foci” and “Six Expectations” of an Evergreen education, set forth in Appendix A of this Agreement. By creating an administrative culture that mirrors the College’s pedagogy (interdisciplinary, collaborative learning environments) and using human and physical resources to support teaching and learning, the administration supports the faculty in performing its vital role.

The purpose of this Agreement is to set forth the understandings between UFE and the College applicable to faculty members at the College. The parties recognize that mutual respect and good faith must guide problem-solving when issues arise in implementing and administering this Agreement.

Article 1: UFE RECOGNITION

- 1.1 UFE is the exclusive bargaining representative regarding matters of wages, hours, and terms and conditions of employment, for the bargaining unit as certified by the Public Employment Relations Commission in Case 20368-E-06-3150:

All full-time or regular part-time employees of The Evergreen State College who are either designated with faculty status or perform faculty duties as defined in the faculty governance documents of the employer, excluding casual or temporary employees (as defined in WAC 391-350(2)), administrators, confidential employees, graduate student employees, postdoctoral and clinical employees, and all other employees of the employer.

- 1.2 The roles and responsibilities of an exclusive bargaining representative certified by the Public Employment Relations Commission are set forth in RCW 41.76.

Article 2: **SHARED GOVERNANCE**

- 2.1 The UFE and the College recognize the College's history of shared governance through which the faculty historically has provided recommendations to the Board of Trustees, through the Provost and President, on matters of academic policy. The parties support the principle of shared governance and the College's faculty governance structures, including the Faculty Agenda Committee and the Faculty Meeting, as found in the Faculty Handbook. They also recognize that in light of the UFE's role as the exclusive bargaining representative for the faculty, the role historically played by the College's governance structures will change.
- 2.2 As the faculty's exclusive bargaining representative, UFE is responsible for representing the faculty's interests with respect to wages, hours and working conditions, including the provisions of this Agreement.
- 2.3 Faculty governance shall be concerned with making recommendations to the College and the Board of Trustees, or its designee, on academic matters and issues relating to the intellectual life of the College, which include but are not limited to:
 - 2.3.1 Curriculum development, narrative evaluations, and other issues of academic standards;
 - 2.3.2 Standards and policies for the admission, retention, and graduation of students, including transfer students;
 - 2.3.3 Standards and policies for the granting of honorary degrees and awards for students;
 - 2.3.4 Priorities for faculty hiring and the standards and policies used in identifying successful applicants, particularly: ensuring a collaborative process that involves faculty, students and staff in the identification of hiring priorities and appropriate recruiting sources and strategies; developing applicant pools sufficiently diverse to enhance the College's ability to attain its affirmative action and diversity goals; attracting candidates who possess the characteristics and qualifications essential to effective interdisciplinary and collaborative teaching; and involving the Evergreen community in screening, interviewing and hosting candidates.
- 2.4 Should the roles of UFE and the shared governance structures overlap, UFE will endeavor to work collegially with the Faculty Agenda Committee to address particular issues.

Article 3: **ACADEMIC FREEDOM**

- 3.1 UFE and the College agree that the principle of academic freedom is essential to fulfilling the mission of the College, and agree to adhere to the principles described in this Article. The 1940 American Association of University

Professors' (AAUP) Statement of Principles on Academic Freedom and Tenure, along with the 1970 Interpretive Comments to that statement, was used as a source from which these principles were primarily drawn.

- 3.2 UFE and the College agree that the College, as other institutions of higher education, is conducted for the common good, which depends upon the free search for truth and its free exposition. Fundamental to that purpose is academic freedom, which applies to both teaching and research. Members of the faculty are entitled to full freedom in their teaching and research and in the dissemination of their ideas consistent with the First Amendment.
- 3.3 Academic freedom and responsibility are inseparable and must be considered simultaneously; they are shared by all members of the academic community. Faculty members are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties. Faculty members are entitled to freedom in the classroom in discussing a subject, but they should be careful not to introduce into their teaching matters that have no relation to the subject.
- 3.4 Faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community carries with it certain obligations. As "persons of learning," faculty members need to be aware that the public may judge their profession and the College by their utterances. Hence, they should at all times strive to be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate whether or not they are speaking for the College.

Article 4: **NONDISCRIMINATION AND AFFIRMATIVE ACTION**

- 4.1 Compliance with State and Federal Law. The parties acknowledge their mutual support for equal employment opportunity and their commitment to abide by all State and Federal law regarding nondiscrimination and affirmative action in the workplace.
- 4.2 Affirmative Action. The parties support and will cooperate in the implementation of the College's affirmative action programs. The College's Affirmative Action Plan will be provided to the UFE at the time of its implementation/renewal.
- 4.3 Prohibition of Discrimination, Sexual and Other Forms of Harassment. Neither the College nor UFE shall discriminate against or harass any employee because of age, sex, national origin, race, color, creed, religion, gender identity or expression, sensory, mental or physical disability, sexual orientation, marital status or union membership.
- 4.4 Information on College Policies. The College non-discrimination policies and procedures, available on the College website and at the College's Human

Resource Services, provide further information for individuals regarding discrimination and sexual and other forms of harassment, as well as directions regarding how individuals may report complaints or concerns. Faculty who feel they have been the subject of discrimination are encouraged to discuss such issues with their Dean or the Provost, or file a complaint in accordance with the College's policy.

- 4.5 Actions for Violations of this Article. Faculty members may challenge practices or actions that they allege violate the provisions of Sections 4.1, 4.3, and 4.4 through the College's non-discrimination policies and procedures and/or through remedies available under applicable law. Both parties agree that nothing in this Agreement will prevent an employee from filing a complaint with the Washington State Human Rights Commission, Office of Civil Rights, or the Equal Employment Opportunities Commission, or law enforcement agencies.

Article 5: **FACULTY MEMBERSHIP**

- 5.1 Members of the Faculty. The College seeks to avoid the hierarchical distinctions in faculty rank characterizing traditional institutions. While faculty members may carry different types of appointments as described in this Article, all faculty members shall be appointed to the rank of "Member of the Faculty." In those cases where indication of a professional specialty is relevant, designation of particular discipline(s) can be made in parentheses (e.g., "Member of the Faculty (Biology)").
- 5.2 Regular Faculty. Regular faculty members are hired to teach broadly across the curriculum, with the expectation that successful performance of their responsibilities will lead to a continuing position. Faculty members hired into a regular position will be given an initial, probationary contract of three (3) years. (A faculty member may be appointed to an initial, continuing contract in those circumstances described in Section 11.5). If the faculty member meets the standards and criteria for reappointment described in Section 11.2, he or she will receive a second three-year term contract. If the faculty member meets the standards and criteria for conversion described in Section 11.3, a second term contract leads to a continuing contract. Regular faculty members who have received a continuing contract have a continuing appointment until the time of their retirement/resignation unless their employment is terminated in accord with this Agreement. Regular faculty appointments may be full-time or half-time, based on the needs of the College.
- 5.2.1 Although the regular faculty is hired to the college, they may be hired to teach primarily in the full-time, day-time curriculum or in Evening and Weekend Studies. Faculty teaching primarily in the full-time, day-time curriculum or in Evening and Weekend Studies may, with the concurrence of present and prospective colleagues and the approval of the academic deans, teach in another area of the curriculum.

- 5.2.2 Regular faculty may be hired to teach in specific programs: the Tacoma Program, the Reservation-Based/Community Determined Tribal Program, the Practice of Sustainable Agriculture Program, or one of the graduate programs. Faculty whose specific responsibilities lie within a particular program maintain their status as regular members of the faculty and are expected to rotate regularly into other areas of the curriculum.
- 5.2.3 Regular faculty may be hired to work in the library. Library faculty have responsibilities specific to their positions in the library, and are also required to rotate regularly into other areas of the curriculum, as described in Article 6.
- 5.2.4 The President and Provost may hold regular faculty status, but are not members of the bargaining unit and are not covered by this Agreement. Regular faculty members may accept administrative assignments as academic deans, the dean of the library or directors of a program. Faculty members retain their regular faculty status during any such assignment, but those who accept a full-time administrative assignment are not members of the bargaining unit and are not covered by this Agreement while serving in that assignment.
- 5.3 Adjunct Faculty. Adjunct faculty members are hired to fill needs in the curriculum or in the library on a limited-term basis. A person holding such a contract cannot expect that success in meeting the terms of an adjunct contract will lead to the offer of another adjunct position. Adjunct faculty members may be offered either part-time or full-time contracts, and may be eligible for multi-year contracts as described in Article 10.
- 5.4 Post-Retirement Faculty. Faculty members with continuing appointments who are willing to relinquish their continuing faculty property right shall receive, upon their request, a post-retirement contract to teach up to five (5) quarters over a period of five (5) years. Faculty members may be denied a post-retirement contract only where they have received timely notice that they have not met the responsibilities as described in Article 6. With approval of the Provost, a faculty member's post-retirement contract may be extended to permit teaching an additional three (3) quarters over a period of three (3) years. Post-retirement employment must comply with applicable state laws and regulations.
- 5.5 Administrative Faculty. The primary responsibility of administrative faculty members is to administer a defined program (e.g., the Writing Center, the Quantitative Reasoning Center) that directly supports student instruction. Administrative faculty members are on renewable three (3)-year term contracts that do not lead to continuing appointment.
- 5.6 Other Faculty. The College may use the term "faculty" to describe persons filling roles valuable to the institution but not directly responsible for the generation of credit. Faculty members in such roles, including resource

faculty, exchange faculty or emeritus faculty, are not included in the bargaining unit and are not subject to the terms of this Agreement.

Article 6: **PROFESSIONAL RESPONSIBILITIES**

6.1 General Responsibilities.

- 6.1.1 Social Contract. All faculty members are obliged to abide by the Social Contract (WAC 174-121-010) and the Statement of Professional Ethics as adopted by the AAUP in 1987, as set forth in Appendix B.
- 6.1.2 FERPA. All faculty members are obliged to adhere to the conditions established by the Family Educational Rights and Privacy Act (FERPA) as set forth in Appendix E.
- 6.1.3 Reflection. All faculty members are expected to write a self-evaluation at the end of each year including self-assessment in relation to the appropriate responsibilities outlined in this Article especially teaching well, meeting commitments, professional development, and service.
- 6.1.4 Service. All faculty members are expected to uphold the value of shared governance (see Article 2) by participating in College affairs. Examples of service to the College include completing governance assignments deemed important by the Faculty Agenda Committee and College administration, and contributing to the College community and the wider community in ways that advance or positively enhance the mission of the College.
- 6.1.5 Professional Development. All faculty members are expected to demonstrate continued professional development such as new learning gained through teaching, conferences, workshops, or other activities including independent creative or scholarly work.
- 6.1.6 Portfolio. All faculty members are responsible for maintaining an organized portfolio documenting that they are meeting the responsibilities identified in this Article. For faculty members on a term appointment, the portfolio must include all materials since the first year on term contract. For faculty members on a continuing appointment, the portfolio must include all materials since the last review. For adjunct faculty, the portfolio must include all materials since the last review. The portfolio must include:
- (a) A current *curriculum vitae*.
 - (b) All annual self-evaluations addressing the faculty member's responsibilities.
 - (c) All deans' evaluations of the faculty member and all reappointment letters.

- (d) All evaluations by the faculty member of other College faculty members with whom the faculty member has taught at Evergreen and all evaluations of the faculty member by these faculty.
- (e) All credit-generating evaluations the faculty member has written of students and, for each of those students, the student's self-evaluation and, if received, the student's evaluation of the faculty member. (It is expected that a majority of the possible student evaluations of faculty will be present in the portfolio.)
- (f) All program, course, or contract syllabi, covenants, and descriptions connected with the faculty member's teaching at the College.
- (g) Comments and evaluations from other College faculty members, staff or students describing the faculty member's participation in College affairs.
- (h) All written reports of findings and accomplishments resulting from professional leave (see Sections 16.2.9 and 16.5.1.(f)).
- (i) Any other material that the faculty member wishes to include.

6.2 Additional Responsibilities of Faculty Members Who Award Credit.

- 6.2.1 Teaching Well. A faculty member is expected to teach well as judged by peers, students, the deans, and the Provost. Teaching well includes:
- (a) Demonstrating command of the curricular material and the means for helping students learn it.
 - (b) When teaching in teams, meeting team teaching requirements: co-planning the program curriculum, weekly participation in a faculty seminar on the intellectual content of the program (or an alternative plan approved by the deans), and attendance at all program activities required by the teaching team.
 - (c) Contributing to the learning environment: designing and executing parts of a program's curriculum; demonstrating subject matter expertise; offering interdisciplinary approaches to material; counseling and advising students; facilitating a stimulating and challenging atmosphere; offering innovative work in seminars, lectures, labs, workshops and field work; sponsoring individual contracts and internships effectively; and being available to meet with students outside of class, in set office hours or by appointment.
 - (d) Fostering students' intellectual and cognitive development.
 - (e) Fostering students' abilities to communicate well.

- (f) Displaying intellectual vitality.

6.2.2 Meeting Commitments. A faculty member is expected to meet commitments to students, colleagues, staff, and the College, as judged by peers, students, the deans, and the Provost. These commitments include:

- (a) Developing catalog copy, a syllabus/covenant for each offering in a timely manner and submitting these materials to the deans' area by stated deadlines. For full time faculty, submitting an Individual Studies entry to the Curriculum Management Database.
- (b) When teaching in teams, providing information needed for student evaluations to teaching partners in time to enable timely submission.
- (c) When teaching in teams, writing an evaluation of teaching colleagues at the end of each program. Collegial evaluations must address how well a colleague has met his/her responsibilities as outlined in this Article and must be exchanged with each team member before the beginning of the next academic year or sooner if needed for a faculty review.
- (d) Attending the Academic Fair for each quarter in which a faculty member is teaching (unless he/she is on leave).
- (e) Meeting student evaluation responsibilities and timelines. Faculty members teaching alone are responsible for the evaluation of each student registered in each of his or her offerings. Faculty members who team-teach must designate which registered students each member of the team is responsible to evaluate quarterly. For each student, the faculty member must complete one of the following actions: (1) an official evaluation that complies with college policy and includes award of credit, (2) an official report of no credit, or (3) an official report of incomplete status. If none of these options has been completed within two (2) weeks following the end of the last quarter in which a student is registered, the evaluation is considered overdue.
- (f) Full time faculty participating in the Academic Statement Initiative. Fulltime regular and adjunct faculty members (other than those assigned to the Library, graduate programs and reservation-based program) are required to participate in the following activities:
 - 1. Participate in Orientation activities during fall, winter or spring quarter that include attending or viewing the all-campus convocation, leading new student seminar (s) and facilitating a writing exercise;

2. Conduct in-program development and documentation of academic statements during fall quarter;
3. Participate in All-Campus Mentoring Days during either winter or spring quarters; and
4. Steward academic statements during spring quarter.

