



**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**HIGHLINE COLLEGE ADMINISTRATION (HC)**

**AND**

**HIGHLINE COLLEGE EDUCATION ASSOCIATION (HCEA)**

This Memorandum of Agreement (MOA) is made on this (date) March 5, 2024.

Whereas the 2022-25 HCEA-HC Negotiated Agreement provides guidelines for Affiliate Faculty status in section 706 for faculty whose primary load is teaching credit or non-credit classes, HC and HCEA agree to the following provisions for **Affiliate Faculty status applied to Counseling Faculty and Faculty Librarians**.

**706.3 AFFILIATE FACULTY– Counseling Faculty and Faculty Librarians**

Affiliate faculty status is granted to part-time Counseling faculty and faculty Librarians in recognition of their service to Highline. Counseling and Library Directors should notify part-time faculty of the affiliate status opportunity and the requirements annually. Typically, initial appointment to affiliate status requires employment for a total of at least nine quarters of service at Highline. Part-time faculty will receive affiliate status with the recommendation of the Counseling and Library Directors, as appropriate, and with the approval of the CAO.

A formal, non-evaluative process is required to attain affiliate status for part-time Counseling faculty and faculty Librarians.

The requirements for Counseling faculty and faculty Librarians affiliate status are as follows:

- 1) a resume
- 2) a written statement about how your Counseling faculty and faculty Librarian services, such as workshops, counseling, reference desk, teaching, and other services for students and faculty support one or more aspects of Highline College’s mission specific to your department (500 words maximum)
- 3) a peer observation or other form of recent assessment (e.g. a Chat transcript evaluation for librarians)
- 4) a satisfactory evaluation within the past 3 years (or a satisfactory evaluation within the past 5 years for part-time librarian/counselor faculty with 10 or more years at Highline)

If there are multiple part-time faculty interested in affiliate status in a department and limited affiliate positions available in a given year, the appointment of new affiliate positions will be awarded according to seniority. Seniority will be determined by the date of hire as a faculty member at Highline College.

Faculty with affiliate status will have the status renewed annually without reapplication, except for enrollment pattern changes or reasonable cause. Affiliates are also required to receive satisfactory written evaluations following the adjunct evaluation schedule as described in this contract. If an adjunct is denied affiliate status, they can appeal the decision to the CAO. Affiliates who temporarily leave Highline for up to one year (three consecutive quarters not counting summer) will get affiliate status reinstated upon return unless enrollment patterns/department needs have changed.

### 706.3.1 Affiliate Faculty Benefits

Affiliate faculty will receive a 3 quarter (MQC) contract and an appointment letter detailing expected service time for the regular academic year, per quarter, usually issued by July 31st. The 3 quarter contract and the expected employment specified in the appointment letter to an affiliate faculty member is subject to availability of staffed time. The affiliate faculty member may be granted bumping rights for the equivalent of 10 credits per quarter over non-affiliate part-time faculty, assuming affiliates are qualified for the same work. Affiliate faculty will have priority in the choosing of work assignments based on seniority within the affiliate group with the appropriate qualifications. Seniority will be determined by the date of hire as a faculty member at Highline College. In addition, faculty can buy an annual parking pass. Affiliate faculty rights and responsibilities remain the same as other part-time faculty working in the same area.

This Agreement shall not affect the bargaining rights of either HC or HCEA as provided by the current HCEA-HC (Collective Bargaining) Agreement 2022-25, or any extension of that agreement. Unless specifically noted, all other negotiated provisions shall remain in effect.

For Highline College Administration

For Highline College Education Association



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Emily Lardner  
Vice President for Academic Affairs

March 5, 2024 \_\_\_\_\_  
Date



\_\_\_\_\_  
James Peyton  
HCEA President

3/5/24

\_\_\_\_\_  
Date