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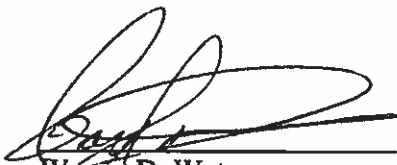
## **MEMORANDUM OF UNDERSTANDING**

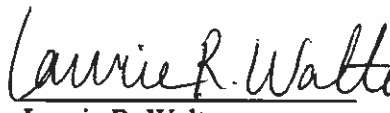
The Chicago State University administration and the University Professionals of Illinois agree to the following:

1. The mentoring process for any tenured faculty member who fails to meet the “adequate” standard in a given area for two years in succession will begin, if necessary, after the annual evaluation of tenured faculty in the Spring of 2015 and will continue on an annual basis thereafter.
2. In any given year, beginning with the Spring of 2014, a faculty member who is evaluated to be less than “adequate” by his/her chair, director, and/or dean must be explicitly informed in writing that s/he has an additional year to reach the “adequate” level, in order to avoid being subjected to the formal mentoring process, as described in Section 5, below.
3. In the event a tenured faculty member fails to submit an evaluation portfolio in accordance with the University Personnel Action Timetable in any given year, excluding excused absences, the faculty member’s evaluation will be considered as less than “adequate” in the areas of teaching/performance of primary duties, research and service.
4. In the first year, a faculty member who is judged less than “adequate” will be notified as follows:
  - a. The chair/director will send a notice to the dean and faculty member within 10 working days of receipt of the portfolio, outlining in detail the reasons why the portfolio is less than “adequate” and informing the faculty member that s/he may attach a written response within 10 working days from receipt of the letter.
  - b. The faculty member should acknowledge in writing to the chair/director that s/he has received the first-year less than “adequate” determination notice within 10 working days after receipt of the notice. A copy of this acknowledgement should be sent to the dean and provost.
  - c. The portfolio and written response, if any, shall be forwarded to the provost.
  - d. The provost shall respond in writing to the faculty member, chair, and dean, within 10 working days of receipt of the portfolio and written response. If the provost determines that the portfolio has met the “adequate” standard, s/he will so state and will state that no further action is required. If s/he determines that the portfolio has not met the “adequate” standard, s/he will outline in detail the reasons for that determination and will encourage the faculty member to correct the deficiencies in the upcoming year.
5. In the second year, a faculty member who is judged less than “adequate” will be notified as follows:
  - a. The chair/director will send a notice to the dean and faculty member within 10 working days of the decision, outlining in detail the reasons why the portfolio is less than “adequate” and informing the faculty member that s/he may attach a written response within 10 working days from receipt of the letter.


- b. The faculty member will acknowledge in writing to the chair/director that s/he has received the second-year less than “adequate” determination notice within 10 working days after receipt of the notice. A copy of this acknowledgement will be sent to the dean and provost.
  - c. The portfolio and written response, if any, shall be forwarded to the provost.
  - d. The provost shall respond in writing within 10 working days of receipt of the portfolio and written response. If the provost determines that the portfolio has met the “adequate” standard, s/he will so state and will state that no further action is required. If s/he determines that the portfolio has not met the “adequate” standard, s/he will outline in detail the reasons for that determination and will inform the faculty member that s/he is now subject to the Mentoring Process.
6. The Mentoring Process will consist of the following:
- a. A Mentoring Advisory Committee (MAC) of five members will be identified by the Professional Development Mentoring Committee (PDMC) from recent recipients of exceptional tenure, Faculty Excellence Awards, Professional Advancement Increases, or other tenured faculty members, as needed. The MAC will be selected at the beginning of March and will meet by March 20 (starting in 2014, and annually thereafter) to elect a chair, establish procedure, etc. They shall be appointed to staggered, two-year terms. Their charge shall be to provide recommendations to the provost concerning faculty in the mentoring process.
  - b. The MAC and the Union Chapter President will be notified by the Provost of faculty not meeting the requirements (i.e., who have been found less than “adequate” for a second straight year). The MAC will contact affected faculty by May 1, so that the MAC can meet with the faculty member before the summer break.
  - c. The MAC will select possible mentors for the affected faculty and will give each faculty member a choice of 2-3 possible mentors. Mentors will be trained prior to beginning their assignment, as needed, by means to be determined by the provost.
  - d. The mentor must meet with the faculty member at least once by August 30 and will formulate a detailed development plan, in collaboration with him/her and the relevant chair or director. The dean will be informed of the plan. This plan must be submitted to the MAC by September 30 and must 1) indicate specific deficiencies to be addressed, 2) define specific goals or outcomes to remedy the deficiencies, 3) outline the activities to be pursued, 4) set timelines for achieving intermediate and ultimate outcomes, 5) indicate criteria for assessment, and 6) identify institutional resources to be committed in support of the plan.
  - e. The mentor must meet with the faculty member at least once a month and must submit a brief report to the MAC subsequent to the meeting on progress towards achieving the goals of the development plan.
  - f. The MAC will meet by the 10<sup>th</sup> week of each semester to discuss the progress of each affected faculty member towards achieving the goals of his/her development plan.
7. The University will make the following resources available to support mentoring:

- a. A “pool” of post-tenured faculty development leaves separate from any leaves identified in Article 27 of the *Contract*, to be used solely for the purpose of assisting tenured faculty members being mentored to achieve the “adequate” standard if recommended in the Development Plan and approved by the MAC. Such leaves shall not be extended longer than one academic semester.
  - b. A “pool” of post- tenured faculty development money for grants for the same purpose as expressed in 6.a. Such funds will be granted if recommended in the Development Plan and approved by the MAC and shall not exceed \$6,000.00 per faculty member over a ten (10) academic year period.
  - c. CUEs for mentoring, to be distributed by the Provost at the rate of 1-2 CUEs per mentor, per mentee, per year, with the amount to be determined by the MAC and requested by them from the Provost, based on documentation of the mentor’s responsibilities in the development plan.
8. In the third year, a faculty member who has been subject to the mentoring process will be notified as follows:
- a. If the provost determines that the deficiency has been remedied, s/he will send a written notification to the faculty member, the chair, and the dean stating that the “adequate” standard has been met and that no further action is needed.
  - b. If the provost determines that the portfolio fails to meet the “adequate” standard in the relevant area, s/he will send a written notification to the faculty member, the chair, the dean, and the Union Chapter President referring the matter to Article 19.4.c.(4) of the *Contract*.

  
 Wayne D. Watson  
 President  
 Chicago State University

  
 Laurie R. Walter  
 Chapter President  
 CSU/UPI

10/14/14

  
 Ellie Sullivan  
 President  
 UPI Local 4100