



Letter of Agreement

Between: Bay de Noc Community College & Teachers' Education Association (M.E.A. Affiliate)

Regarding: Division Chair Selection for Allied Health

Date: May 11, 2018

This Letter of Agreement serves as recognition that Bay de Noc Community College (Bay College) and the Teachers' Education Association (M.E.A. Affiliate) enter into an agreement to collaborate with regard to the election of a **division chairperson** for the Allied Health Division.

The FTF Master Agreement outlines the election of a Division Chair for each division. Agreement language suggests that a single nominee be selected by the Dean (0112.B.3.a). This Letter of Agreement outlines a process by which Bay College and the M.E.A. Affiliate agree to the nomination of co-division chairs within the Allied Health Division that will split the duties typically assigned a single division chair. This agreement serves as an agreement that this is a one-time exception to the contract language.

Justification for this one-time exception includes that facts that the Allied Health Division has a high percentage of non-tenured faculty and that tenured faculty are not interested in nomination as Division Chair. Additionally, it is thought that by splitting division chair duties between the existing Division Chair and a new, non-tenured Division Chair, a smoother transition will occur. Bay College and the M.E.A. Affiliate both agree that this one-time exception will be an effective way for a tenured co-division chair to mentor a non-tenured co-division chair. Division Chair Responsibilities will be split as indicated in the attached document.

It is agreed that in 2019 Division Chair Selection and Appointment will return to the historical practice of selecting a single nominee to serve as Division Chair for each Division.

A handwritten signature in blue ink, appearing to be "S. J. ...", written over a horizontal line.

President - Teachers' Education Association

A handwritten date "5/31/18" in blue ink, written over a horizontal line.

Date

A handwritten signature in blue ink, appearing to be "Laura ...", written over a horizontal line.

President - Bay de Noc Community College

A handwritten date "6/5/18" in blue ink, written over a horizontal line.

Date

Division Chair Responsibilities:

Division Chairs are responsible to the Area Dean. Co-Division Chairs will have the following duties:

- 1) Express the Division's interest in college-wide meetings and see that the Division is represented on appropriate committees.

Evelyn and Sandra will collaborate to ensure coverage at ILT, Cabinet, and any other pertinent college-wide meetings are attended by a representative from Allied Health. Contact Both.

- 2) Assist in clarifying and interpreting college policies and procedures with Division instructors.

Sandra will assume responsibility of this item. Contact Sandra.

- 3) Promote productive communications within the Division, (including adjuncts and Bay College West instructors) at Division Chair meetings and at meetings with the Administration.

Evelyn and Sandra will collaborate on this item. Contact Both.

- 4) Conduct Division meetings as needed.

Evelyn and Sandra will collaborate on this item. Contact Sandra.

- 5) Complete a Division Progress Report each semester.

Evelyn and Sandra will collaborate on this item if required. Contact Sandra.

- 6) Assist with the granting of waivers, credit-by-examination, independent study, and directed study.

Evelyn and Sandra will collaborate on this item. Contact Both.

- 7) Assist in hiring personnel and assigning staff to courses being taught on a part-time basis.

Evelyn and Sandra will collaborate on this item. Contact Evelyn.

- 8) Work with the Dean to expedite instructor input into the development of the College budget and assist in monitoring division budgets and expenditures for equipment, instructional materials, and travel.

Evelyn and Sandra will collaborate on this item. Contact Sandra.

- 9) Assist in orientation, mentoring, and monitoring of part-time instructors.

Evelyn and Sandra will collaborate on this item. Contact Evelyn.

- 10) Assist in the development of the course schedule both on and off-campus.