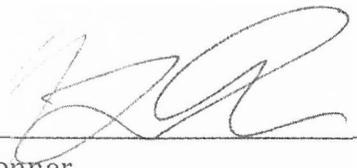


Memorandum of Understanding  
Between  
Grand Rapids Community College  
And  
Grand Rapids Community College Faculty Association

This Memorandum of Understanding ("MOU") is made by and between Grand Rapids Community College ("College") and the Grand Rapids Community College Faculty Association (collectively, "the Parties"), for the purpose of creating a new Addendum within the Parties' collective bargaining agreement ("contract") regarding Academic Department Head and Program Director Evaluations.

The Parties mutually agree as follows:

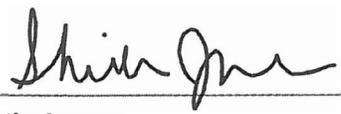
1. During their most recent collective bargaining cycle, the Parties agreed upon a number of "process commitments" to be carried out during the term of the Parties' current contract.
2. One of the aforementioned process commitments included an agreement for the Parties to collaborate to create a new evaluation tool for Academic Department Heads and Program Directors.
3. Pursuant to the above-referenced process commitment, the Parties engaged in a collaborative process to create the "Academic Department Heads and Program Directors Performance Review Form," heretofore attached as Exhibit A.
4. The Parties agree that the Form attached as Exhibit A shall be considered to constitute "Appendix H," within their contract, and that the execution of this MOU shall satisfy the Parties' obligations related to the process commitment referenced above in Paragraph 2.
5. The Parties further agree that the Form attached as Exhibit A shall be utilized in connection with the "annual evaluation" referenced in Appendix B-19 within their contract.
6. This MOU shall not alter or amend the contract in any way except as specified herein.
7. This MOU shall not be precedent-setting.



Frank Conner  
President, Faculty Association

4/26/24

Date



Sheila Jones  
Provost and Executive Vice President  
of Academic and Student Affairs

April 26, 2024

Date

## Exhibit A

### Academic Department Heads and Program Directors Performance Review Form

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Review Period: \_\_\_\_\_

Reviewer/Title: \_\_\_\_\_

	<b>Exceptional</b>	<b>Proficient</b>	<b>Developing</b>	<b>Comments</b>
<b>General Framework</b>	<p>DH/PD consistently exceeds job expectations and takes on additional responsibilities beyond their job description</p> <p>Consistently produces high quality results, is collaborative, and demonstrates exceptional skills and knowledge in their role</p> <p>Demonstrates exceptional understanding of job duties and responsibilities, is proactive, and consistently goes above and beyond in their work</p> <p>Consistently exceeds work procedures and protocols, and actively seeks to improve them to enhance overall productivity and efficiency</p>	<p>DH/PD consistently meets job expectations</p> <p>Consistently performs assigned tasks with high quality results</p> <p>Demonstrates strong understanding of job duties and responsibilities</p> <p>Consistently follows work procedures and protocols, and takes initiative to improve them</p>	<p>DH/PD meets some of the minimum requirements of the job</p> <p>Performs assigned tasks with a need to improve results</p> <p>Demonstrates developing or basic understanding of job duties and responsibilities</p> <p>Needs to follow or follows basic work procedures and protocols</p> <p>Lacks professionalism in communications and other work.</p>	<b>To be completed by the supervisor.</b>

	Exceptional	Proficient	Developing	Comments
<b>1. Enrollment Management/ Scheduling/Assignment</b>				
Develop a schedule of classes and manage section offerings in collaboration with the Associate Dean.				
Serve as liaison to provide faculty preferences for baseload for full-time faculty and help facilitate the overload selection process for full-time faculty.				
Assess and determine adjunct staffing needs and assign adjunct faculty to sections.				
Review room schedules and coordinate specific room needs for departments.				
Review and analyze enrollment and retention data collaboratively with Dean and Associate Dean.				
Using enrollment trends, coordinate with the Associate Dean and/or APSSs to ensure waitlists are in place and develop a list of guaranteed classes.				
Coordinate with administration on class cancellations; assisting students when/if the schedule is impacted.				