(g) Part time regular and adjunct faculty participating in the Academic Statement Initiative. Part time faculty who teach in a half time program or greater will participate in the Orientation Week activities (as stated in 6.2.2(f)) in the quarter contracted. The EWS dean and planning unit coordinator may develop and implement a EWS-specific alternative schedule to the all-campus mentoring day sessions that better meets the needs of EWS students and EWS part time faculty

6.3 Additional Responsibilities of Regular Faculty Members. In addition to those responsibilities described in Sections 6.1 and 6.2, all regular faculty members are responsible for:

- 6.3.1 Participating actively in the development, implementation, and assessment of the College-wide curriculum through planning groups established for this purpose (planning units, graduate programs, Tacoma, reservation-based and other branch programs, or others that may form in the future).
- 6.3.2 Contributing to the processes for faculty hiring including serving on faculty hiring committees.
- 6.3.3 Contributing to the evaluation of other faculty members including serving on faculty review panels as described in Articles 9 and 11.
- 6.3.4 Meeting team teaching requirements. Regular faculty members (other than library faculty members, and faculty members teaching in graduate and reservation-based programs) must teach with at least five (5) faculty members during every fifteen (15) quarters (excluding summer quarters) three of whom are different teaching partners. These requirements may be waived for a particular faculty member through the waiver process (6.3.6).
- 6.3.5 Teaching students at varying points in their educational development.
 - (a) Regular faculty members teaching in the full-time, daytime, undergraduate curriculum on the Olympia campus are expected to divide their teaching between beginning and more advanced students. In a given four (4)-year teaching cycle, faculty are expected to teach in at least the equivalent of one (1) year-long program designed primarily for first-year students, or two (2) year-long programs designed primarily for lower division students, or three (3) year-long programs designed as all-level. Faculty may request a waiver from this expectation (6.3.6).

- (b) In addition to their responsibilities within the graduate programs, regular faculty members teaching in graduate programs are expected to team-teach in the undergraduate curriculum on a regular basis. Graduate programs should encourage rotation into graduate programs by faculty members who teach primarily in the undergraduate program.

6.3.6 Waivers.

- (a) Definitions. Regular faculty members may apply for waivers from team teaching requirements (6.3.3) and/or from expectations for teaching at all levels of the curriculum (6.3.4). An approved waiver allows a faculty member to retain eligibility for professional development opportunities (15.1) for the current year.
- (b) Criteria for Waivers. In most cases, faculty members are expected to do long- term planning that will allow them to meet their team teaching requirements and expectations for teaching at all levels of the curriculum. If, however, unique circumstances have resulted in a faculty member prioritizing other curricular commitments, such as those to foundational, repeating, or advanced programs, or to a particular student group (e.g., underrepresented students, incarcerated youth [Gateways Program], veterans, ESL/international students), they may apply to the curriculum deans for a one-year waiver.
- (c) Process.
 1. Faculty will submit a waiver request for the current year no later than October 15 to the curriculum deans. The waiver request will include a rationale for the waiver and an indication of future teaching plans extending two full years into the future.
 2. While reviewing the waiver request, the curriculum dean(s) will meet with planning unit coordinators and possibly other faculty groups in a particular field of study.
 3. The curriculum dean(s) will send a written response to the faculty member who has requested the waiver no later than November 15.
 4. Waivers only apply to the current year. In exceptional cases, up to two waivers may be approved in any five-year period.

6.4 Additional Responsibilities of Library Faculty Members. Library faculty members work closely with faculty and students to provide instructional support to the academic programs and courses. Responsibilities include performing reference and instructional services, bibliographic research and organization, information retrieval, media skills, disciplinary knowledge, scholarship, and professional competencies in library services and library-related teaching appropriate to the faculty member's position description. Regular library faculty members are also responsible for team teaching full-time one (1) quarter out of every nine (9), affiliating with a planning unit,

contributing to curriculum planning and participating in library governance activities as determined by the library dean.

- 6.5 Administrative Faculty Responsibilities. Administrative faculty members work closely with faculty and students to provide instructional support to the curriculum in a defined disciplinary area and are responsible for staff, budget and other administrative responsibilities as assigned. Responsibilities related to the curriculum include contributing to curriculum planning and occasional teaching assignments as negotiated with the curriculum deans.

Article 7: **FACULTY TEACHING LOAD**

7.1. Teaching Assignment. For teaching faculty, the teaching assignment will be one or a combination of programs, courses, or student originated studies offerings (all of which are collectively referred to as “academic offerings” below). For full-time faculty the normal teaching assignment will be a program. For part-time faculty the normal assignment is either a program and/or course(s), depending on the terms of their contract. In addition, faculty may support individual learning contracts.

7.2. Credit Hour Policy.

7.2.1. In curriculum planning and the setting of class schedules, each quarter hour of credit should require at least three hours per week of time, averaged over a ten-week quarter, for the "typical" Evergreen student. This shall pertain to all modes of study (individual contracts, research projects, fieldwork, laboratory, studio and classroom) and includes both direct instruction and homework study time.

7.2.2. An hour is defined using the traditional “Carnegie Unit” measurement of 50 minutes.

7.2.3. For Evergreen programs and courses, the standard expectation is that each quarter hour of credit will involve one hour of classroom or direct faculty instruction and two hours of out-of-class student work each week for ten weeks, or the equivalent amount of work over a different amount of time.

7.2.4. Evergreen’s interdisciplinary and coordinated curriculum includes some offerings with more or less direct faculty instruction than the standard, including, but not limited to:

- Programs and courses with laboratory and studio components that involve more direct faculty instruction;
- Programs and courses that have components of independent study (such as internships, research, community service, and study abroad) and that reduce the overall proportion of direct faculty instruction. Such offerings will indicate the proportion of the offering devoted to independent study in the program description, and that proportion will not exceed 50% of the offering; and

- Other modes of study that involve significantly more independent learning (e.g., Individual Learning Contracts, Internship Learning Contracts, Undergraduate Research offerings, Student Originated Studies).

7.3. Staffing Levels for Undergraduate Academic Offerings. All undergraduate academic offerings (programs, courses, individual learning, etc., all of which are collectively referred to as “programs” below) will be planned at a targeted student/faculty ratio of 25:1, in which a full-time load is the equivalent of one (1) faculty member per twenty-five (25) students, each of whom is registered for sixteen (16) credits per quarter (equivalent to four hundred (400) student credit hours per quarter). Part-time teaching loads are prorated. Undergraduate academic offerings may be planned at a lower student/faculty level as follows:

7.3.1. A targeted student/faculty ratio of 23:1 (equivalent to three hundred and sixty-eight (368) student credit hours per quarter) will be allowed for programs that provide all available seats to first-year students (“core” programs) or fifty percent (50%) each to first-year and second-year students (“lower-division” programs), and are team taught.

7.3.2. Study abroad programs may plan the travel component of the program with a student/faculty ratio as low as, but not fewer than, 15:1.

7.3.3. Academic offerings may, with the concurrence of the curriculum dean(s), be planned at a targeted student/faculty ratio of less than 25:1 in which there are facility constraints (e.g., lab or studio space) or where the program is targeted at an under-represented student population. In such cases, the faculty member may be asked to take on additional students as provided in Section 7.4.

7.3.4. With prior approval of the curriculum dean(s), faculty members teaching in the Olympia day program may plan variable load programs over three (3) quarters in an academic year that cumulatively meet the annualized targeted student credit-hour load defined above.

7.4. Adjustments to Undergraduate Faculty Teaching Loads Because of Low Enrollment.

If actual student enrollment does not meet the targeted student enrollment in a program, then the curriculum dean(s) and the faculty involved will work together to find an acceptable way to address the shortfall in enrollment, including but not limited to, the following:

7.4.1. Opening the program to registration of new students;

7.4.2. Adding individual student contracts, courses, lecture series, etc. to the faculty member’s workload; and/or

7.4.3. Moving one or more members of a teaching team to other areas of the curriculum where there is a need.

7.5. Adjustments to Undergraduate Faculty Teaching Load Because of Curricular Initiatives. The targeted student enrollment levels described in Section 7.1 above

may be reduced to allow for new or experimental curricular initiatives on a short-term basis (within a given academic year). Such modifications may be made with the prior approval of the curriculum dean(s), following consultation with affected faculty members.

- 7.6. Additional Class Size Reductions for First-year and Lower-division Programs. In addition to the reductions in targeted class sizes for programs offering seats for first-year students described in CBA Article 7.3.1, further class size reductions will be allowed through academic year 2017-18.

In 2015-16 and 2016-17 interdivisional team-taught programs will be planned at student-faculty ratios of 18:1 for first-year (“Core”) programs and 20:1, for first- and second-year (“lower division”) programs.

In 2017-18, programs taught by two or more faculty members that are planned to award credit in three or more of the academic divisions recognized by the College (humanities, natural sciences, social sciences, arts, and quantitative reasoning) will be planned at student faculty-ratios of 18:1 for Core programs and 20:1 for lower division programs. Provided that at least two-thirds of first-year and lower-division seats are planned for programs that offer credit in three academic divisions, team-taught programs planned to award credit in two academic divisions will also be planned at student faculty-ratios of 18:1 for Core programs and 20:1 for lower division programs.

One of the summer institutes planned under Article 17 will be designed to support effective program planning and teaching for first-year students. Faculty teams participating in the class size reductions for 2017-18 will be expected to participate in this summer institute.

During each year of the initiative, the parties will monitor and assess the initiative’s impacts on curriculum and on retention. Any further extension of the initiative will be considered only with the agreement of the parties that the impacts have been sufficient to merit the continued dedication of college resources to class-size reductions.

- 7.7. Curricular Planning. Beginning with the 2013-14 academic year, the College will designate one (1) Wednesday afternoon during fall quarter, one (1) Wednesday afternoon during winter quarter, and two (2) Wednesday afternoons during spring quarter that will be reserved for faculty curricular planning. No governance or program activities will be scheduled on the dates chosen.

- 7.8. Staffing Levels and Workloads for Graduate Academic Offerings. Definition of a full time teaching load varies between graduate programs and between faculty appointments within each graduate program. Full time graduate program faculty members, regardless of appointment, shall fulfill additional non-credit generating graduate program responsibilities (identified in Article 8) and other non-credit generating responsibilities for all faculty members stated in Article 6. Graduate programs will be planned at a targeted student/faculty ration of 15:1 at a full-time student credit hour load that is not less than eight (8).

Article 8: SCOPE OF FACULTY WORK

- 8.1 Faculty member workload includes a combination of teaching, advising, research or creative endeavors, and service to planning units, the College, the professions, and the community. Distribution of time in each or these workload areas may vary year to year. It is the responsibility of each individual faculty member to achieve a balance of these workload areas.
- 8.2 In addition to teaching and other responsibilities described in Articles 6 and 7, faculty work includes but is not limited to the following:
- 8.2.1 Rotating into administrative roles including serving as an Academic Dean.
- 8.2.2 Rotating to serve as a Director. Directors are appointed by the Provost for the graduate programs and the Reservation-Based program. Directors are given variable amounts of teaching load reduction. They are evaluated annually on the basis of their job description for administrative responsibilities.
- 8.2.3 Rotating to serve as an Academic Advisor. One member of the faculty may rotate to serve as a full-time Academic Advisor each academic year.
- 8.2.4 Serving as Academic Program Coordinator. Academic Program Coordinators are selected by each program team to serve as the principal liaison between the academic program and the administrative offices of the College. Faculty members teaching alone serve as Academic Program Coordinator for their program or course. Responsibilities include:
- (a) Coordinating planning sessions and faculty seminars for the faculty team;
 - (b) Completing and submitting catalog copy;
 - (c) Completing and submitting program budget requests;
 - (d) Submitting covenants and syllabi by the end of the second week of each quarter;
 - (e) Monitoring student enrollment and action-needed lists, maintaining accurate records of the faculty responsible for each student evaluation, and communicating promptly about these issues to the office of Registration and Records or through the online record system whichever is indicated.
 - (f) Monitoring and authorizing budgetary expenditures for the academic program.
- 8.2.5 Serving as chairpersons of committees and Disappearing Task Forces (DTFs). Chairpersons of committees and DTFs are appointed by the

organizing body forming the group or selected by the members of the committee or DTF in consultation with the Agenda Committee. Duties of the Chairperson will vary with the nature of the group, but often include: calling meetings; facilitating meetings; organizing work; presenting periodic updates to the Agenda Committee, faculty meeting, and/or organizing body; and creating and presenting a final report.

8.2.6 Serving as Planning Unit Coordinators (PUCs). PUCs are nominated by the members of each planning unit and selected by the Academic Deans and Provost. Effective September 1, 2012, and for the term of the Agreement:

- (a) The PUC position will be considered a governance assignment and will not be compensated with release time.
- (b) The deans will assume the coordination functions previously performed by the PUCs.
- (c) PUCs will remain responsible for supporting the deans with communications between academic administration and their respective planning units.
- (d) The recommendations from the 2013-14 Planning Unit Coordinator DTF will be considered by the management and UFE bargaining teams as they negotiate a successor agreement and may also be addressed by a memorandum of understanding.

8.3 Additional Commitments for Regular Full Time Faculty Teaching in Graduate Programs. Regular faculty members who teach in a graduate program are expected to fulfill the applicable responsibilities stated in articles 6.1 - 6.3 for their assigned program. Graduate faculty member workload includes a combination of teaching, advising, research or creative endeavors, and service to the College, the professions, and the community. Distribution of time in each of these workload areas may vary year to year. It is the responsibility of faculty members to achieve a balance of these workload areas. Additional shared graduate program faculty commitments are:

8.3.1 Master of Environmental Studies. Serve as thesis advisor and sponsor of individual learning contracts and internships. Committee participation for admissions, evaluating and ranking candidates for grants and/or scholarships, student concerns, alumni relations, internship coordination, graduation planning, student activities support and community/public service.

8.3.2 Master of Public Administration. Serve as sponsor of individual learning contracts and internships. Serve on governance committees and/or projects that involve: admissions; policy review; community outreach; program evaluation and review; student advising and counseling; sponsorship of student and alumni groups; internship sponsor relationships; liaison to

advisory boards; program representation to regional and national professional organizations; and other activities as needed.

- 8.3.3 Master in Teaching. Serve as master paper supervisor. Committee participation for admissions, program accreditation (including data gathering, entry and evaluation), graduation planning, advisory board and community/public service.
- 8.4 Scope of Faculty Work for Fulltime Adjunct Faculty Teaching in Graduate Programs. In addition to the responsibilities stated in articles 6.1 and 6.2, full time adjunct faculty members who teach in a graduate program are also responsible for meeting the commitments stated in articles 8.3.1 – 8.3.3.

Article 9: **REGULAR FACULTY REVIEW**

- 9.1 Criteria used for all regular faculty reviews are based on the faculty member's responsibilities as defined in Article 6 of this Agreement and documented in the faculty member's portfolio.
- 9.2 Review of Regular Faculty Members on Term Contract. Each regular faculty member on a term contract will be reviewed annually by a dean to determine how well the faculty member is meeting his or her responsibilities as defined in Article 6. In the first two years of faculty member's initial contract the faculty member shall be reviewed by two (2) different deans. To the extent possible a different dean will review the faculty member each of the following years.
- 9.2.1 The annual review will include a classroom observation, a review of the faculty member's complete and current portfolio (as specified in Section 6.1.6), and a meeting with the faculty member to discuss his or her work. As part of this meeting the dean will advise the faculty member regarding when she or he might become eligible for conversion to a continuing contract and the process governing such conversions.
- 9.2.2 Within fifteen (15) working days of meeting with the dean, the dean will provide to the faculty member a letter summarizing the dean's observations of and reflections about the faculty member's recent work at the College and the dean's overall conclusions about whether the faculty member's work at the College is satisfactory. A copy of this letter shall be kept in the faculty member's personnel file.
- 9.2.3 Timeline. Unless there are extenuating circumstances, a faculty member's current portfolio shall be submitted to the appropriate dean by July 10 and the faculty member shall meet with the dean for review before October 15. Faculty members may elect to complete their review during the summer, but are not required to do so.
- 9.3 Third-Year Review.

