

## MEMORANDUM OF UNDERSTANDING

The following Memorandum of Understanding (the "Memorandum") is entered into by and between the United Faculty of Western Washington (the "UFWW") and Western Washington University (the "University").

Section 7.4.2 of the Collective Bargaining Agreement 2015-2020 states:

"Faculty members may request changes in the terms and conditions of their assignment as described in the original letter of offer. Any changes shall be agreed to in writing by the faculty member, the department chair, the dean, and the Provost. Changes may be permanent or of specified duration. In the case of permanent changes, the faculty member relinquishes the right to return to the original contract without the agreement of the department chair, dean, and Provost. Changes of specified duration may be for a period of up to six years and may be renewed by agreement of all parties. All such changes are subject to approval by the President, as appointing authority. The Union shall be notified of these changes."

### Agreement

When the request involves a change in department assignment, the WWU administration and the UFWW agree that these requests are to be considered according to the following steps:

1. Faculty member x requests reassignment to another department.
2. The request is forwarded to the Dean of the college in which faculty member x's current department exists.
3. The Dean decides whether to move the request forward. This is not a final decision, but a decision to engage with the request. At this stage the Dean consults with faculty member x and with faculty member x's department.
4. If the Dean decides to move to the next step in the process, the department to which faculty member x is requesting transfer must consider the request. Should that department be in a different college, the Dean of that college will help coordinate departmental consideration of the request. The department to which faculty member x is requesting transfer will engage in a process to consider the candidacy of faculty member x.
5. If the department chair (and Dean, if applicable), communicates a positive result to the Dean, the Dean then recommend(s) a course of action to the Provost.
6. The Provost makes the final determination about whether to uphold the Dean's recommendation.

One issue that has come up in various discussions regards the role of the department that a faculty member is potentially leaving. The department chair referred to above in 7.4.2 is the chair of the receiving department. There are many reasons why such reassignment requests may be put forward, and there is agreement that the origin department faculty cannot vote or veto the request. The department to which a faculty member is requesting transfer must agree to the transfer since the faculty member must be able to meet the requirements of the unit evaluation plan of the new department.

This agreement shall expire on September 15, 2020.

Signed and dated this 28 day of February, 2018.

United Faculty of Western Washington

For UFWW:

By Rich Brown  
Rich Brown

President, UFWW

WWU

For the Employer:

By Sabah Randhawa  
Sabah Randhawa

President, WWU