

**Memorandum of Understanding
Between
Western Oregon University (WOU)
And
Western Oregon University Federation of Teachers (WOUFT)
May 6, 2025**

This Memorandum of Understanding provides clarification of Appendix L, section 5 for the direct appointment process of Instructional Faculty in the transition plan for this CBA. Appendix L, section 5 states:

“Section 5. If an NTT faculty member meets all of the following conditions:

- They were originally hired through an external search*;*
- Their application materials are still on file*;*
- The position description remains unchanged and applicable;*
- They are performing according to the expectations outlined in the position description;*

And, if the number of currently employed WOU NTT faculty members who meet all four criteria is equal to or fewer than the number of available positions, then the faculty member will be directly appointed as Instructional Faculty at a rank commensurate with their experience and demonstrated performance in the role. This appointment is contingent upon the availability of 1.0 FTE Instructional Faculty positions and the fact that no other NTT faculty members who satisfy the criteria outnumber the available positions.

**Faculty and administration share the responsibility of identifying appropriate evidence that a search was conducted.”*

This Memorandum of Understanding represents the collaborative and common understanding of the above-named parties.

WHEREAS, Appendix L was created to facilitate the transition of currently serving NTTs at Western Oregon University to Instructional Faculty, and;

WHEREAS, hiring processes for NTTs at WOU have been inconsistently administered institutionally, following different protocols in each Division and Department, and;

WHEREAS, WOU wishes to create equitable hiring protocols that align with the law and best practices, while still recognizing the expertise and experience of its currently-employed NTT faculty, and;

WHEREAS, the direct appointment criteria outlined in the CBA do not clearly describe what happens when some NTT faculty in a Department are eligible for direct appointment and others are not, and;

NOW AND THEREFORE, until the successor agreement is bargained in 2027, WOU and WOUFT agree as follows:

FIRST, instructional faculty positions will be filled as follows during the transition process:

- In cases where **there are more current NTT faculty in a Department than there are available instructional faculty positions in that Department, all instructional faculty positions** in that Department will be filled through an expedited internal hiring process.
- NTT faculty who have application materials already on file at WOU may use those application materials when applying for a search posted for an expedited internal hiring process. They do not need to generate new materials.
- In cases where **the number of current NTT faculty in a Department equals or is lower than the number of available instructional faculty positions in that Department**, then:
 - Any current NTT faculty **who meet all of the conditions** for direct appointment listed in Appendix L, Section 5 shall be directly appointed to one of the available instructional faculty positions.
 - Any current NTT faculty **who do not meet the conditions** for direct appointment listed in Section 5 of Appendix L may apply for the remaining instructional faculty position or positions through an expedited internal search to fulfill the protocols of nondiscriminatory hiring practices
 - For example, if a Department has four allotted positions and four NTT faculty, and three meet the established conditions, the three will be appointed directly. The fourth faculty member who does not meet the established conditions is eligible to apply for the remaining position and will participate in an expedited search.

- Though this may seem like an unnecessary step since there is one position and one candidate, this step is vital for meeting the requirements for proof that this candidate meets the established conditions for direct appointment.

SECOND, position descriptions created for instructional faculty positions may be broad, and should be tailored to the needs of the Department, rather than written to describe an incumbent NTT faculty member. These position descriptions must be posted internally for a minimum of 5 days.

THIRD, that expedited internal searches are open to all current faculty members at WOU. This means you may get applicants from outside of your Department, but ultimately the search committee gets to decide who will get the position through the *interview process.

**Interviews need not be long. They can be 15-20 minutes. They should focus on the needs of the Department and the candidate's qualifications, not on a particular candidate.*

On behalf of the University:

Jose E. Coll

Date: _____

On behalf of the Union:

Melanie Landon-Hays

Date: _____