- 9.3.1 If a faculty member is offered and accepts a second three (3)-year term contract, the third annual review of that individual will involve an additional component: review by and advice from a panel of the regular faculty members who have team-taught with the individual during his/her initial term contract at the College. For the library faculty, the panel will also include all regular library faculty members. For faculty hired to teach in specific programs (see Section 5.2.2) the panel will also include the program director.
- 9.3.2 This panel will be convened by the dean who conducts the third annual review of the faculty member and will occur during the spring quarter of the third year of the faculty member's initial term contract. The faculty member will meet with the dean and review panel to discuss the faculty member's contributions to the College and to assess those things that, in the judgment of the panelists, the faculty member should address in order to meet the criteria for conversion described in Section 11.3.1. The panel will review the faculty member's current portfolio and will provide specific suggestions and strategies for making improvements. The dean's annual evaluation of the faculty member will summarize the conclusions and recommendations of the review panel.
- 9.3.3 If necessary to permit the participation of at least four panelists (including the dean), the Third-Year Review may be delayed and occur during the first year of the faculty member's second term contract.

9.4 Review of Regular Faculty Members on Continuing Appointment.

- 9.4.1 Every five (5) years, at a time agreed on by the faculty member and his or her dean, the faculty member's dean assembles a review panel. The panel consists of the dean and faculty members with whom the faculty member has taught within the past five (5) years. If fewer than four (4) of these faculty members are regular faculty members, the dean selects other regular faculty members to serve on the panel so that there are at least four (4) regular faculty members, excluding the dean, in this group. The faculty member may also invite colleagues or staff to join the panel. For library faculty, the panel will also include all regular faculty members.
- 9.4.2 The faculty member submits his or her complete, up-to-date portfolio for the past five (5) or more years that he or she has taught at the College, and any additional materials that he or she wishes, to the dean. In addition, the faculty member submits a retrospective five (5)-year self-evaluation and a prospective three (3)- to five (5)-year teaching and learning plan. The dean makes all of this material available to the panel for review.
- (a) The faculty member meets with the panel to discuss his or her past, present and future work at the College. The dean who is a member of the panel leads and encourages serious discussion following procedures developed by the deans. The discussion should address how the faculty member has met and will meet the professional

responsibilities found in Article 6, and may also include discussion of the faculty member's best work, descriptions of and suggestions for improvement of the faculty member's least successful work, encouragement for and suggestions about the faculty member's plan for self-directed professional development or plans for future teaching work at the College, or a suggestion that the faculty member consider leaving the College for a term or permanently. No formal record is made of this meeting.

Article 10: **ADJUNCT FACULTY REVIEW AND REAPPOINTMENT**

10.1 Review Process for Adjunct Faculty Members. Criteria used for all adjunct faculty reviews are based on the faculty member's responsibilities as defined in Article 6 of this agreement and documented in the faculty member's portfolio. Adjunct faculty shall be reviewed by the deans during their first year of teaching at the College and at least once for every nine (9) quarters of teaching thereafter. Adjunct faculty members teaching in a graduate program will be reviewed by the respective director. Adjunct faculty members will be reviewed in the year prior to receiving an initial or additional multi-year contract. The evaluation process will include a classroom observation by the reviewing dean or graduate program director, review of the portfolio from the previous quarters of teaching at the College or all teaching since the faculty member's last review, and a meeting between the faculty member and the dean or director to discuss the faculty member's work. A letter written by the dean or director summarizing the evaluation will be provided to the faculty member and kept in the faculty member's personnel file. Graduate program directors performing reviews of adjunct faculty members may make recommendations but do not make decisions regarding hiring or continued employment of adjunct faculty members.

10.2 Multi-Year Contracts for Adjunct Faculty Members.

Multi-year contracts for adjunct positions are intended primarily to provide for predictability in courses offered in the college's curriculum and to recognize the commitment that faculty who teach these courses make to the profession of teaching and to the college. In most cases, the commitment to teaching is evidenced by an advanced degree from a regionally accredited institution.

10.2.1 Eligibility. Adjunct faculty members who meet all of the conditions outlined below will become eligible for multi-year contracts as described in Section 10.2.2 or 10.2.3 below. The adjunct faculty member:

- (a) has completed at least nine (9) quarters of teaching at the College during the preceding four (4) years (excluding summer quarters), or has completed a multi-year adjunct contract;
- (b) will be offered an appointment to an adjunct position in the next academic year;

- (c) has performed his or her responsibilities in a satisfactory manner as documented by the review process described above.

10.2.2 Process. The process for awarding multi-year contracts is as follows:

10.2.2(a) Curricular Need and a Predictable Curriculum. The areas in which multi-year contracts are considered each year are based on curricular need, reflected by past and anticipated enrollment and the desire to provide a predictable curriculum. Each year, Deans will invite Planning Units to discuss and make recommendations regarding academic areas where ongoing demand suggests multi-year contracts would be needed to support and strengthen the curriculum. Recommendations should include the duration of the anticipated need and the academic level and number of credits for contracts that would help meet the curricular need. Based on recommendations received and on their own assessment of the curriculum, the Deans will develop a list of areas where multi-year contracts may be offered. The Deans will share this list with the Planning Unit Coordinators.

10.2.2(b) Application. By February 1 of the year before a multiyear contract is being requested or requested for renewal, the adjunct faculty member submits a letter of application for a multiyear contract to the deans. The application will include a current CV, a retrospective self-evaluation, and the adjunct member's portfolio.

10.2.2(c) Review. After February 1, the deans will convene a multi-year contract review committee including the EWS dean, a curriculum dean, and five regular faculty selected from a diverse pool of regular faculty members on continuing appointment identified by the Faculty Agenda Committee. The purpose of the meeting is to review the applications and to make recommendations to the dean for or against the award of a multi-year contract for each applicant. Criteria informing the recommendations shall include the list identified in 10.2.2(a), the responsibilities of an Evergreen faculty member as defined in Article 6 of this agreement and documented in the faculty member's portfolio, and the usual criteria considered by hiring committees. By the end of winter quarter, the college will make offers, taking into consideration the recommendations of the committee, and informing the committee in writing of its rationale should the offers differ from the recommendations. Management's judgment about the likelihood of future enrollment and financial resources to fulfill the contract may affect the number and scope of contracts offered.

10.2.2(d) Adjunct faculty members who are offered multi-year contracts will be expected to continue teaching the same or substantially similar content areas throughout the term of the contract, provided that the curriculum deans may make or permit exceptions to this expectation consistent with College needs and the faculty member's ability. Teaching assignments for

adjunct faculty on multi-year contracts will be made by the curriculum dean(s).

10.2.2(e) Exceptions. The Deans may offer additional multi-year contracts outside this process when necessary to address curricular needs.

10.2.3 Transition of Half Time Evening and Weekend Studies Positions. Beginning September 1, 2017, if at the start of an academic year, a half-time faculty member currently under contract to teach has taught half-time or more for 12 quarters (excluding summer sessions) within the most recent five year period with at least three (3) different teaching partners, a regular, half-time position will be created in Evening and Weekend Studies. The positions will be created with disciplinary or content foci similar to that of each faculty member's teaching history.

(a) Conditions:

1. The position will be created as long as no more than 45% of EWS lines are occupied by regular faculty appointments;
2. A national search will be conducted; and
3. The adjunct faculty member referred to in 10.2.3 shall be a finalist for the position if they apply for the position.

This transition policy represents a substantial increase in the number of part time regular faculty positions. Therefore, the UFE-Management committee established in Article 25 will discuss equity issues relevant to part time faculty, including workload and compensation, which could be included in a subsequent MOU. The UFE-Management committee will issue a written report of these discussions and any findings no later than the end of Spring Quarter 2016, and any MOU resulting from these discussions must be completed in time to take effect in Fall Quarter 2016.

10.2.4 With the academic year beginning September 1, 2015, an adjunct faculty member employed to teach half time or greater in programs at the College for 15 quarters, exclusive of summer sessions and Olympia day curriculum, in any six-year period shall be strongly encouraged to apply for a faculty position as specified in 10.2.3 above.

10.3 Notice of Contract Award. Adjunct faculty members will be notified of award or non-award of a new or renewed multi-year contract no later than the end of winter quarter in the year prior to the contract start date

10.4 Reduction in Force or Program Reduction. Any reduction or abolition of multi-year contracts will be governed by Article 23 of this agreement.

10.5 Adjunct faculty members who have completed at least thirty quarters at Evergreen over twelve years shall be granted a semi-finalist interview for any regular faculty position to which they apply and for which they meet the minimum qualifications.

10.6. Current multi-year contracts will be honored for their durations.

Article 11: REGULAR FACULTY APPOINTMENT, REAPPOINTMENT AND CONVERSION

- 11.1 Criteria used for reappointment and conversion are based on the faculty member's responsibilities as defined in Article 6 of this Agreement and documented in the faculty member's portfolio.
- 11.2 Except in the exceptional circumstances explained in 11.5, all regular faculty members hired to the College through the established hiring process as defined in the Faculty Handbook will receive an initial three (3)-year term contract. Each regular faculty member on an initial term contract can only attain the right to a second and final three (3)-year term contract with the College by successfully completing the following review process:
- (a) As part of the second annual review of a faculty member on term contract, the dean completing the review makes a preliminary decision whether to recommend to the Provost that the faculty member be offered a second three (3)-year term contract. In making this decision, the dean takes account of his or her observations of and interviews with the faculty member and the quality of the portfolio. The dean discusses this preliminary decision with the other deans before sending a final recommendation to the Provost.
 - (b) By November 1, the dean writes a letter to the Provost stating the dean's final recommendation (with rationale) and sends a copy of this letter both in electronic form and in hard copy to the faculty member.
 - (c) By December 1, the Provost reviews the faculty member's file and makes a preliminary decision whether to offer the faculty member a second three (3)-year term contract. In making this review, the Provost takes account of the recommendation of the dean, and the quality of the portfolio. The Provost also may interview the faculty member, the deans, and others who have relevant information. If the Provost makes a preliminary decision contrary to the recommendation of the dean, the Provost meets with the deans to discuss his or her decision before making a final decision.
 - (d) By December 15, the Provost writes a letter to the faculty member stating the Provost's final decision (with rationale) whether to offer the faculty member a second three (3)-year term contract. The Provost sends this letter to the faculty member by both in electronic form and in hard copy.

- (e) If the faculty member is not offered a second term contract, the faculty member will not be offered any other faculty contract for the next academic year.
- 11.2.2 Regular faculty members on term contracts may not teach at the College for more than eighteen (18) quarters unless the faculty member is granted an additional contract as a consequence of his or her successful due process appeal as specified in Section 11.4.
- 11.3 Conversion of a Regular Faculty Member on Term Contract to a Regular Faculty Member on Continuing Appointment.
- 11.3.1 Initial Eligibility Criteria for Conversion. (Note: Summer quarters and quarters taught while in an adjunct faculty teaching position do not count towards initial eligibility for conversion.)
- (a) The candidate is a regular faculty member who has been re-appointed to a second three (3)-year term contract.
 - (b) The candidate has completed the equivalent of at least nine (9) but not more than eighteen (18) quarters of work as defined by his or her term contract within, at most, eight (8) years.
 - (c) The candidate has participated in a Third-Year Review (see Section 9.3).
 - (d) For faculty members other than library faculty, the candidate has team-taught in programs with a cumulative total of six (6) or more Evergreen faculty members, and has taught with each of these faculty members for at least one (1) quarter. At least three (3) of these teaching partners must have continuing status either at the time of the teaching partnership or at the time of the candidate's conversion.
 - (e) For library faculty members, the candidate has team-taught full-time for at least two (2) quarters with a cumulative total of three (3) or more non-Library faculty members. At least two (2) of these teaching partners must have continuing status either at the time of the teaching partnership or at the time of the candidate's conversion.
 - (f) At the end of the candidate's fifth (5th) year the deans and the Provost, acting collectively, may waive the teaching partner requirement for that candidate. This waiver may be given only when the candidate has been requested to meet an extraordinary demand in the College curriculum.

11.3.2 Procedure.

- (a) During spring quarter, the deans will send an email notification to each faculty member who meets the initial eligibility criteria listed above. This notification will provide the faculty member with an outline of the processes involved.
- (b) A faculty member who meets the initial eligibility criteria may apply for appointment to a continuing position by submitting a letter of application to the deans prior to or along with the submission of his or her current and complete portfolio for annual review.
- (c) As part of the annual review meeting, the dean shall confirm with the faculty member that he or she is a candidate for a continuing appointment after confirming that the faculty member is eligible, has a complete portfolio, and wishes to move forward with the conversion process. The dean includes his/her annual review letter in the portfolio, provides a copy for the faculty member, and keeps the portfolio for use in the upcoming conversion panel review.
- (d) By October 15, the candidate's dean sends a written notice to the College community that the candidate is about to be reviewed for an appointment as a regular faculty member on continuing appointment and invites anyone who wishes to submit a letter or other items for this review to do so. The candidate also may solicit such letters and other items. All such material is due in the dean's office within ten (10) working days of the announcement. The dean makes any and all of this material available to the candidate within ten (10) working days after receiving it and gives the candidate ten (10) working days to respond in writing to any or all of this material in appropriate sections of his or her portfolio.
- (e) By October 31, the candidate's dean assembles a review panel. The review panel consists of:
 - (1) The dean, a non-voting member.
 - (2) All of the available regular faculty members on continuing appointment with whom the candidate has taught at Evergreen including those with whom the candidate may have taught while in an adjunct faculty position and, for library faculty, all library faculty members on continuing appointment. Retired regular faculty members with whom the candidate has taught will also be notified and invited to participate on the panel. If fewer than four (4) of these faculty members (including retired faculty) are available, then the dean selects other regular faculty members on continuing appointment from the candidate's curriculum planning unit or other planning group to serve on the panel so that there are at least four (4) faculty, excluding the dean,

in this group who have taught with the candidate or with whom the candidate has planned curriculum, or both.

- (3) One additional faculty member on continuing appointment who, in the candidate's opinion, is a good judge of some part of the candidate's work at Evergreen.
 - (4) One (1) or two (2) additional regular faculty members on continuing appointment who, in the dean's opinion, can make a contribution to the deliberations of the panel. The dean makes his or her selection from a diverse pool of regular faculty members on continuing appointment selected each year by the Faculty Agenda Committee for this service. The size of this pool will be determined by the Faculty Agenda Committee based on the expected number of review panels for that year. The dean chooses either one (1) or two (2) such faculty depending on what is needed to insure an odd number of voting members on the panel. The dean notifies the candidate of the panel's membership once this is confirmed.
- (f) By October 31, the candidate's dean submits the candidate's portfolio and any other material that the dean has collected to the review panel.
- (g) Between October 31 and February 15, the review panel does all of the following:
- (1) The panel reviews the candidate's portfolio and all additional material that has been submitted, then meets to determine whether the candidate has in fact met the minimum requirements listed in Section 11.3.1 for being offered a continuing appointment. If not, the panel notifies the candidate of which requirement(s) she or he has not yet met, and invites the candidate to apply again in a succeeding year if she or he will be eligible at that time. If so, the panel decides whether to recommend to the Provost that the candidate be offered an appointment as a regular faculty member on continuing appointment. The panel may choose to interview the candidate or gather additional material. If the panel gathers additional material, then the candidate is offered access to this material and given ten (10) working days to respond in writing to any or all of this material.
 - (2) Throughout all of its deliberations, the review panel takes full account of the evaluation and reappointment provisions of this Article, and the panel documents how well, using evidence found in the candidate's portfolio, the candidate

has met her or his professional responsibilities as found in Article 6 of this Agreement.

