



**MEMORANDUM OF AGREEMENT BETWEEN**

**HIGHLINE COLLEGE ADMINISTRATION (HC)**

**AND**

**HIGHLINE COLLEGE EDUCATION ASSOCIATION (HCEA)**

Dated 1 March 2023

Whereas:

- The 2022-25 HCEA-HC negotiated agreement does not have a clear process for how a department coordinator should approach a concern arising from a review of student evaluations of teaching for an individual part-time faculty member; and
- HCEA and HC have a mutual interest in establishing a structured process for these concerns that is responsive and developmental;

HC and HCEA agree that effective March 1, 2023, Section 315 shall be amended to include:

**315.7 Concerns Arising From Coordinator Review of Part-time Faculty Student Evaluations of Teaching**

1. If, in the regular review of student evaluations of teaching for a part-time faculty member, a coordinator identifies a concern based on a block of responses and/or a trend across classes, the coordinator will discuss the concern with the part-time faculty in order to mutually determine an appropriate response, if any. Serious concerns of misconduct will be referred to the CAO.
2. If a class observation is part of the mutually-agreed response, the coordinator may conduct a class observation with the focus on the concern, even if it is not yet time for the formal evaluation class observation. After the observation, the Coordinator will provide a written report to the faculty including any suggestions for addressing potential issues.
3. If the coordinator and the faculty cannot come to a mutual agreement about the appropriate response, the coordinator may only conduct an observation if it is approved in advance in writing by the Division Chair and the faculty member is given at least a week's notice. After the observation, the Coordinator will provide a written report to the faculty including any suggestions for addressing potential issues.
4. If the coordinator determines that there is a significant problem identified in the student evaluations and/or the class observation, the coordinator will develop an informal written improvement plan in consultation with the faculty member. This improvement plan will include
  1. A statement of problem(s) to be addressed
  2. Expected faculty actions related to the problems to be addressed

3. Expected coordinator actions related to the problems to be addressed, which may include additional class observations, the use of mid-quarter feedback, SGID's, or other appropriate strategies for assessing teaching effectiveness in that specific context.
4. Timeline for follow-up and completion
5. If the faculty disagrees with the improvement plan, they can appeal it to the CAO.
6. Upon satisfactory completion of the informal improvement plan, only established part-time faculty evaluation processes as described in section 315 will resume.

This Agreement shall not affect the bargaining rights of either HC or HCEA as provided by the current HCEA-HC (Collective Bargaining) Agreement 2022-2025 or any extension of that agreement. Unless specifically noted, all other negotiated provisions shall remain in effect.

For Highline College Administration



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Emily Lardner  
Vice President for Academic Affairs

3/6/2023

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Date

For Highline College Education Association



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James Peyton  
HCEA President

3/6/23

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Date