

**College of Urban and Public Affairs**

Nohad A. Toulan School of Urban Studies and Planning

Post Office Box 751                      503-725-4045 tel  
Portland, Oregon 97207-0751        503-725-8770 fax  
350 Urban Center  
506 SW Mill Street                      www.pdx.edu/usp

**Memorandum of Understanding (MOU)****Between University Studies (UNST or Sharing Unit)  
And****Nohad A. Toulan School of Urban Studies and Planning (Home Unit)****Reference: Shared Appointment in Civic Ecology and Sustainable Communities****I. Purpose**

University Studies is Portland State University's four-year, interdisciplinary general education program. The mission of University Studies is to facilitate the acquisition of the knowledge, abilities, and attitudes which will form a foundation for life-long learning among its students. Critical to this mission is the need to establish Shared Appointments where faculty have teaching, service and research obligations to both the Sharing and Home Academic Units.

This MOU establishes a formal collaborative endeavor between the Sharing Unit and the Home Unit. The shared appointments must: a) fulfill the missions of the collaborating department and University Studies, and b) allow the faculty involved to achieve successful performance evaluations.

Intent: This faculty position is dedicated to improving undergraduate education by fostering faculty scholarship of discovery within a discipline and inquiry and scholarship into teaching and learning. The faculty position allocated to this Home Unit will teach undergraduate students especially freshmen in the University Studies program.

**II. Definitions**

**Academic Unit:** an academic program, department, division, college, institute, school or center.

**Faculty Position:** An obligation of the Home Unit to provide three capstones per year. In practice, this obligation may be met by one or several tenure-related faculty members. Hence, the term "Faculty Position" may not refer to any one individual.

**Home Unit:** the unit most relevant to the discipline of the faculty member making the request for the shared appointment and with which the faculty member feels the closest identity.

**Shared Appointment:** faculty members hold shared appointments if they have appointments in two or more Portland State University units (academic or administrative).

**Sharing Unit:** an academic unit that has joined with a faculty member's identified Home Unit in a collaborative manner to support a shared academic appointment.

**III. Obligations and Duties of the Sharing and Home Units**

This agreement is between University Studies (Sharing Unit) and Urban Studies and Planning (Home Unit).

The shared appointment is a nine month, academic year appointment.

The status of this shared appointment is annual tenure.

The rank of this shared appointment is Assistant ~~or Associate~~ Professor.

The Home Unit is receiving a 1.0 FTE tenure track position. In exchange, the School agrees to provide three Capstones each year, excluding summer, taught by a tenured/tenure track faculty member. After six years if it is determined (by representatives from the Home and Sharing Units, and the Provost) that the required courses have not been satisfactorily provided, the next open position in the School of Urban Studies and Planning will be taken by the Provost for reassignment. Annual review of the courses will be done by the directors of the Home and sharing Units.

### **Teaching in University Studies**

University Studies welcomes faculty from a variety of backgrounds, shared faculty or faculty replacing them. New faculty will bring many different and useful perspectives on course development, teaching, and addressing the needs of students. Many of the basic responsibilities of any Portland State University faculty member remain the same in UNST. However, some responsibilities of faculty teaching in UNST may differ from the traditional responsibilities of university faculty. For example, when teaching within their own department, faculty can often count on students' having some sense of the basic course expectations. Capstone students, on the other hand, often require a greater degree of clarity in the course expectations, the role of the course in their academic program, and the faculty's plan of evaluation.

The UNST curriculum is composed of a set of goals and a general program design approved by the Portland State University Faculty Senate. The mission of University Studies is to facilitate the acquisition of the knowledge, abilities, and attitudes which will form a foundation for life-long learning among its students. University Studies program administrators have the following expectations for faculty teaching in UNST, by way of meeting PSU's general education goals:

1. "Producing *learning* with every student by *whatever* means work best."
2. Teaching to University Studies program goals in an interdisciplinary framework.
3. Collaborating with community partnerships to make learning relevant, community-based, and hands-on for students
4. Making use of best practices in community-based teaching and learning pedagogy including ample opportunities for students to apply expertise learned in the classroom, reflect on their experiences, and make sense of issues related to race, class and gender that arise when connecting with the community.
5. Participate in faculty development opportunities including sharing best practices with other Capstone faculty

### **Service**

Units should coordinate their assignment of departmental and/or program committees and other service oriented tasks to avoid undue burden on the faculty member and to avoid assigning significant service requirements that impede the faculty member's ability to meet her or his obligations especially prior to tenure. The assignment on departmental and/or program committees and service-oriented tasks should be equal to those of other tenured or tenure-track faculty in the Home Unit.

Within the Sharing Unit, the appointee will be expected to serve only on curricular committees. Each unit should provide the faculty member with opportunities to participate broadly in the life of the academic community.

### **Governance**

Faculty member will have voting rights equal to those normally granted to tenure-accruing faculty (of the same rank) with the Home Unit. Faculty responsibilities and privileges in governance should be equal to those of other tenured or tenure-track faculty in the Home Unit. For University committees and faculty senate, the faculty member will be represented within the college/school in which the home unit presides.