- (3) If the panel determines that the candidate should not be recommended for conversion, it must conclude that the candidate has been given fair notice to address those failures that are critical in this determination. The deans' annual review letters, including the summary of the recommendations of the review panel described in Section 9.3, shall constitute fair notice.
 - (4) The panel reaches its decision by majority vote – the dean is a non-voting member of the panel – and the dean writes a letter stating the panel's recommendation, giving the reasons for its recommendation and providing the final numerical vote for and against this recommendation. After submitting the letter to the conversion panel for review, the dean forwards the letter to the Provost. The dean sends a copy of this letter both in electronic form and in hard copy to the candidate.
- (h) By April 1, the Provost reviews the candidate's record. In making this review, the Provost takes account of the recommendation of the review panel, and reviews the material reviewed by the panel, including the candidate's portfolio. In addition, the Provost consults with the President and may consult the deans, interview the panel members and the candidate, or gather additional material. If the Provost gathers additional material, the candidate is offered access to this material and given ten (10) working days to respond in writing to any or all of this material.
 - (i) If the Provost makes a preliminary decision contrary to the recommendation by the review panel, the Provost meets with the review panel to discuss his or her preliminary decision before making a final decision.
 - (j) By April 15 the Provost writes a letter to the candidate stating the Provost's final decision of whether to offer the candidate an appointment as a regular faculty member on continuing appointment and giving the Provost's reasons for this decision. The Provost sends this letter to the candidate both in electronic form and in hard copy.
 - (k) If the candidate is offered and accepts an appointment as a regular faculty member on continuing appointment, his or her appointment begins with the next academic year or at some other time agreed on by the deans, the Provost and the faculty member. If the candidate is not offered an appointment as a regular faculty member on continuing appointment, the candidate will be offered or otherwise

assured of a terminal term contract for the next academic year. Once placed on a terminal term contract, the faculty member is ineligible for further consideration for a new term or continuing appointment.

11.4 Non-Reappointment Appeal Procedure. A faculty member may grieve a Provost's decision of non-reappointment or denial of appointment as a faculty member on continuing appointment only on grounds of a procedural violation that precluded fair and thorough consideration of the candidate's qualifications and experience.

11.5 Initial Appointment as Regular Faculty Member on Continuing Contract.

11.5.1 A person new to the College may be offered an initial appointment as a regular faculty member on continuing appointment in exceptional circumstances if the following two (2) conditions are satisfied. It is expected that this exception will occur rarely and only for the best of reasons.

(a) The person has fully documented that he or she has successfully completed the equivalent of fifteen (15) quarters of teaching and non-teaching work that is substantially equivalent to the normal work done by a regular faculty member at the College.

(b) The hiring committee, academic deans, and Provost, with consultation from the President, agree that the person should be offered an initial appointment as a regular faculty member on continuing appointment.

Article 12: **COMPENSATION**

12.1 Faculty Salary Grid.

12.1.1 Faculty salaries are determined according to the College's Faculty Salary Grid. Faculty members are placed on the Faculty Salary Grid solely based on their number of years of relevant experience, as determined through the process described in Section 12.3. Faculty members' salaries are not affected by their academic discipline.

12.1.2 Salaries on the Faculty Salary Grid correspond to an academic year, and do not include compensation for summer session.

12.1.3 Faculty members who have part-time appointments, or appointments for only part of the academic year, will receive a prorated salary reflecting the fraction their load bears to full-time. Part-time regular faculty members and administrative faculty members who contract for additional teaching responsibilities will be compensated at the salary rate they receive for their normal responsibilities.

12.1.4 For the 2015-16 and 2016-17 academic years;

- (a) experience year increases will be fully funded and the salary grids will increase three percent (3%) per year effective September 1st in each year;
- (b) in the event of an enrollment shortfall in the 2016-17 academic year (defined as fewer than 4,201 student-FTEs enrolled on the 10th day of Fall Quarter 2016), the college shall notify the UFE if any part of this commitment is paid from the college's reserves rather than the college's base budget and the parties shall discuss this issue in bargaining for a successor agreement.

Experience Year	Academic Year 2015-16
1	38,562
2	40,337
3	42,077
4	43,780
5	45,447
6	47,079
7	48,676
8	50,235
9	51,760
10	53,248
11	54,700
12	56,116
13	57,498
14	58,842
15	60,152
16	61,425
17	62,662
18	63,863
19	65,029
20	66,159

Experience Year	Academic Year 2015-16
21	67,253
22	68,312
23	69,332
24	70,319
25	71,270
26	72,184
27	73,063
28	73,907
29	74,713
30	75,485
31	76,220
32	76,918
33	77,583
34	78,211
35	78,801
36	79,358
37	79,879
38	80,362
39	80,811
40	81,224

Experience Year	Academic Year 2015-16
41	81,600
42	81,941
43	82,247
44	82,514
45	82,783
46	83,053
47	83,324
48	83,596
49	83,868
50	84,142
51	84,416
52	84,691
53	84,967
54	85,244
55	85,522
56	85,801
57	86,081
58	86,361
59	86,643
60	86,925

Experience Year	Academic Year 2016-17
1	39,719
2	41,547
3	43,339
4	45,093
5	46,810
6	48,491
7	50,136
8	51,742
9	53,313
10	54,845
11	56,341
12	57,799
13	59,223
14	60,607
15	61,957
16	63,268
17	64,542
18	65,779
19	66,980
20	68,144

Experience Year	Academic Year 2016-17
21	69,271
22	70,361
23	71,412
24	72,429
25	73,408
26	74,350
27	75,255
28	76,124
29	76,954
30	77,750
31	78,507
32	79,226
33	79,910
34	80,557
35	81,165
36	81,739
37	82,275
38	82,773
39	83,235
40	83,661

Experience Year	Academic Year 2016-17
41	84,048
42	84,399
43	84,714
44	84,989
45	85,266
46	85,545
47	85,824
48	86,104
49	86,384
50	86,666
51	86,948
52	87,232
53	87,516
54	87,801
55	88,088
56	88,375
57	88,663
58	88,952
59	89,242
60	89,533

12.1.5 Effective September 1 during the term of this Agreement:

- (a) All faculty members who have achieved an additional experience year as described in Section 12.2 will be moved to the appropriate experience year on the faculty salary grid.
- (b) All regular, administrative and post-retirement faculty members will be paid at the salary associated with their experience year.
- (c) All adjunct faculty members will be paid at ninety percent (90%) of the salary associated with their experience year.

12.2 Placement on the Faculty Salary Grid.

12.2.1 A faculty member's experience year ("EY") is based upon the number of years of post-baccalaureate experience relevant to the teaching and, for library and administrative faculty, other relevant duties for which she or he is employed.

12.2.2 At the time of the faculty member's initial appointment to the College, the starting EY is determined by the appropriate Dean, in consultation with the faculty member, and is approved by the Provost. The EY is determined as follows:

- (a) Graduate Degrees. Graduate degrees will be counted as years of experience as follows:
 - (1) A Master's degree counts as one (1) year.
 - (2) A PhD that is completed except for the dissertation counts as one (1) year if the faculty member has a Master's degree, or two (2) years if the faculty member does not have a Master's degree.
 - (3) A completed PhD or equivalent professional degree counts as two (2) years if the faculty member has a Master's degree, or three (3) years if the faculty member does not have a Master's degree.
 - (4) Additional and other degrees, such as two (2) Master's degrees in unrelated fields, will be determined on a case-by-case basis, using the above as a guide.
- (b) Teaching Experience. Teaching experience will be credited on a year-for-year basis for each full-time teaching year or equivalent. Acceptable teaching experience includes pre-college, college, and university teaching.

- (c) Work Experience. Non-teaching experience will be credited according to the relevance of that experience to the faculty member's role at Evergreen. Fractional experience years can be granted for work that included a mixture of duties.
- (1) Postdoctoral or research fellowships will be credited on a year-for-year basis.
 - (2) Work experience directly related to the faculty member's teaching will be credited on a year-for-year basis.
 - (3) Work experience not related to the faculty member's teaching will be credited on a 1-year-for-2-years basis.
 - (4) Other credits depend on particular experiences and will be determined during the interview process. For example, credit will be given for Peace Corps experience and for Vista experience.

12.3 After the initial determination, the EY for regular faculty members and adjunct faculty with multi-year appointments will increase by one (1) for each subsequent full-time academic year (or equivalent) of teaching, comparable service (*e.g.*, rotation into advising, the library, or the Deanery), or relevant work, at the College or elsewhere. For part-time work or for part-year appointments, the EY will increase by the appropriate fraction (for example, by one-third ($\frac{1}{3}$) for one (1) quarter of full-time work).

12.4 Full-Time Employment. Faculty members may not work more than full-time for the College.

12.5 Electronic Funds Transfer. Faculty members will receive their pay via electronic funds transfer (payroll direct deposit).

Article 13: **RETIREMENT AND INSURANCE BENEFITS**

13.1 Retirement Contribution Rates.

- 13.1.1 For those faculty members who participate in the College's retirement plan, the College will make contributions on all wages equal to the faculty member's contribution as follows:
- (a) Faculty members who are less than 35 years of age will receive a contribution equal to five percent (5.0%) of their base salary.
 - (b) Beginning the first pay period following their 35th birthday, faculty members who are 35-49 years of age will receive a contribution equal to seven and one-half percent (7.5%) of their base salary.

- (c) Faculty members who are 50 years of age or older may elect to increase the contribution rate to ten percent (10%) of their base salary; provided that in the event the College's retirement plan is revised to make this increase in contribution mandatory, faculty members will receive a contribution equal to ten (10%) of their base salary beginning the first pay period following their 50th birthday.
- 13.1.2 For those faculty members who participate in another retirement plan administered through the Washington State Retirement System, and who elected at the time of hire to continue participating in such plan, the College will make the retirement contribution required by the respective plan.
- 13.2 Health Insurance. The health, life and long-term disability insurance benefits available to faculty members, eligibility for those benefits, the premiums associated with the benefits, and the College's contribution toward those premiums, will be determined by the Washington State Health Care Authority.

Article 14: **MEDICAL AND OTHER LEAVES**

- 14.1 Medical Leave.
 - 14.1.1 Faculty members receive paid medical leave as provided in this Section. While on paid medical leave, faculty members will continue to receive their full contracted salary and, if eligible, an employer contribution to their retirement and health plans.
 - 14.1.2 Faculty members are expected to notify the academic deans, program secretary, and faculty team members when they will be absent from work due to illness, injury or disability. Faculty members are responsible for working with teaching partners, area faculty and/or the academic deans to ensure that appropriate measures are taken to address their absence.
 - 14.1.3 Paid medical leave may be used during the period of a faculty member's appointment for the faculty member's own illness, injury or disability (including pregnancy-related conditions); the need to care for a child under (18) years of age, or an older child incapable of self-care, with a health condition requiring treatment or supervision; and the need to care for the faculty member's spouse, domestic partner, parent, parent-in-law or grandparent with a serious health condition or emergency condition.
 - 14.1.4 For absences of three (3) or more class days, the academic dean may require written medical verification of the reason for the faculty member's absence.
 - 14.1.5 Unused medical leave does not carry over from one (1) academic year to another. Medical leave does not have a cash value nor is it transferrable to another college employee.
 - 14.1.6 Paid medical leave will run concurrently with the unpaid leave allowed by both the federal Family Medical Leave Act and the State Family Care Act.

14.1.7 Adjunct Faculty Members.

- (a) Adjunct faculty members who hold a one (1) quarter appointment shall be entitled to up to two (2) workweeks of paid medical leave during the term of their appointment. Any leave taken beyond two (2) workweeks in a quarter for the reasons described in Section 14.1.3 shall be unpaid and may, at the discretion of the academic dean following consultation with area faculty, result in termination of the adjunct faculty member's contract.
- (b) Adjunct faculty who hold an appointment for more than one (1) quarter shall be entitled to up to two (2) workweeks of paid medical leave during each quarter of their contract appointment. Adjunct faculty contracted for more than one quarter may use their entitled academic year sick leave (four (4) or six (6) weeks) in one quarter for a single, documented medical event and/or other medical condition(s). Approved sick leave will be paid at the contracted quarterly rate in which the leave is taken. Any leave taken beyond the amount permitted in this subsection for the reasons described in Section 14.1.3 shall be unpaid. At the discretion of the academic deans following consultation with area faculty, a adjunct faculty member with an appointment for multiple quarters who exhausts his/her paid medical leave during a quarter may be required to remain on unpaid leave through the end of the quarter. If the faculty member remains unable to resume his/her responsibilities at the start of a succeeding quarter, he/she may be required to remain on unpaid leave.

14.1.8 Regular and Administrative Faculty Members.

- (a) Regular and administrative faculty members who are unable to perform faculty duties for a period of more than two (2) weeks for reasons described in Section 14.1.3 will be permitted to take an extended medical leave. Faculty members must notify an academic dean when they become aware of the need for an extended medical leave, and must provide written medical verification of the reason for the leave. The Provost or designee must approve all extended medical leaves.
- (b) Extended medical leave may be used in the form of reduced hours when medically necessary. Extended medical leave will continue for the period of incapacity, or until the faculty member has used all available paid medical leave, whichever period is shorter.
- (c) Regular and administrative faculty members are entitled to a total of one hundred eighty (180) calendar days of medical leave in a contract year. In addition, should a period of incapacity for the same qualifying event bridge two (2) or more contract years, the

total paid medical leave taken for that qualifying event shall not exceed a total of one hundred eighty (180) calendar days.

- (d) Before resuming normal duties following a period of extended medical leave, the faculty member is required to submit a completed “fit to return to work” medical certification form.

14.2 Parental Leave. Regular faculty members shall be entitled to up to six (6) weeks of paid leave to care for a new or newly adopted child. Parental leave will run concurrently with available medical leave and/or Family Medical Leave and must be used within twelve (12) months of the birth or placement of the child. Faculty members are expected to provide at least thirty (30) days written notice of anticipated parental leave when possible. With approval from the supervising dean, parental leave may be extended as unpaid leave.

14.3 Family Medical Leave (Care of a Family Member). Family Medical Leave is defined by and will be administered according to the College’s Family and Medical Leave Policy. In the event that the benefits or requirements of state or federal law in effect at the time of a request for Family Medical Leave are more generous to employees than the College’s policy, the College will comply with applicable law. A regular faculty member may use up to four (4) calendar weeks of paid medical leave to attend to family matters as defined by the College’s policy.

14.4 Maternity-Related Disability Leave. Pregnant faculty members may take unpaid leave for the entire period of any maternity-related disability. Such leave may, at the pregnant faculty member’s election, be taken in addition to the twelve (12) week leave to care for a new-born child under the federal Family Medical Leave Act, if the faculty member is eligible for Family Medical Leave. Faculty members taking maternity-related disability leave are required to use any paid medical leave before taking unpaid leave. While faculty members remain on paid leave, the College will continue providing paid health insurance to the faculty member on the same basis that those benefits are provided during regular employment. Once paid leave is exhausted, faculty members on unpaid maternity-related disability leave may continue their health insurance coverage by paying the full premium cost for that insurance.

14.5 Military Leave.

14.5.1 Paid Leave.

- (a) Faculty members shall be entitled to military leave with pay not to exceed twenty one (21) working days during each year, beginning October 1 and ending the following September 30, in order to report for active duty, when called, or to take part in active training duty in such manner and at such time as they may be ordered to active duty or active training duty in the Washington National Guard or the Army, Navy, Air Force, Coast Guard, or Marine Corps

reserve of the United States or any organized reserve or armed forces of the United States. Such leave shall not result in any reduction of benefits, performance ratings, privileges or pay. During paid military leave, the faculty member shall receive his or her normal salary.

