

Office of Academic Affairs | University Studies

Post Office Box 751  
Portland, Oregon 97207-0751

503-725-5890 tel  
503-725-5977 fax  
askunst@pdx.edu  
www.pdx.edu/unst

## Memorandum of Understanding (MOU)

### Between University Studies (UNST or Sharing Unit) And Child and Family Studies (Home Unit)

Reference: Shared Appointment in Family Studies.

#### 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 pursue satisfactory 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. Faculty in this position will teach undergraduate students especially freshman in the University Studies program.

#### II. Definitions

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

**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 Child and Family Studies (Home Unit).

The shared appointment is nine months, academic year appointment.

The status of this shared appointment is annual tenure.

The rank of this shared appointment is Assistant Professor.

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. Faculty in this position will teach undergraduate students especially freshman in the University Studies program. We understand that Portland State University, University Studies and the Freshman Inquiry program will evolve and change over time but this expectation and related work assignment will not change; faculty in this position must teach a FRINQ course series each year. University Studies' budget permitting, and without changing the overall commitment to Sharing Unit, University Studies will set up a mechanism to allow the shared faculty the choice of not teaching in FRINQ for one year every three years, without requiring the department to automatically cover FRINQ. If the departmental commitment to University Studies is not fulfilled, the department's next available position will revert to a central pool for reallocation by Academic Affairs to support University Studies.

In parity with department's tenure-line faculty load, the teaching load for this position is about six courses per year. The actual credit hours may vary depending upon the combination of Freshman Inquiry, Upper Division Cluster courses aligned with the home department, Capstone courses and non-UNST course in the discipline of the home department. Typically, the faculty member will teach one FRINQ sequence and one SINQ course. The home department upon agreement with University Studies may fulfill the shared faculty member's obligation to University Studies by replacing the shared faculty by a tenured or tenure-related faculty member(s) from the home department.

Typical course assignment may look like:

Fall	Winter	Spring
(5 Credit) Freshman Inquiry, theme aligned with home department.	(5 Credit) Freshman Inquiry, theme aligned with home department.	(5 Credit) Freshman Inquiry, theme aligned with home department.
Courses in the home department.	Courses in the home department.	Sophomore Inquiry

### 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. UNST 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. Working with mentors.
4. Making use of inquiry-based (or project-based) teaching practices.
5. Working on faculty teams.

### 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 to both Home Unit and Sharing Unit, 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. The faculty member should also coordinate University-level service with the Chair/Director of the Home Unit and Sharing 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. At the beginning of each academic year both Units should, in consultation with the faculty member and in keeping with the principles expressed above, - agree on the type of service expected by each unit, such as participation in program development, advising, recruiting, and strategic planning.

### **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**

If the courses are not covered and the shared faculty goes off-budget by paying a portion of his/her salary from grants or other funding sources, any salary savings will be retained by Sharing Unit and may be used in the same way that salary savings from traditional faculty hires are used (e.g., to pay for covering courses, flexible funding for research support, etc.). If courses need to be covered, it is expected that Sharing Unit will use those savings to cover the salaries of any instructional staff or visiting faculty who teach the replacement courses, including course with the Home Unit.

### **Leave of Absence**

When a faculty member applies for a sabbatical leave or leave without pay, the head of the Home Unit must consult with the head of the Sharing Unit to confirm that there is no disagreement about the leave. The head of the Home Unit will make a recommendation to the appropriate Dean/Director. The salary savings will remain with the Home Unit. The use of salary savings will be agreed upon between the Home Unit and the Sharing Unit before the sabbatical leave is approved. The class coverage would be according to Home Unit policy of class coverage 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 secretarial 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.

Accommodations must be made in the Home Unit's processes, e.g. peer review committee structures, administrative review formats, etc., which will provide appropriate representation of the sharing academic units' involvement.

### **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.

The Home Unit should give due weight to interdisciplinary research activities in the faculty member's performance reviews, according weight to interdisciplinary research that is published in high-quality journals that may fall outside of traditional, discipline specific publications while maintaining high-quality interdisciplinary research that employs the reasoning and research methods of faculty members discipline(s) and makes significant contributions to knowledge. Joint evaluation by the Home Unit and Sharing Unit is critical for a comprehensive evaluation of the quality of faculty member's overall research record and the quality of journals and presses publishing her or his research.

### **Appointment and Timeline**

Initial appointment will be as Assistant Professor.

Director/Chair, will review progress annually. The third year review is an important step leading to formal promotion and tenure review which will occur in 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, University Studies, School of Social Work 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. In the absence of any negotiated agreement for a grant on which the faculty member serves as P.I or Co-P.I., the default allocation of F&A returns will be as follows:

College/School of Home Unit: 50%

Sharing Unit 50%

### **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 either the Home or Sharing 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.

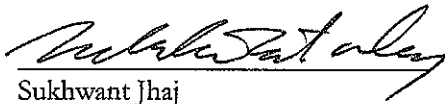
If a unit has concerns about a shared appointed faculty member's performance or conduct, the administrator most knowledgeable about the concern should handle the difficulty. Each unit administrator has a responsibility to notify the faculty member's Sharing Unit of the problem, and work jointly towards resolution. Assurance of the faculty member's appropriate due processes among all involved is critical. Disciplinary action, if deemed necessary, toward the faculty in shared appointment must be recommended jointly through appropriate channels.

#### Notice of Appointment

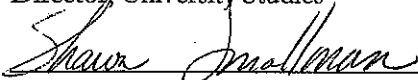
This MOU must be explicitly mentioned in the Notice of Appointment. A copy of this MOU will be provided to the Shared Faculty with the Notice of Appointment. The signature of Notice of Appointment will imply Shared Faculty's agreement with terms of this MOU.

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

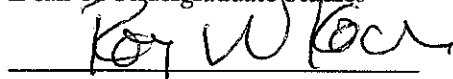
13<sup>th</sup> day of OCTOBER, 2008.



Sukhwant Jhaj  
Director, University Studies



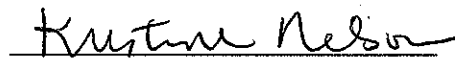
Shawn Smallman  
Vice Provost for Instruction  
Dean of Undergraduate Studies



Roy Koch, Provost  
Provost and Vice President for Academic Affairs



Carol Morgaine  
Chair, Child and Family Studies



Kristine E. Nelson  
Dean, School of Social Work