Faculty member's voting rights in the Sharing Unit are limited to curricular issues.

### **Salary Savings**

Salary savings will be retained by the Home Unit. UNST Course obligations must be met by tenure-related faculty positions.

### **Leave of Absence**

When a faculty member applies for a sabbatical leave or leave without pay, UNST course obligations must be met, and the class coverage would be according to Home Unit polity and may include use of tenured, fixed term and adjunct faculty.

### **Office Space, Office Supplies and Staff Support**

The appointee will maintain her/his office with the Home Unit. All instructional, teaching and clerical support will be provided by the Home Unit. This includes a computer, telephone, photo-copying, and other instructional materials as needed.

### **Probationary, Tenure/Continuing Status and Promotion Review**

Review of the appointee will be consistent with PSU and AAUP guidelines and will be the primary responsibility of the Home Unit. The Sharing Unit will provide input to the appointee and/or Home Unit. The Home Unit will also have the responsibility in the management of personnel issues, contractual obligations with the appointee and coordination of annual performance evaluation, merit decision, tenure/continuing status and promotion in rank reviews.

The responsibility of conducting tenure and promotion review of shared faculty lies with the Home Unit. The Sharing Unit must have equitable opportunity for input on scholarship, research and creative activities, teaching, mentoring, and curricular activities, community outreach and governance and other professionally-related service during yearly review, promotion, merit, tenure and on-going review of appointment. Director and dean of the Sharing Unit will provide evaluative input in form of a report to chair and dean of the home unit. The dean from the home department will forward the promotion and tenure case to the Provost and Vice President for Academic Affairs.

### **Scholarship of Teaching and Learning**

As University Studies curriculum emphasizes interdisciplinary content and the knowledge and application of teaching and learning strategies, it is expected that the scholarship of discovery within a discipline and scholarship of teaching and learning (*SoTL*) are appropriate areas of emphasis for the shared faculty. *SoTL is integrating the experience of teaching with the scholarship of research. It is the ongoing and cumulative intellectual inquiry, through systematic observations and ongoing investigations, by faculty into the nature of learning and the impact of teaching upon it.* This definition by Hutchings & Schulman in *The scholarship of teaching and learning: New elaborations, new developments* shapes the evaluation standard developed by Carnegie Academy for the Scholarship of Teaching and Learning (CASTL) Campus Program and with the American Association of Higher Education (AAHE). The Scholarship of Teaching and Learning (SoTL) is a form of the scholarship of discovery and/or the scholarship of integration. SoTL that is methodologically rigorous, makes a significant contribution, receives peer review and is made public as described below will be rewarded as the scholarship of discovery or integration. These standards and PSU's Tenure and Promotion guidelines will be used to evaluate Scholarship of Teaching and Learning.

### **Faculty Development and Assessment**

Faculty teaching in Capstone courses will participate in University Studies mandated faculty development and assessment activities.

### **Appointment and Timeline**

Initial appointment will be as Assistant ~~or Associate~~ Professor.

Progress toward promotion and tenure will be reviewed annually according to the guidelines of the home unit. The third year review is an important step leading to formal promotion and tenure review which will occur in the sixth year.

It is expected that a scholarly agenda will be developed in fall term of first year of service that will address the mission of Home Unit, College of Urban and Public Affairs and Portland State University, and needs to be discussed and reviewed by the Home Unit Chair.

**F&A Return from Grants**

Allocations among units of F&A returns of grants must be negotiated for each grant on a case by case basis.

**Salary and Benefits**

The salary and benefits of the Shared Appointee will be divided as follows:

- Home Unit: Responsible for 0% of the line.
- Sharing Unit: Responsible for 100% of the line.

**Student Credit Hours**

The student credit hours will be assigned to the Home Unit.

**Resolving Conflicts**

The faculty member who holds a shared appointment is expected to play an active role in helping the sharing academic units effectively collaborate together. The faculty member should make the effort to become familiar with each college's expectations and procedures. If these procedures conflict, the faculty member should speak up in a timely way. The faculty member should inform the relevant administrators of issues that arise as a result of the shared appointment.

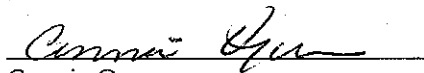
In order to resolve personnel conflicts, it is recommended that an individual faculty member's concerns be first expressed at the most appropriate lowest level of the Home Unit. Appropriate upper levels of administration related to the academic units should become involved only if the units' efforts to resolve the difficulty prove to be unsatisfactory. If problems persist, the relevant upper level administrators should undertake to resolve them.

WITNESS WHEREOF, the representatives have signed this Memorandum of Understanding on the

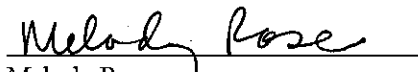
28 day of January, 2011



Sukhwant Jhaj  
Director, University Studies



Connie Ozawa  
Director, Nohad A. Toulan School of Urban  
Studies & Planning



Melody Rose  
Vice Provost for Academic Programs and Instruction



Lawrence Wallack  
Dean, College of Urban and Public Affairs



Roy Koch, Provost  
Provost and Vice President for Academic Affairs