	Exceptional	Proficient	Developing	Comments
<b>2. Office Oversight, Process Development &amp; Management</b>				
Participate in the supervision, evaluation, mid-year and annual performance reviews of APSSs.				
Coordinate departmental presence at student recruitment events as needed.				
Complete departmental reports, including the Academic Department Annual Report & Plan.				
Conduct departmental meetings.				
Oversee instructional material adoption process; enforce instructional materials policy.				
Connect department/program planning to college planning in terms of budget, strategic plan, space, technology.				
<b>3. Budget and Finance Management</b>				
Manage departmental budgets, in collaboration with the dean.				
Approve departmental purchases.				
Submit mid-year budget increase requests.				
Order program supplies.				
Establish, evaluate, and update course fees.				
<b>4. Program/Curriculum Review &amp; Support</b>				

	Exceptional	Proficient	Developing	Comments
Coordinate any course/program curriculum development needs such as review, discontinuation, or new course/program development with the department.				
Coordinate the evaluation of course, program, and general education learning outcomes, in collaboration with departmental faculty.				
Ensure departments and programs maintain compliance with the curricular and quality elements of institutional and programmatic accreditations.				
Coordinate program review for all programs in the department.				
Maintain/monitor database of transfer equivalencies.				
Support the review and implementation of new textbooks by departmental faculty.				
<b>5. Faculty Administration &amp; Support</b>				
Approve Faculty Leaves of Absence.				
Serve as point of contact to address day-to-day operational and personnel issues within the department.				
Sign off on Instructional Improvement and Professional Development Grants (IIPD),				

	<b>Exceptional</b>	<b>Proficient</b>	<b>Developing</b>	<b>Comments</b>
sabbatical applications, and study away proposals.				
Participate in the supervision and evaluation of lab coordinators (where appropriate), with the Associate Dean.				
<b>6. Faculty Hiring</b>				
Recruit to and review applicants in the adjunct pool; recommend adjunct faculty as needed.				
Collaborate with dean's office to request new positions, write position authorization form (PAF) in collaboration with AD, chair faculty hiring committees for full-time faculty within the department, in collaboration with the Associate Dean				
Provide department or teaching-specific onboarding and orient new faculty around professional development and first-year expectations, in collaboration with the office of Teaching, Learning, & Distance Education (TLDE).				
<b>7. Faculty Evaluation</b>				
Collaborate with departmental faculty and the Associate Dean to complete annual Faculty Performance Evaluation <i>plans</i> (Fall).				
Review and sign completed Faculty Performance Evaluation <i>reports</i> (Spring),				

	Exceptional	Proficient	Developing	Comments
prior to sending to the Associate Dean.				
Facilitate tenure and promotion committees, and make tenure and promotion recommendations to the Dean, in collaboration with the Associate Dean.				
As needed, conduct faculty classroom observations and provide constructive written and verbal feedback as part of the evaluation process.				
Support the Associate Dean in evaluating the performance of adjunct faculty, properly documenting performance concerns, and encouraging adjunct professional development where appropriate.				
Review and provide feedback on student evaluations of faculty.				
Coordinate review of and provide feedback on faculty syllabi.				
<b>8. Student Advising, Conduct and Concerns</b>				
Facilitate the informal resolution of student grade grievances (step 2), using the GRCC Student Academic Grievance Procedure (Grade Appeal Process).				
Facilitate the informal resolution of non-grade related student complaints.				

	Exceptional	Proficient	Developing	Comments
Support departmental faculty with student conduct issues and help coordinate with the conduct officer and/or behavioral intervention team as needed.				
Coordinate and implement departmental advising plan and advising work in the department.				
Approve course substitutions, waivers, and prerequisite waivers.				
<b>9. Professional Development</b>				
Identify and facilitate professional development needs for departmental faculty and staff, in collaboration with departmental faculty.				
<b>10. Serve as Faculty, Administrative, and Community Liaison</b>				
Develop and maintain stakeholder relationships: K-12, university transfer, community, business (e.g., clinical affiliations, apprenticeship employers, MiWORKS, etc.)				
Serves as communication liaison between administration and faculty				
Represents the department or program to internal and external communities				

	Exceptional	Proficient	Developing	Comments
11. Additional Duties Depending on Role				

**Examples of Additional Duties Depending on Role**

- Scheduling cohorts
  - Review of incoming apprentices for course placements
  - Determine sections of enrollment
  - Create mass enrollment schedules of gen ed courses
- Oversight of apprenticeships
- Enrollment in core program courses
- Re-evaluate scheduled courses due to unsuccessful attempts at courses
- Request general education holds from other departments
- Coordinate student advisement for these programs
- New cohort orientations and new student paperwork
- Program accreditation
  - Updates/changes due to changes in accreditation guidelines.
  - Complete yearly accreditation reports
  - Complete re-accreditation self-studies
  - Complete accreditation site visits
  - Program updates/changes due to changes in accreditation guidelines.
- Provide oversight for purchase and utilization of specialized program equipment or technology.
- Develop agenda, manage membership, schedule, etc. Advisory Board Meetings.
- Evaluate secondary admissions applications in consortium-based programs.

Signature

Signature