- (b) Faculty members required to appear during working hours for a physical examination to determine physical fitness for military service shall receive full pay for the time required to complete the examination.

14.5.2 Unpaid Leave. In addition to paid military leave provided by this section, faculty members shall be granted a military leave of absence without pay for service in the armed forces of the United States or the State of Washington, to the extent required by applicable state (RCW 73.16) and federal law.

14.5.3 Unless prohibited by military necessity, faculty members must provide the College with a copy of their orders at the time they request military leave. Requests for military leave shall be made as soon as reasonably practical after the faculty member learns of the need for such leave.

14.6 Court Required Services. Faculty members subpoenaed to serve on juries or as witnesses in legal actions shall attempt to arrange their court obligations to minimize interference with their classes and other College responsibilities. When it is not possible for a faculty member to meet some or all of his or her College responsibilities because of required service as a juror or witness, the faculty member will retain full pay and status during such periods, excluding time in compensated service as an expert witness. Faculty members serving as a juror or witness are expected to work with the deans and faculty teaching partners to arrange coverage for their classes during any period of such leave.

14.7 Bereavement Leave. Faculty members may take up to one (1) week off with pay for traveling to, making arrangements for, and attending a funeral or memorial service, or handling related estate business for the death of individuals in their immediate families (parent, stepparent, parent-in-law, sibling, stepsibling, domestic partner's parent, spouse, domestic partner, grandparent, grandchild, child, stepchild, and a child in the custody of and residing in the home of the faculty member). Faculty members requesting bereavement leave are expected to work with the dean and faculty teaching partners to arrange coverage for their classes during any period of such leave.

Article 15: **ELIGIBILITY FOR PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

15.1 To be eligible for faculty development opportunities including professional leave, sponsored research awards, professional travel funds, summer institutes, and faculty exchanges, faculty members must:

15.1.1 Submit their student evaluations as described in Section 6.2.2(e);

- 15.1.2 Meet or have a plan to meet team teaching requirements described in Section 6.3.3 and 6.3.4(b);
- 15.1.3 Meet or have a plan to meet the expectations described in Section 6.3.4(a) regarding teaching students at varying points in their educational development
- 15.1.4 Submit curriculum proposals for all upcoming quarters for which a catalog copy is due;
- 15.1.5 Submit final syllabi and covenants for academic offerings.

Article 16: PROFESSIONAL LEAVE

- 16.1 Professional Leave. The College provides opportunities to eligible regular faculty members (as defined in Article 15) for paid sabbaticals and leaves of absence without pay. Faculty are encouraged to use professional leaves for:
 - 16.1.1 contributing to a professional field and advancing their own knowledge through research and study;
 - 16.1.2 developing skills and knowledge outside their professional fields;
 - 16.1.3 carrying out creative work; and/or
 - 16.1.4 developing new curricular possibilities.
- 16.2 Sabbaticals. Eligible regular faculty members (as defined in Article 15) shall be eligible for sabbaticals as described in this Section.
 - 16.2.1 Sabbatical Accrual Rate.
 - (a) For full-time regular faculty members, eligibility for sabbaticals at full salary will accrue at the rate of one (1) quarter per sixteen (16) quarters (5.33 years) of full-time equivalent service to the College (excluding summer school).
 - (b) For half-time regular faculty members, eligibility for sabbaticals at half salary will accrue at the rate of one (1) quarter per sixteen (16) quarters of half-time service to the College (excluding summer school).
 - (c) Regular faculty members on leave to serve as an academic dean, eligibility for sabbaticals will accrue at the rate of one (1) quarter per two (2) years of service in a dean position.
 - 16.2.2 An individual entitled to sabbatical leave may apply for one (1), two (2) or three (3) quarters of paid leave in any one (1) academic year and up to a

maximum of four (4) quarters of paid leave in any six (6)-year period. Persons taking less sabbatical leave than accrued shall retain eligibility for the remaining accrued leave.

- 16.2.3 Regular faculty members accrue eligibility for sabbaticals whenever they are in paid status performing their responsibilities to the College during the regular academic year, including periods when the faculty member is on paid medical leave, is serving in an administrative capacity (*e.g.*, as a dean or program director), or is on a teaching exchange with another institution. Faculty members do not accrue eligibility during sabbaticals, during paid leave to perform sponsored research, during summer school or during a period of unpaid leave.
- 16.2.4 Sabbaticals cannot be used for the sole purpose of completing advanced degree requirements.
- 16.2.5 During the term of this Agreement, the College will make available twenty-two (22) quarters of sabbatical leave per academic year.
- 16.2.6 Following a sabbatical, a faculty member is required to complete a period of service being equal to the duration of the leave. Faculty members agree to complete such service by accepting a sabbatical. A faculty member who fails to complete a required period of service following a sabbatical shall be required to repay the monetary value (prorated if appropriate) of the sabbatical benefit (salary and benefits).
- 16.2.7 Sabbaticals must be taken within the time period for which they are granted, unless postponed at the College's or faculty member's request. A faculty member may choose to reschedule an approved sabbatical only if he or she provides notice at least one (1) year in advance of the scheduled leave. The schedule for a sabbatical postponed at the faculty member's request will be determined in consultation with the deans. If a faculty member chooses to rescind a sabbatical that has been approved, she or he must notify the Provost (normally at least one (1) year prior to the scheduled leave). She or he will retain eligibility just as if the sabbatical had never been awarded, but must reapply for any future sabbatical as outlined in Section 16.3.
- 16.2.8 If a faculty member on sabbatical is unable to complete the leave because of a personal health condition or conditions covered by the Family and Medical Leave Act ("FMLA"), the faculty member, either directly or through a UFE representative, may request suspension of the sabbatical. The Provost shall suspend the sabbatical and the faculty member will be placed on medical leave or Family Medical Leave as appropriate. At such time as the faculty member's health condition or the Family Medical Leave situation is no longer an impediment to the faculty member's ability to continue the sabbatical, the leave shall be reinstated. The faculty member can either use the remaining sabbatical leave or rescind it as outlined in Section 16.2.7.

16.2.9 Upon completion of a sabbatical, the returning faculty member is expected to share findings and accomplishments of the leave with the campus community so that all interested persons can benefit. A written report shall be filed with the Provost.

16.3 Application Process.

16.3.1 At the beginning of each academic year, the Provost or the dean responsible for sabbaticals will notify all faculty members of their eligibilities and encourage them to apply for sabbatical. Applications in response to this notification must be submitted by December 15, two (2) academic years preceding the academic year in which the leave is to be taken.

16.3.2 Applications should be submitted in the form of a two (2) to three (3) page letter or email of similar length and must include at least the following information:

- (a) statement of proposed activity;
- (b) purpose and scope of the activity;
- (c) a broad statement of the faculty member's professional agenda showing how the proposed leave fits into that agenda;
- (d) benefits expected from the activity in light of the faculty member's strengths and weaknesses;
- (e) detailed plans for carrying out the activity;
- (f) dates and length of leave requested;
- (g) a statement of how the proposed absence might affect the curriculum; and
- (h) expected remuneration, if any, from another source.

16.3.3 Basis of Selection. All eligible faculty members with an equal amount of service have an equal right to sabbatical leave. Therefore, all proposals shall be reviewed only to determine:

- (a) the eligibility of the faculty member based on duration of service to the College, and
- (b) that the leave is for work in the faculty member's field of expertise or in a field that the faculty member is developing as a part of current or proposed teaching at the College (but not for the sole pursuit of an advanced degree).

16.3.4 Applications that meet the criteria above shall be ranked by the Provost or dean responsible for sabbaticals in terms of accrued leave eligibility,

subtracting sixteen (16) quarters (or five and one-third (5.33) years full-time equivalent) of eligibility for each quarter of sabbatical leave previously taken by the faculty member while at the College.

- 16.3.5 Requests for sabbaticals of two (2) quarters duration from those faculty members having ten and two-thirds (10.67) or more years of eligibility shall first be granted based on the ranking described in Section 14.3.4. Individuals applying for one (1) year of leave will be first considered as requesting two (2) quarters of leave. These individuals will have their eligibility years reduced by ten and two-thirds (10.67) after receiving a two (2)-quarter allocation of leave. If additional quarters of sabbatical leave are available after all such leaves have been awarded, additional leaves may be granted either as one (1)-quarter leaves or as the third quarter for individuals requesting year-long leaves. The remaining quarters will be allocated to individuals having five and one-third (5.33) years or more of remaining eligibility in order of eligibility. If additional quarters of sabbatical leave are still available, faculty with less than the normally expected eligibility may be awarded leaves following the same process in order of eligibility.
- 16.3.6 In the event that a decision has to be made between two (2) or more persons having the same eligibility, it shall be made based on consultation with the parties involved. Consideration shall be given to cases where proposed research cannot be delayed due to external constraints, and special attention shall be accorded to those individuals wishing to utilize accrued leave prior to retirement. In addition, in the event that a decision has to be made between two (2) or more persons having the same eligibility, any individual(s) who can delay his or her proposed leave for up to two (2) years will be allowed to do so without needing to reapply. In the case where a decision still must be made between two (2) or more persons having the same eligibility, neither of whom can defer his or her leave, the decision shall be made by the flip of a coin.

16.4 Compensation and Status.

- 16.4.1 The remuneration from state general funds and general local funds for any sabbatical granted for any academic year shall not exceed the average of the highest quartile of the rank order of salaries of all full-time teaching faculty holding academic year contracts or appointments at the College. Compensation will include college contributions to medical insurance and retirement programs.
- 16.4.2 In the case of an individual receiving additional compensation for any part of a sabbatical (foundation or fellowship grants, salary, etc.), compensation from the College will normally be reduced so that the total compensation for the sabbatical period will not exceed the individual's current salary. Non-salary funds received specifically for travel, project costs, equipment, secretarial services or supplies will not be included in the category of "extra compensation."

- 16.4.3 Faculty members on sabbatical shall be entitled to the salary raises, insurance coverage, liability coverage, medical benefits and retirement contributions received by other regular faculty members.
- 16.4.4 For purposes of advancement on the Faculty Salary Grid, sabbaticals shall be counted as part of the faculty member's experience years.
- 16.4.5 All faculty members on sabbatical will be expected to document their activities by maintaining their portfolios in the same manner as while on regular employment with the College.

16.5 Leave of Absence Without Pay for Professional Development.

16.5.1 Policy.

- (a) The provisions of this Section address leave of absence without pay for professional development purposes, which is used by the College a means of increasing the limited opportunity for professional development provided by the sabbatical program. Leave of absence may be granted for other purposes at the discretion of the College.
- (b) Leave without pay may be taken either in conjunction with a sabbatical or independently.
- (c) Leave without pay is available only to regular faculty members.
- (d) Leave without pay may be granted for one (1) quarter, two (2) quarters, a full academic year, or up to a maximum duration of two (2) consecutive academic years. Under unusual circumstances, a third year or portion thereof may be granted by the Provost as an extension.
- (e) If a leave without pay extends beyond one (1) quarter, the faculty member will be delayed in the faculty evaluation cycle by the duration of the leave.
- (f) If the activities of a leave without pay include sufficient scholarly work or experience relevant to the teaching activities of the College, as judged by the Provost and the deans, the faculty member shall receive paid health insurance coverage while on leave, and the leave will qualify the faculty member for advancement at the regular rate on the Faculty Salary Grid. Documentation of professional activities accomplished during the leave must be provided to and approved by the Provost.

- 16.5.2 Application Procedures. Application is made by a letter of request to the Curriculum Deans and appropriate planning groups, stating the dates and proposed activities of the requested leave. The request should be submitted

twelve (12) months before the start of the academic year in which the leave will take place, or with as much advanced notice as possible. Proposals submitted later than April 1 are less likely to be approved. Emergencies may require later requests, and these shall be given exceptional consideration.

- 16.5.3 Decisions about Leave Without Pay. Decisions regarding requests for leave without pay are made by the Provost, following consultation with the curriculum and/or library deans. In deciding whether to grant a leave, the principal considerations are protection of the quality and extent of the curriculum and the opportunities for faculty development resulting from the leave. When a requested leave is approved, a letter to the recipient will indicate whether his or her proposed activities qualify for benefits and advancement on the Faculty Salary Grid. In the event a requested leave is denied, the letter will provide an explanation for the denial.

Article 17: **FACULTY DEVELOPMENT AND TRAVEL**

- 17.1 Introduction. This Article addresses sponsored research, summer institutes and workshops, professional travel, faculty exchanges and rotations, and externally funded grants and awards.

17.1.1 Faculty members must meet the eligibility requirements in Article 15 to participate in the development opportunities described in this Article.

17.1.2 Paid and unpaid professional leave not taken in conjunction with a sponsored research award is addressed separately in Article 16.

17.1.3 Participation in faculty development opportunities is limited to the equivalent of full-time work as explained in Section 12.3.

17.2 Summer Institutes and Workshops.

17.2.1 Content. Summer institute content must endeavor to advance long-term curricular stability by promoting faculty teaching skills as required by our adopted mission and values. The expected outcomes include improved faculty collaborations, morale and ultimately, improved student recruitment and retention.

17.2.2 Compensation. Faculty participants will be paid a daily stipend of \$125 and conveners will be paid a daily stipend of \$250 for participating in summer institutes.

17.2.3 Summer Institute Budget. The College will provide thirty-five thousand dollars (\$35,000) in summer 2016 and fifty-thousand dollars (\$50,000) in summer 2017 for summer institutes as provided in this section.

- 17.2.4 Process. The Deans will solicit institute proposals for summer institutes from the faculty at large. In addition, the Deans may initiate proposals for summer institutes. From the proposals generated, the Deans will select a set of summer institutes that may include both Dean-initiated and community-initiated proposals.
- 17.2.5 In addition, the deans may offer assistance with the organization of unfunded events in the summer, such as visiting speakers, field-trips, and workshops for voluntary participation by faculty and staff, particularly when they contribute to faculty development.
- 17.3 Sponsored Research.
- 17.3.1 Each year the College will provide funding to support research by regular faculty members. Two (2) categories of sponsored research funds are awarded by a competitive process: salary awards and resource grants. Applicants may request both types of funding in a single application.
- (a) Salary awards involving paid leaves for up to one (1) quarter during the regular academic year or salary for up to two (2) months during the summer.
 - (b) Resource grants provide goods and services to support a project or professional agenda. Resource grants may be used to purchase materials needed for research or creative projects, attend professional meetings, publish scholarly work, or purchase specialized books, software or equipment related to a faculty member's professional agenda. (Specialized books, software or equipment is defined as being beyond what is needed for the teaching and administration of academic programs.)
- 17.3.2 Individual faculty members may receive one (1) sponsored research award per academic year and up to three (3) awards within five (5) consecutive academic years. They may not receive awards more than two (2) academic years in a row.
- 17.3.3 There is no relationship between eligibility for paid leaves for sponsored research and professional leaves as described in Article 16. While a person could not hold both leaves simultaneously, the two (2) leaves could be held consecutively.
- 17.3.4 A period of service following a sponsored research award will be required upon return from a paid leave or summer award, the period of service being equal to the duration of the compensation. Any failure to serve will require prorated repayment of the monetary value of the paid leave benefit.
- 17.3.5 Paid leaves and summer awards must be taken within the time period for which they are granted.

- 17.3.6 Recipients of sponsored research funds must submit a report to the Provost describing the results of the sponsored activity. Reports are due by the end of the academic term immediately following the award period.
- 17.3.7 Sponsored research funds will not be granted for the sole purpose of completing advanced degree requirements.
- 17.3.8 Sponsored research funds may be used only in support of professional activity other than teaching. The professional activity or scholarship may, however, be about teaching or pedagogy (and should be intended to enhance one's teaching), but the expectation is for a product beyond a faculty member's teaching activity.
- 17.3.9 The Provost or a designee will publicize the upcoming competition, application instructions, and deadline by the beginning of fall quarter. The Faculty Agenda Committee will appoint a faculty committee, commonly called the Sponsored Research Committee, from across the curriculum to review the applications and select recipients. The Sponsored Research Committee will award only those proposals that it considers to have the highest sort of merit which the College demands of itself, based on its consideration of the extent to which proposed activities will improve the faculty member's professional competence in scholarship at the College, and the extent of the apparent benefits of the proposed activities to the College's curriculum, academic resources or administrative services.
- 17.4 Faculty Professional Travel. The College maintains a budget for professional travel as provided in this section.
- 17.4.1 All regular and adjunct faculty members are eligible for faculty travel funds. Adjunct faculty on multi-year contracts may use travel funds during periods when they are not teaching provided they are contracted to teach after the period of travel.
- 17.4.2 Faculty travel funds are available for faculty to attend and/or present work at an advertised conference or workshop or similar professional event such as meetings, exhibitions, screenings and performances for professional work associated with that faculty member's position as a member of a governing board of a professional organization. These funds are not intended for travel to conduct field research, to complete coursework, for personal development, to give hosted lectures at other institutions, or for travel related to sabbatical. Other funds may be available to support travel associated with these activities.
- 17.4.3 Decisions regarding the allocation of travel funds will be made by the dean whose desk assignments include budget and faculty travel.
- 17.4.4 The maximum amount of professional travel funding available to each individual faculty member on an annual basis is one thousand dollars (\$1,000). The amount of funding shall be prorated for faculty members

working less than full-time. Regular faculty members, and adjunct faculty members with appointments lasting for an entire biennium, may be permitted to combine their travel funds for the entire biennium for use during either the first or second year of the biennium.

- 17.4.5 Faculty members may receive all or part of the costs for transportation and fees associated with travel to an event described in 17.4.2.
- 17.4.6 Faculty members may receive per diem at the approved rate, if requested, for travel primarily intended for the faculty member's presentation of his or her previously prepared work at an event described in Article 17.4.2 or for professional work associated with that faculty member's position as a member of a governing board of a professional organization. Per diem is not available for mere participation in meetings as a respondent or improvising panelist.
- 17.4.7 A faculty member may request funding for more than one purpose per year.
- 17.4.8 Requests for funding from the faculty travel budget shall be sent to the budget dean at least three (3) weeks in advance of the travel date(s) requested.
- 17.5 Faculty Professional Travel to promote Evergreen Pedagogical Innovations or Curricular Initiatives. The College will establish an annual fund to support faculty members travelling to conferences or workshops to present work they intend to publish about pedagogical innovations or curricular initiatives they developed in team taught interdivisional programs at Evergreen.
 - 17.5.1 Up to one thousand dollars (\$1000) per faculty member per year is available for this purpose. This allocation is in addition to any request for professional travel funds specified in article 17.4.
 - 17.5.2 The eligibility criteria and application requirements are the same as for professional travel funds, but in addition, each faculty member must specify at the time of the request the pedagogical innovation or curricular initiative based on Evergreen teaching experience that will be promoted, submit an abstract of the manuscript to the budget dean, and indicate the peer-reviewed journal to which the manuscript will be submitted for publication. When the manuscript has been submitted it must be shared with the budget dean.
 - 17.5.3 For a faculty member to be funded for additional pedagogical innovation travel awards, whether in the same biennium or in a later biennium, peer-reviewed manuscripts associated with prior awards must be shared with the budget dean.
- 17.6 Other Faculty Travel Support. Individual faculty members may be given other travel opportunities to represent the College for a variety of efforts, such as the Council of Faculty Representatives. These travel opportunities shall not affect a faculty member's eligibility for travel for professional development.

- 17.7 Faculty Exchanges and Rotations. Regular faculty members may request to participate in an exchange with another college or university, or to rotate out of teaching for a specified period of time to serve in another role at the College, such as serving as an academic dean, academic advisor, or faculty librarian. Faculty members are expected to have served a minimum of five (5) years teaching before becoming eligible for exchanges and rotations. All exchanges and rotations will be coordinated by the academic deans.
- 17.8 Externally-Funded Grants and Awards.
- 17.8.1 The College may create additional opportunities for faculty development and travel using funds received from sources other than the state. Criteria applicable to the award of any such funds will be established and announced by the College on a case-by-case basis.
- 17.8.2 Regular faculty members may develop grant proposals to external agencies. All grant proposals submitted through the College must be approved by the academic deans, the Provost, the Finance and Administration division, and in some instances the President of the College. The Academic Grants Office will assist faculty members with grant development, preparation, approval procedures, submission, and management.
- 17.8.3 Seed funds are available for grant proposal development during the summer. Faculty members may request seed funds with a written request and rationale to the Academic Budget Office.

Article 18: **WORKPLACE SAFETY AND HEALTH**

- 18.1 The College and UFE are committed to providing a safe and secure work environment.
- 18.2 The College shall maintain all facilities, equipment and materials in a safe and healthful condition that will comply with state and federal statutes regarding safety in the workplace
- 18.3 Protective devices and clothing, and first aid equipment shall be provided to faculty members whose teaching requires such measures; if necessary, training will be provided to faculty members on the safe operation of the equipment prior to use.
- 18.4 Faculty members are entitled to a timely review of a workstation to evaluate ergonomic issues.
- 18.5 Faculty members shall not be required to work under hazardous conditions nor perform tasks that endanger their health or safety. No faculty member shall be disciplined or suffer a loss in pay for refusing to work in a situation where a reasonable person, acting in good faith, would conclude that there is a real danger of death or serious injury, as described in WAC 296-360-150.

Article 19: **PERSONNEL FILES**

- 19.1 The College will maintain an official personnel file for all faculty members, which will include copies of all communications with the faculty member regarding application, appointment (including conversion) and contract; payroll action forms; documentation of professional leaves, leave without pay, sponsored research and sabbatical reports; transcripts, hiring forms, current letters of evaluation and all prior evaluative material, including materials from the Deans and the Provost; and documents memorializing faculty discipline. These files shall be maintained by the Office of the Provost.
- 19.2 Materials placed in a faculty member's personnel file regarding performance or discipline shall be made available to the faculty member. Faculty members may respond to material included in their personnel file and may provide responsive material for inclusion in their file. Information related to alleged misconduct that is determined to be false, or that the parties agree to remove from a file as part of a grievance settlement, shall be promptly destroyed. The College may retain copies of such material if it is relevant to actual or reasonably anticipated legal action.
- 19.3 Faculty members may review their personnel file and upon request shall receive a copy of their personnel file. With written authorization from the faculty member, the UFE or one of its representatives may review and/or receive a copy of all or part of the faculty member's personnel file. A copy of the signed authorization form will be retained in the faculty member's personnel file. The faculty member and/or representative may not remove any contents.
- 19.4 Personnel files will be maintained in a secure manner. Access to personnel files will be restricted to those responsible for maintaining the files and those who have a legitimate business or legal need to review material kept in the files. External letters of evaluation, when required, are confidential to the extent allowed by law.
- 19.5 The College will not release evaluative or disciplinary material from faculty members' personnel files in response to requests from third parties, unless it is required to do so to comply with its obligations under state or federal law. The faculty member will be notified in writing of any requests for material under public disclosure laws at least five (5) business days prior to releasing the information.
- 19.6 Medical files will be kept separate and confidential in accordance with state and federal law, including compliance with Health Insurance Portability and Accountability Act ("HIPAA"). Faculty members may review their medical file and upon request shall receive a copy of their medical file.
- 19.7 The College may charge a reasonable fee beyond the first copy for copying any materials from personnel or medical files requested by the faculty member and/or his or her representative.

Article 20: **PARKING**

- 20.1 If the College elects to change its parking fees during the life of this Agreement, the process outlined in WAC 174-116 will be used to set the fees. Use of parking fund revenues is limited to the construction, operation and

maintenance of the parking function and to support the commute trip reduction program.

Article 21: **CONFLICT OF INTEREST**

- 21.1 Faculty members are bound to observe in all official acts the highest standards of ethics consistent with the laws of the State of Washington, the regulations of the State Ethics Board and its advisory opinions, and the policies of the faculty and the College's Board of Trustees.
- 21.2 "Conflict of interest" shall mean:
 - 21.2.1 any conflict between the private interests of the faculty member and the public interests of the College, the Board of Trustees, or the State of Washington, including conflicts of interest specified under Washington statutes (particularly RCW 42.52); or
 - 21.2.2 any activity that interferes with the full performance of the faculty member's professional or institutional responsibilities or obligations.
- 21.3 Conflicts of interest are prohibited. When such a conflict of interest arises, faculty members are responsible for resolving it by working in conjunction with the academic deans and the Provost.
- 21.4 A full-time faculty member's primary professional obligation is to teaching at the College. This primary professional responsibility shall be given priority over other employment, whether external or internal to the College.
 - 21.4.1 Faculty members shall not use the facilities, equipment, or services of the College in connection with any activity creating a conflict of interest.
 - 21.4.2 No faculty member on a DTF or other committee shall participate directly in any recommendation or decision relating to appointment, reappointment, or promotion at the College of any relative or person with whom the faculty member has an intimate relationship. A faculty member shall withdraw from participation in any personnel recommendation or decision involving potential conflict of interest.
 - 21.4.3 The relationship faculty members have with students carries the added responsibility to both the student and the College for the relationship to remain absent of abuse of power, or the appearance of abuse of power. In general, faculty should avoid intimate relationships with students. In particular, faculty members shall not evaluate, supervise or direct the educational endeavors of students with whom they have a family or intimate relationship, and all such relationships shall be disclosed, in writing, to the Provost. Failure to disclose a relationship will result in appropriate disciplinary action.

- 21.4.4 Active participation by faculty members in external research and consulting that enhance their professional skills or constitute public service are encouraged as long as these activities are not so substantial or demanding of the faculty member's time and attention as to interfere with his or her primary College responsibilities.
- 21.4.5 Faculty members shall take reasonable precautions to ensure that an outside employer or other recipient of services understands that the faculty member is engaging in such activity as a private citizen and not as an employee, agent, or spokesperson of the College.
- 21.4.6 Faculty members shall comply with the College's confidentiality obligations with respect to information disclosed to them in the course of their job duties.
- 21.4.7 Faculty members who anticipate a potential conflict of interest shall report, in writing, to the Provost the details of such activity prior to engaging in the activity. If the Provost determines that this may constitute or may create a conflict of interest, he or she will notify the faculty member of that fact and, if requested, meet with the faculty member to determine if such conflict can be reasonably avoided.

Article 22: **DISCIPLINE AND DISCHARGE**

- 22.1 Just Cause. No faculty member shall be disciplined or discharged during the term of his or her appointment without just cause. Just cause guidelines commonly used by arbitrators are set forth in Appendix C.
- 22.2 Progressive Discipline. The College shall employ, where appropriate, progressive discipline, including but not limited to the following steps: verbal warning, written warning, suspension with pay, suspension without pay, and discharge. The College shall tailor discipline to respond to the nature and severity of the offense, and will not be required to apply progressive discipline where the College reasonably believes that the severity of the alleged offense calls for the imposition of discipline at an advanced step.
- 22.3 Disciplinary Investigations.
 - 22.3.1 Informal meetings between the College and faculty members regarding workplace issues are encouraged.
 - 22.3.2 Faculty members shall be given a reasonable opportunity to respond to complaints which could lead to discipline.
 - 22.3.3 Faculty members are entitled, at their option, to have UFE representation during any investigatory interview conducted by the College that the faculty member reasonably believes may result in discipline of the faculty member. During any such investigatory interview, a participating UFE representative will be given the opportunity to ask questions, offer additional information

and counsel the faculty member. All investigatory interviews shall be conducted in private.

22.3.4 The College may place a faculty member on paid administrative leave during a disciplinary investigation. Faculty members on paid administrative leave are expected to remain available during normal working hours. Paid administrative leave is not discipline and is not subject to the grievance procedure.

22.4 Pre-Disciplinary Procedure.

22.4.1 Notice of Intent to Discipline. If the College intends to impose discipline that involves a loss of pay or termination of employment, the College shall inform the faculty member of the proposed discipline in writing. The written notice shall describe the event or conduct with sufficient particularity to permit the faculty member to understand the reason for the proposed discipline.

22.4.2 Pre-Disciplinary Meeting. The College will schedule a pre-disciplinary meeting to permit the faculty member to respond to a notice of intent to discipline. At the beginning of any pre-disciplinary meeting, the College will describe its proposed discipline and the general reasons for issuing the proposed discipline.

22.4.3 Disciplinary Decision. No later than fourteen (14) calendar days after the close of the pre-disciplinary meeting, the College shall inform the faculty member of its disciplinary decision in writing.

22.5 Right to Grieve Disciplinary Actions. UFE has the right to grieve any disciplinary action taken against a faculty member.

Article 23: REDUCTION IN FORCE

23.1 Purpose. Reduction in force refers to the involuntary termination of a faculty member's appointment prior to its term for reasons unrelated to the faculty member's performance. Reductions in force may result from financial exigency, program reduction or financial emergencies.

23.2 Program Reduction.

23.2.1 The reduction, reconfiguration or discontinuation of a program, facility, degree or area of the curriculum is a function of the College's regular review of its resource allocation in light of student demand and the College's mission and strategic plan.

23.2.2 The College will make reasonable efforts to plan any program reduction to minimize the need for reductions in force as a result. Regular faculty members affected by a program reduction will be offered the opportunity to transfer to another facility, program or area of the curriculum. If, as a result

of any such transfers, it is necessary to reduce adjunct faculty positions, the deans will determine which adjunct positions will be subject to reduction in force based on curricular needs.

23.3 Financial Exigency.

- 23.3.1 A financial exigency is a condition of projected deficit in the College's budget of such an order of magnitude that a reduction of faculty members is necessary. The Board of Trustees may declare a state of financial exigency, and authorize the following processes for reducing the size of the faculty, only after broad consultation with the academic administration, the faculty, and the UFE. As part of this process, the College shall make available budget and other relevant data to allow all parties to assess the financial exigency.
- 23.3.2 During a period of financial exigency, all members of the faculty are subject to reassignment to accommodate curricular changes made necessary by staffing and budget reductions.
- 23.3.3 If a financial exigency is declared, the College will provide notice by e-mail and US mail to UFE. The College will prepare a plan to address the financial exigency and will provide that plan to UFE. UFE will be allowed thirty (30) calendar days to review the plan and to provide input to the College. The plan will consist of actions taken in the following order:
- (a) Voluntary Layoffs. Prior to implementing any involuntary reduction in force, the deans shall contact all regular faculty members, urging those faculty members to notify the deans within a specified time if they are willing to retire early or to accept leave without pay of a specific duration. The deans will also contact all faculty members who have adjunct or post-retirement contracts, urging those faculty members to notify the deans within a specified time if they are willing to terminate any portions of contracts which extend beyond the current quarter.
 - (b) Rescission of Leaves/Reduction of Adjunct Faculty.
 - (1) If voluntary layoffs do not sufficiently reduce the size of the faculty, the College will rescind approved sabbaticals and professional leaves without pay as necessary to meet curricular needs.
 - (2) In combination with the rescission of leaves, the deans, in consultation with the faculty, will create a ranking of curricular offerings that are staffed by adjunct and post-retirement members of the faculty. This ranking shall reflect the deans' best judgment of the degree to which each offering contributes to the College's overall curricular needs. The College will terminate adjunct and postpone

post-retirement contracts according to the ranking of curricular needs until the necessary budget reductions have been achieved or all such contracts have been terminated/postponed.

(c) Furlough of Regular Faculty.

- (1) Upon ratification of this agreement, the Deans shall randomly divide the regular faculty into six (6) involuntary furlough groups with appropriate balance to ensure that each group represents, as much as possible, the diversities of experience and expertise of the regular faculty as a whole. Newly-hired regular faculty members shall be distributed among the groups at the beginning of the first quarter of their appointment in a manner appropriate to the balance of the groups.
- (2) In the event that a financial exigency is not adequately addressed by the elimination of all adjunct and postponement of all post-retirement contracts, the furlough groups described in Paragraph (1) above will be randomly ranked one (1) through six (6). Each group's rank will determine the quarter over the next six (6) quarters during which faculty members in the group are subject to furlough.
- (3) During a quarter in which a group is subject to furlough, faculty members within the group will have their appointment reduced by no more than half. Furloughed faculty members will be placed on partial involuntary leave with full benefits and shall continue to accumulate experience years.
- (4) In the event that the College remains in a condition of financial exigency following at least four (4) consecutive quarters of rolling furloughs (excluding summers), and the College concludes that needed reductions will continue for longer than six (6) total quarters, the College may choose to end rolling furloughs and proceed with further reductions in force as described in Section 23.3.4. The College will notify UFE of its intention to end furloughs and will allow UFE thirty (30) calendar days to provide input to the College.

23.3.4 Reduction of Regular Faculty.

- (a) Reductions in force of regular faculty following a period of furloughs will first affect regular faculty on term appointments, followed by regular faculty on continuing appointments. Reductions will be made in order of seniority. For purposes of this

Article, seniority will be measured from the faculty member's initial date of hire into a regular faculty position for the most recent period of continuous service. Any ties in seniority shall be resolved by the toss of a coin.

- (b) Regular faculty members will receive at least one (1) quarter's notice of their layoff.

23.4 Financial Emergencies.

- 23.4.1 A financial emergency is defined as a sudden, catastrophic situation (including, but not limited to a natural disaster, public health crisis, or act of terror) that requires budget reductions of such a magnitude that the layoff of faculty is necessary and of such urgency that the procedures outlined in Section 23.3 cannot reasonably be followed.
- 23.4.2 If the College determines that a financial emergency requires a reduction in force, the College will notify UFE by e-mail and US mail as soon as possible. The notice will include the reasons for the determination and the College's planned response. Any reduction in force that results from a financial emergency will, to the extent practical, follow the steps and timelines described in Section 23.3.

23.5 Re-Employment.

- 23.5.1 Regular faculty members who have been laid off for reasons of financial exigency or financial emergency shall be placed on a re-employment list. Faculty members may remain on the re-employment list for up to six (6) years from the date of layoff. The College will recall those faculty members in the reverse order of lay off prior to filling any vacancies through the hiring process.
- 23.5.2 Faculty members are responsible for notifying the College of their current address while on the re-employment list. Faculty members will be notified of recall by certified mail. Any faculty member who fails to accept an offer of re-employment with ten (10) working days of receipt of the offer shall be deemed to have declined the offer and shall be removed from the re-employment list.
- 23.5.3 Any faculty member recalled from the re-employment list shall be placed at least at the same experience year as he or she occupied at the time of layoff.
- 23.6 Grievances. Declarations of financial exigency or financial emergency, decisions to discontinue or reduce programs, and the scope of faculty reductions that result, are not subject to the grievance procedure.

Article 24: **GRIEVANCE PROCEDURE**

- 24.1 Purpose. The purpose of this procedure is to provide a process for the prompt and fair resolution of grievances. This procedure shall be the exclusive means of resolving grievances. Nothing in this procedure shall preclude a faculty member or UFE from resolving disagreements informally, provided that the resolution is consistent with the terms of this Agreement.
- 24.2 Definition of Grievances. A grievance is a dispute between the College and the UFE, on its own behalf or on behalf of a faculty member(s), over an alleged violation, misinterpretation or misapplication of an express term or provision of this Agreement.
- 24.3 Time Limits. Time limits within the grievance procedure may be waived or extended by the mutual agreement of both Parties. If the UFE, on behalf of the faculty member(s), fails to act or respond within the specified time limits, the grievance will be considered waived. If the College fails to respond within the specified time limits, the grievance shall proceed to the next step of the grievance procedure.
- 24.3.1 The day after the event, act or omission shall be the first day of a timeline under this Article. In the event that a time limit under this Article ends on a weekend or holiday, the deadline will be extended automatically to the following College business day.
- 24.3.2 Submissions will be considered timely under this Article if they are received by 5:00 p.m. on the last day called for under an applicable time limit.
- 24.4 Submission of Grievances and Responses.
- 24.4.1 Submission of Grievances. All grievances and requests for arbitration must be submitted to the Vice President for Academic Affairs and Provost Office, by fax, hard copy, or electronic mail. College responses will be submitted to the UFE's business office using any of the means listed above.
- 24.4.2 Unless mutually agreed, grievances alleging multiple contract violations that do not arise out of a nucleus of common facts must be submitted, and will be processed, separately.
- 24.4.3 Grievances shall include the following:
- (a) the specific term(s) of the Agreement allegedly violated, misinterpreted, or misapplied;
 - (b) a statement of the facts upon which the grievance is based, including the date on which the alleged grievance occurred; and
 - (c) the remedy sought.

- 24.4.4 Unless mutually agreed, no new issues may be added to a grievance once it has been submitted in writing at Step 1 (Section 24.4.6(b)).
- 24.4.5 Cooperation Between the Parties. The College and UFE shall supply each other with requested information reasonably needed to facilitate the processing of the grievance. Meetings to discuss any grievance shall be scheduled at mutually convenient times.
- 24.4.6 Process.
- (a) Informal Step. No later than thirty (30) calendar days after the day the faculty member(s) or the UFE knew or reasonably should have known of the event(s) giving rise to the grievance, the UFE will attempt to resolve the grievance by requesting a meeting with the appropriate dean or administrator. The dean or administrator will schedule a meeting within ten (10) calendar days of the request at a mutually agreeable time and location. Both parties must agree, at the time that the meeting is scheduled, that the meeting will constitute the informal step. Upon mutual agreement, the parties may bypass this Step and Step One (1) when appropriate.
 - (b) Step 1. If the grievance is not resolved at the Informal Step, the UFE may file a written grievance reflecting the elements in section 24.4.3, with the Office of the Vice President for Academic Affairs and Provost within fourteen (14) calendar days following the informal meeting. The Provost's designee will forward the grievance to the dean or college administrator whose decision led to the event being grieved. The dean or college administrator will respond with a written response within fourteen (14) calendar days after receipt of the grievance.
 - (c) Step 2. If the grievance is not resolved at Step One, the UFE may submit the grievance to the Provost within fourteen (14) calendar days after receipt of the College's response. The Provost shall meet with the UFE representatives at a mutually agreeable time. The Provost will issue a written response within fourteen (14) calendar days after meeting with the UFE.
 - (d) Step 3. Should Step 2 fail to resolve the grievance, the UFE may submit a written request to the College to arbitrate the grievance within fourteen (14) calendar days after its receipt of the Provost's Step 2 response. The UFE shall simultaneously submit a written request for arbitration to the American Arbitration Association (AAA) and request that the Parties be provided with the names of seven (7) qualified arbitrators from the Washington/Oregon/Idaho area. The arbitrator shall be chosen by the strike method. The party exercising the first strike shall be the loser of a flip of a coin.

24.4.7 Grievance Mediation. Any time during the grievance process, upon mutual consent, the parties may use grievance mediation to resolve the dispute. If the parties agree to mediate the dispute, the time frames in this article are suspended until mediation is completed. If mediation does not resolve the grievance, the parties may return to the grievance process and relevant time frames resume. Any expenses and fees of the mediation will be shared equally by the parties.

24.4.8 Arbitrability. Challenges to the arbitrability of a grievance shall be resolved in a proceeding separate from and prior to arbitration on the merits of the grievance. Within fourteen (14) calendar days following receipt of an arbitrator's decision ruling that a challenged grievance is subject to arbitration, the parties will begin the process in Section 24.4.6(d) above to select an arbitrator to rule on the merits of the grievance.

24.4.9 Arbitration.

- (a) The arbitrator will:
 - (1) not have authority to rule contrary to, add to, subtract from, or modify any of the provisions of this Agreement;
 - (2) be limited in his or her decision to the grievance issue(s) set forth in the original written grievance unless the parties agree to modify it; and
 - (3) not make any award that provides a faculty member with compensation greater than would have resulted had there been no violation of this agreement.
- (b) Arbitration will take place in accord with the Labor Arbitration Rules of the AAA unless the parties agree otherwise in writing.
- (c) The arbitrator shall issue a written decision to the parties within thirty (30) calendar days after the close of the hearing(s) or the submission of post-hearing briefs, whichever is later. The decision of the arbitrator shall be final, conclusive, and binding on the College, the UFE, and the faculty member(s), provided that the decision does not include action by the arbitrator beyond his or her jurisdiction.

24.4.10 Arbitration Costs.

- (a) The expenses and fees of the arbitrator and the cost (if any) of the hearing room will be shared equally between the Parties. If one party chooses to use a court reporter, the requesting party shall bear the costs associated with the court reporter. The other party may obtain a copy of the court reporter's report by agreeing to share the cost of the court reporter at the time it makes the request for a copy

of the report and transcript of the court reporter by paying half the costs incurred for that purpose.

- (b) If the arbitration hearing is postponed or canceled because of one party, that party will bear the cost of the postponement or cancellation. The cost of any mutually agreed postponement or cancellation will be shared equally by the parties.
- (c) Each party is responsible for the costs of its staff representatives, attorneys, and all other costs related to the development and presentation of its grievance.

Article 25: UFE-MANAGEMENT COMMITTEE

- 25.1 Purpose and Scope of Authority. UFE and the College will maintain a UFE-Management Committee to provide a forum for communication between the parties and to promote constructive UFE-management relations. UFE-Management Committee meetings will be used for discussions and shared problem-solving only; the Committee shall have no authority to conduct any negotiations or to modify the provisions of this Agreement.
- 25.2 Committee Composition. The UFE-Management Committee will consist of the UFE Chair or designee; up to four (4) faculty members selected by UFE; the Provost or designee; and up to four (4) representatives selected by the Provost.
- 25.3 Scheduling of Meetings. Either party may request a meeting of the UFE-Management Committee by sending a written request, including a description of the issue(s) to be addressed, to the other party. When requested, a Committee meeting will be scheduled at a mutually acceptable time and place. The Committee will meet at least once per quarter; but additional meetings may be scheduled by mutual agreement.

Article 26: UFE RIGHTS

- 26.1 UFE Dues.
 - 26.1.1 UFE shall have the right to have deducted from the salary of its members an amount equal to the fees and dues required for UFE membership. Dues deductions shall begin upon written authorization by the faculty member. UFE shall provide written notice to the payroll office of UFE's dues for each level of membership for that academic year no later than September 15. Dues deductions shall be made in equal installments throughout the academic year, with deductions beginning with the first payroll immediately following timely submission of the deduction authorization.
 - 26.1.2 Once a faculty member on a quarterly or annual contract has had deductions taken, any deductions in subsequent contract periods shall automatically begin with the first pay period.

- 26.1.3 Deductions shall remain in effect until such time as the individual faculty member is no longer an employee of the College, or until revoked by written authorization by the individual faculty member by October 15 of the year he or she wished to withdraw his or her membership.
- 26.1.4 Dues deducted shall be remitted to UFE within a reasonable time after the distribution of payroll, along with a list of enrolled members and the amount deducted.
- 26.1.5 UFE will indemnify and hold the College harmless against any liability which may arise by reason of any action taken by the College to comply with the provisions of this Article, including reimbursement for any legal fees or expenses incurred in connection with such action.
- 26.1.6 After the beginning of each quarter the College shall provide UFE with a quarterly roster of all bargaining unit members. The list shall include available home addresses and home phone numbers. UFE will be notified of all newly hired bargaining unit members.
- 26.2 UFE and its representatives shall have the right to schedule the use of College facilities to transact UFE business, subject to standard facilities use policies and procedures.
- 26.3 UFE officers and stewards may make de minimis use of state-owned or operated e-mail, campus mail, fax machines, the Internet, or intranets for the exclusive purpose of administering this Agreement. State-owned or state-provided equipment, services or supplies may not be used for conducting internal UFE business.
- 26.4 At its election and expense, UFE may have installed and may maintain bulletin boards in College buildings frequented by faculty members for purposes of communicating with its members. Installation of any such bulletin boards shall be arranged with the College in advance. Materials placed on UFE bulletin boards must be identified as UFE literature.
- 26.5 The College will post a copy of the current Agreement on its website.
- 26.6 With prior approval from the Office of the Provost, UFE officers and stewards may be allowed time off without pay to attend UFE-sponsored meetings, training sessions, conferences, and conventions; provided that the time off does not interfere with College operating needs or unduly disrupt the officer's or steward's assigned duties.
- 26.7 The UFE may, at its discretion, purchase up to half time of the academic year for the UFE Chair. The Union will provide the Office of the Provost the name of the UFE Chair by the end of the Spring Quarter. For this individual, the Union will be responsible for paying only his or her salary cost; the College will remain responsible for all benefit costs. The Union will remit payment

within thirty (30) days of receipt of an invoice for such workload reassignment.

- 26.8 Time spent by UFE members working with the College to negotiate and administer this Agreement will be considered governance service.
- 26.9 The UFE shall be furnished copies of the agenda and other public information assembled for the regular and special meetings of the Board of Trustees. These materials shall be provided at the same time as they are distributed to the Board members. Approved minutes of all regular and special Board of Trustees meetings shall be similarly distributed. Nothing in this section shall be construed to diminish the President's right to privileged correspondence for discussion in executive session. The UFE shall have the right to appear at all open meetings of the Board of Trustees and to propose appropriate matters for the agenda consistent with applicable procedures.
- 26.10 Representation Fee.
- 26.10.1 The Union may enact a representation fee during the duration of this contract. If the Union chooses to enact a representation fee, the College shall collect the representation fee according to the provisions of RCW 41.76.045 (2).
- 26.10.2 If a faculty asserts a right of non-association based on bona fide religious tenets or teachings of a church or religious body of which such faculty is a member, they shall pay to a nonreligious charity or other charitable organization an amount of money equivalent to the union representation fee. The Union will follow the process specified in RCW 41.76.045 (3) to determine the actual charity or charitable organization.

Article 27: **MANAGEMENT RIGHTS**

- 27.1 The College retains its rights to the general supervision of the institution and the control and direction of expenditures from the institution's funds. While the College acknowledges the important role of shared governance in the life of the institution, the College reserves the right to manage its affairs within its legal mandate and retains all management powers not specifically abridged, delegated or modified by the terms of this Agreement.
- 27.2 Such rights are, by way of illustration, but not limited to:
- 27.2.1 determination and supervision of all policies, operations, methods, processes;
- 27.2.2 determination of the size of the College, including the budget and the number and type of academic and nonacademic staff;

- 27.2.3 determination of duties and responsibilities of bargaining unit members, standards of employment-related performance evaluation, assignments, responsibilities to be performed, scheduling of these responsibilities, persons employed, promotion, transfer, non-appointment, non-renewal, reassignment, suspension, termination, or layoff of bargaining unit members;
 - 27.2.4 planning, establishment, modification, reorganization or abolition of the College's curriculum, programs and courses of instruction;
 - 27.2.5 determination of the acquisition, location, relocation, installation, operation, maintenance, modification, retirement, and removal of all its equipment and facilities and control of its property;
 - 27.2.6 determination of the means, methods, budgetary and financial procedures and personnel by which the College's operations are to be conducted; and
 - 27.2.7 determination of rules, regulations, and policies not inconsistent with this Agreement, and therewith to require compliance.
- 27.3 These rights shall be exercised so as to not conflict with this Agreement.

Article 28: **TERMS OF AGREEMENT**

- 28.1 Application of College Policies. This Agreement supersedes specific provisions of College policy with which it conflicts. Absent such a conflict, faculty members will be subject to all College policies. Prior to implementing any change in policy that affects faculty working conditions, the College shall provide UFE with thirty (30) days notice. During the notice period, UFE may meet with the College to discuss the proposed change and bargain over its impact. Issues or concerns regarding misapplication of College policy may be raised by the UFE through the UFE-Management Committee process described in Article 25.
- 28.2 Entire Agreement. This Agreement constitutes the entire agreement between the parties, and it supersedes any prior written or oral agreements regarding faculty wages, hours or working conditions, except those continued by mutual agreement of the parties.
- 28.3 Headings. Headings and subheadings in this Agreement are included for ease of reference only. They do not provide full notice of the terms of any portion of this Agreement, and are not relevant to the interpretation of any provision of the Agreement.
- 28.4 Adoption. Upon ratification by UFE, the Agreement shall be submitted to the Board of Trustees for its approval. The Agreement shall take effect after ratification by UFE and approval by the Board of Trustees.

- 28.5 Savings Clause. In the event that any provision of this Agreement, in whole or in part, is declared to be illegal, void, invalid or unenforceable by any court of competent jurisdiction or by any administrative agency having jurisdiction, all of the remaining terms, conditions and provisions of this Agreement which are not rendered meaningless, inoperable or ambiguous as a consequence of the declaration shall remain in full force and effect. If requested by either party, the parties will bargain regarding replacement of those invalid portions for the purpose of achieving a mutually satisfactory replacement.
- 28.6 Obligation to Bargain Matters Not Covered by this Agreement. Except as provided by this Agreement and applicable law, the College will satisfy its collective bargaining obligation prior to changing any term or condition of faculty employment. Further, the College will satisfy its bargaining obligation regarding the impact of any decisions made by the College in the exercise of its lawful managerial rights which affect faculty wages, hours, and other terms and conditions of employment.
- 28.7 Partner Accommodation and Dual-Career Appointment. If the College offers employment to a prospective faculty member that includes a dual accommodation employment offer to the faculty member's partner or spouse, that offer must be in writing. Any dual accommodation offer must comply with other terms and conditions of this agreement.

Article 29: **SUMMER SESSION WORK**

29.1 Summer session wages, hours and working conditions include but are not limited to the following: teaching compensation, summer institutes, special work projects for the college, summer DTF work, Prior Learning from Experience reviews, etc.

29.2 Teaching Compensation.

29.2.1 The 2016 and 2017 summer school faculty salary schedules maintain the past practice of setting summer school salaries 5-10% higher than the previous academic year. Accordingly, the 2016 salary schedule will increase by 2% and the 2017 schedule by 3%.

Summer School 2016 Salary Schedule

Step	Base Pay (per credit hour of offering) <i>for course/program enrollments of 12-20 students</i>	Contract Pay (per quarter hour of student registration) <i>for registrations in individual learning and internship contracts and course/program enrollments beyond 20 students</i>	Maximum Teaching Salary <i>based on 25 students at 16 credits</i>
1 <i>(2-7 experience years)</i>	\$869	\$40	\$17,104
2 <i>(8-13 experience years)</i>	\$1,029	\$46	\$20,144
3 <i>(14-19 experience years)</i>	\$1,163	\$52	\$22,768
4 <i>(20-25 experience years)</i>	\$1,279	\$57	\$25,024
5 <i>(26+ exp. years)</i>	\$1,380	\$62	\$27,040

Summer School 2017 Salary Schedule

Step	Base Pay (per credit hour of offering) <i>for course/program enrollments of 12-20 students</i>	Contract Pay (per quarter hour of student registration) <i>for registrations in individual learning and internship contracts and course/program enrollments beyond 20 students</i>	Maximum Teaching Salary <i>based on 25 students at 16 credits</i>
1 <i>(2-7 experience years)</i>	\$895	\$41	\$17,600
2 <i>(8-13 experience years)</i>	\$1,060	\$47	\$20,720
3 <i>(14-19 experience years)</i>	\$1,198	\$54	\$23,488
4 <i>(20-25 experience years)</i>	\$1,318	\$59	\$25,808
5 <i>(26+ exp. years)</i>	\$1,421	\$64	\$27,856

29.2.2 Base Pay and Enrollment. As in past years, the summer school "base pay" is based on an enrollment of 12 to 20 students in a course or program. In the event enrollment is below 12 registered students, the base pay will be prorated according to the number of students (as a percentage of the 12-student minimum). If enrollment is above 20 students, faculty will earn an additional "contract pay" amount per credit hour generated.

29.2.3 Contract Pay. For all other modes of study (individual study and internship contracts, undergraduate research, student originated studies, etc.) compensation is calculated at the "contract pay" rate.

29.2.4 Salaries Calculated Based on 10th Enrollment Day. Registration data used to calculate faculty salaries will be based on the 10th day enrollment figures supplied by Registration and Records for each session. Except for corrections of errors, no adjustments of faculty salaries will be made after the 10th day of an offering.

29.2.5 Team Teaching, Enrollment and Compensation. For team-taught offerings, total enrollment will be divided equally among all team members, and each faculty member will be paid based on their individual salary step.

29.2.6 Multiple Credit Options and Multiple Offerings. For offerings with multiple credit options or in instances where faculty have multiple offerings, the base pay will be computed taking into account the total credit generated and the total credit load of the offerings.

29.2.7 Salary Calculations. If there is a situation in which a faculty member's salary is calculated by the Academic Budget Office in multiple ways, the faculty member will be given the larger amount.

29.2.8 Maximum Salaries. The maximum summer teaching compensation is based on 25 students at 16 credits for each experience year step.

29.2.9 Health Care and Retirement Benefits. Health care and retirement benefits for faculty described in CBA Article 13 apply to summer.

29.3 Process. The standard process for planning and delivering the summer curriculum has the following components:

29.3.1 Proposals to teach in summer quarter are turned in to the Summer School Dean by November 1 of the year prior to summer quarter. Faculty members use the online curriculum development tool to submit their proposals. Faculty members who propose more than 8 credits must also provide a statement explaining the pedagogical or curricular rationale for their offering(s).

29.3.2 During November, the academic dean responsible for summer quarter prioritizes the proposals after consulting with the planning groups established for the

purpose of developing, implementing, and assessing the College-wide curriculum (planning units, graduate programs, Tacoma, reservation-based and other branch programs, or other groups that may form in the future). This consultation and prioritization process takes into consideration, at a minimum, past data about summer curricula and enrollments, possible overlaps between offerings, and any pedagogical or curricular rationales provided by the proposing faculty members, including rationales for more than 8 credits. Priority is given to current regular and adjunct faculty and to retired faculty.

29.3.3 Initial decisions about proposals (whether or not they have been accepted for inclusion in the summer curriculum) are communicated to faculty members by the end of fall quarter or soon thereafter.

29.3.4 If there are areas of the curriculum that are not sufficiently covered by proposals from faculty members, the academic dean responsible for summer quarter may hire additional faculty to teach offerings in those areas.

29.3.5 During January and February, the deans' area works with faculty members and staff to finalize the details for offerings that will be included in the summer curriculum with the goal of publishing the summer catalog online by the end of February.

29.3.6 After registration opens in May, the deans' area works with faculty members and staff to monitor enrollments and check on the possibility of canceling classes due to low enrollment. This work continues through the first week of each session.

29.3.7 Cancellations are at the discretion of the faculty member(s). Decisions to cancel should be made as early as possible but no later than the first class meeting.

29.3.8 Evaluations of students are officially due two weeks after the end of summer quarter. It is helpful if evaluations from first session offerings are turned in within two weeks of the end of first session.

29.4 Other Summer Work

29.4.1 Prior Learning from Experience. Compensation for evaluating Prior Learning from Experience documents will be \$125 per ten-credit segment evaluated.

29.4.2 Special College Projects and DTF work. Compensation for Disappearing Task Force and special college projects will remain at status quo of \$250 per day.

29.4.3 Summer Institute Compensation. Faculty compensation for Summer Institutes is covered in Article 17 – Faculty Development and Travel.

Article 30: DURATION

30.1 This Agreement shall take effect following acceptance by UFE and upon ratification by the Board of Trustees, and shall remain in effect until August 31, 2017.

Effective this xx day of MONTH, 2015.

**FOR THE EVERGREEN STATE
COLLEGE**

**FOR UNITED FACULTY OF
EVERGREEN**

Fred Goldberg, Chair, Board of Trustees
The Evergreen State College

Jon Davies, Bargaining Team Chair
United Faculty of Evergreen

George S. Bridges, President
The Evergreen State College

Grace Huerta, Chair
United Faculty of Evergreen

Gary McNeil, Higher Education Organizer
Washington Education Association

APPENDIX A

The Five Foci and the Six Expectations

What We Believe: The Five Foci of Learning

We believe the main purpose of a college is to promote student learning through:

- **Interdisciplinary Study**

Students learn to pull together ideas and concepts from many subject areas, which enables them to tackle real-world issues in all their complexity.

- **Collaborative Learning**

Students develop knowledge and skills through shared learning, rather than learning in isolation and in competition with others.

- **Learning Across Significant Differences**

Students learn to recognize, respect and bridge differences - critical skills in an increasingly diverse world.

- **Personal Engagement**

Students develop their capacities to judge, speak and act on the basis of their own reasoned beliefs.

- **Linking Theory with Practical Applications**

Students understand abstract theories by applying them to projects and activities and by putting them into practice in real-world situations.

The Six Expectations of an Evergreen Education:

- Articulate and assume responsibility for your own work

- Participate collaboratively and responsibly in our diverse society
- Communicate creatively and effectively
- Demonstrate integrative, independent and critical thinking
- Apply qualitative, quantitative and creative modes of inquiry appropriately to practical and theoretical problems across disciplines
- As a culmination of your education, demonstrate depth, breadth and synthesis of learning and the ability to reflect on the personal and social significance of that learning

APPENDIX B

Statement on Professional Ethics as adopted by the AAUP June 1987

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and in proving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them that best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe that stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decisions upon the program of the institution and give due notice of the intentions.

5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon academic freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

APPENDIX C

Just Cause Guidelines

Just cause guidelines commonly used by arbitrators are as follows:

1. Notice. Did the Employer give to the employee forewarning or foreknowledge of the possible or probable consequences of the employee's disciplinary conduct?
2. Reasonable Rule or Order. Was the Employer's rule or managerial order reasonably related to (a) the orderly, efficient, and safe operation of the Employer's business, and (b) the performance that the Employer might properly expect of the employee?
3. Investigation. Did the Employer, before administering the discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?
4. Fair Investigation. Was the Employer's investigation conducted fairly and objectively?
5. Proof. At the investigation, did the 'judge' obtain substantial evidence or proof that the employee was guilty as charged?"
6. Equal Treatment. Has the Employer applied its rules, orders and penalties even-handedly and without discrimination to all employees?
7. Penalty. Was the degree of discipline administered by the Employer in a particular case reasonably related to (a) the seriousness of the employee's proven offense, and (b) the record of the employee in his service with the Employer?

APPENDIX D

Intellectual Property

Both the College and the UFE recognize the policy “Patents and Copyrights,” currently in found Section 6.500 of the current Faculty Handbook. The College will amend this policy to provide for a UFE representative on the “Copyright and Patent Board,” which is responsible for interpretation and administration of the policy and for the distribution of income from College-Assisted Individual and External Sponsored Efforts.

Course materials developed personally by a faculty member who chooses to post that material on-line for public access shall be treated by both faculty and the College as belonging to the public domain. Neither the College nor faculty members will treat these materials as property for commercial use and exploitation.

Faculty members must obtain prior written permission from the owner before posting on-line for public access materials that are subject to copyright, trademark or other intellectual property protections. A record of this permission must be submitted to the College Patent and Copyright Officer.

APPENDIX E

Family Educational Rights and Privacy Act (FERPA) – Faculty Statement of Understanding

We all share, as custodians of official college records, the responsibility for ensuring the privacy of personal information and education records about our students.

In general terms, the Family Educational Rights and Privacy Act (FERPA) prohibits us from disclosing student records (or information from student records) to anyone other than the student to whom the records pertain, unless we have the student's consent. The records that are covered are **not** only limited to “academic” records. FERPA certainly does protect transcripts, but it also protects virtually **all other** records, in **any** format, that contain personally identifiable information about a student, including the student information database, class schedules, financial account and financial aid records, disciplinary records, “unofficial” records, and even photographs and e-mails.

Evergreen defines **directory information** as the student's name; address; telephone number; dates of attendance; date and place of birth; major field of study; participation in officially recognized activities and sports; most recent educational institution attended; and degree(s). Some of your students may have a “confidential” indicator on their directory information which you will see when looking at a Class List or on your my evergreen account. If the student has a “confidential” indicator, you may not release **directory information** to third parties – parents, spouses, partners, friends, employers, or others – unless the student gives you written consent to do so. The student's written consent must be forwarded to Registration and Records.

The College's catalog and web-site indicate the policy regarding student records at The Evergreen State College. Student records and **directory information** are accessible to members of the faculty and staff who have a legitimate need to know this information. *If a student has requested confidentiality, you have a responsibility to protect this information.* In fact, if a student has asked for confidentiality, you should not even acknowledge that this person is a student to outside inquirers. If a student has not asked for confidentiality, you are allowed to release only the items defined as **directory information**. *Any other release of information requires written consent of the student.* Evaluations of students, program and course registration, and schedules of programs and courses should not be released to anyone other than the relevant student(s) since this information is not defined as **directory information**.

As an Evergreen faculty who has access to or custody of student information you must provide adequate security for any information, files and/or records in your custody. Proper custody of student information includes, but is not limited to:

1. Keeping all student records in a secure environment. Do not leave materials outside your office door that are considered educational or may contain personally identifiable information.
2. Keeping all student information inaccessible to third parties by:

- a. not leaving student records on tables, shared printers, desks or in other areas open to third parties
 - b. securing computer screens so that third parties do not have view access to student information
 - c. not posting student evaluations, class lists or other personally identifiable student information
3. Shredding or returning to the appropriate administrative office any document containing information that identifies a student(s)
 4. Not providing any information to outside parties except as specifically permitted by college policy.

FERPA does not require us to disclose student records to anyone other than the relevant student, and there may be other legal or policy reasons not to disclose information even when FERPA would allow us to do so. If you have any doubts about whether you can or should disclose information, please contact Registration and Records.