

AGREEMENT BY AND BETWEEN
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
AND THE
LAKE WASHINGTON FEDERATION OF TEACHERS
LOCAL 3533 AFT/ AFL-CIO
EFFECTIVE JULY 1, 2017 THROUGH JUNE 30, 2020

APPENDIX

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Appendix A: Full-time Professor Salary Schedule

Annual Salary Rates (Please see MOU B for 2019 Salary Schedule.)

Salary Step	Annual Salary Rates
A	57,160
B	60,260
C	61,360
D	65,630
E	67,330
X	70,330

Effective July 01, 2018. Prorated for July 1, 2018 and January 1, 2019 increases based on contract days.

Appendix A.1 Professor Per Diem Rate Schedule

The following per diem schedule is derived from annual salaries listed above:

Professor Per Diem Rate Schedule

Salary Step	One Full Day 8 Hours	One Half Day 4 Hours	One Quarter Day 2 Hours	One Eighth Day 1 Hour
A	330	165	83	41
B	348	174	87	44
C	355	177	89	44
D	379	190	95	47
E	389	195	97	49
X	407	203	102	51

Effective July 01, 2018.

Revised May 24, 2018.

(Please see MOU B for 2019 Salary Schedule.)

Appendix B: Adjunct Faculty Salary Schedule

Course Credit Salary Rates (Please see MOU B for 2019 Salary Schedule.)

Salary Step	Theory	Guided Practice	Field Based
A	564.32	1128.63	1692.95
B	597.32	1194.65	1791.97
C	609.41	1218.81	1828.22
D	649.23	1298.47	1947.70
E	654.22	1308.44	1962.67
X	697.92	1395.84	2093.77

Effective July 01, 2018.

Revised May 24, 2018

(Note: Individual contract totals may vary by several cents due to rounding during division and multiplication process by the Personnel Payroll Management System.)

Theory - Lecture Based Courses

Guided Practice - Lab Courses, Clinical Experience

Field Based - Preceptorships, Coop

Full-time Professors will be placed on corresponding Adjunct Faculty Schedule step as identified.

Appendix C: Faculty Evaluation Document

Performance Elements for Evaluation	N/A	Strongly Agree	Agree	Disagree	Strongly Disagree
Teaching / Working with Students					
1. Demonstrates Knowledge of subject matter. Provide individual / group instruction effectively. Evidence might include: <ul style="list-style-type: none"> • Satisfactory peer Observation • Satisfactory teaching observation • Maintains environment conducive to learning 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Satisfactory student evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with Faculty and Staff					
3. Works well with college staff and faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Mentors, orients, and supports new and PT faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Follows established college policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service (College, Community, Industry)					
6. Serves on college committees such as accreditation, program review and tenure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Coordinates ancillary, community, or student support programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Contributes to strengthening and developing connections with industry partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Management and Advancement					
9. Identifies, evaluates and modifies program outcomes and assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Promotes the program and recruits students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Performs record keeping duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Updates curriculum and learning outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Development					
13. Maintains a professional growth plan and relevant goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Portfolio demonstrates progress toward goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Certification if needed is up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Comments Attached? Yes No

Administrator Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Faculty signature acknowledges receipt of completed documents but does not imply agreement.

Appendix D: Grievance Form

Lake Washington Federation of Teachers Grievance Form

Statement of Grievance: _____

Article and / or Section Violated: _____

Remedy Sought: _____

Federation Representative Handling Grievance: _____

Grievant Name: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Immediate Supervisor: _____ Phone: _____

Step	Action	Date
1	Grievance Occurrence	
1	Informal Discussion with Immediate Supervisor	
1	Resolution or Denial	
Or		
1	Written Filing with Immediate Supervisor	
1	Hearing	
1	Resolution or Denial	
2	Written Filing with Next Line Administrator	
2	Hearing	
2	Resolution or Denial	
3	Written Filing with President	
3	Hearing	
3	Resolution or Denial	
4	Written Request for Arbitration	
4	Arbitration Hearing	
4	Resolution or Denial	

Final Disposition: _____

Appendix E: Tenured and Probationary Job Classifications

- Accounting
- Applied Design
- Auto Body Technician
- Auto Repair Technician
- Baking Arts
- Basic Education for Adults (BEA)
- Business
- Business Technology
- Civil Engineering Graphics Emphasis
- Computer Science
- Computer Security & Network Technology
- Counselor
- Culinary Arts
- Dental Assistant
- Dental Hygiene
- Diesel & Heavy Equipment Technician
- Digital Gaming & Interactive Media
- Early Childhood Education
- Electronics Technology
- Engineering
- Engineering Graphics - Architectural Technology Engineering Graphics - Mechanical Design Emphasis English
- Environmental Horticulture
- Fitness Specialist/ Personal Trainer
- Funeral Service Education
- Human Resources
- Humanities - Visual Arts
- Information Technology Applications Development Librarian
- Machining Technology
- Math
- Medical Assisting
- Motorcycle, Marine & Power Equipment Service Technology Multimedia Design & Production - Digital Design
- Nursing
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Public Health
- Science
- Social & Human Services
- Social Science
- Transportation, Logistics and Supply Chain Management Welding Technology

Appendix F: Department Chair Stipends 2016-2017

Program Size	List of Programs	Cost
Large Programs (>100 FTEs) Stipend: \$500/quarter (\$1500/year)	English Humanities Social Science Engineering Graphics	\$6,000
Medium Programs (>40 but <100 FTEs) Stipend: \$400/quarter (\$1200/year)	Biz Tech Culinary CSNT Gaming ITAD MMDP Auto Repair Machining Welding Electronics	\$12,000
Small Programs (<40 FTEs) Stipend: \$300/quarter (\$900/year)	Horticulture SHS Engineering Transfer Business Management Motorcycle Diesel Auto Collision Sewing Fitness Accounting HR	\$9,900

Total Cost: \$27,900 (-\$5000 of that funded through reduction of faculty development salary percentage distribution from 0.5% to 0.4%.

Effective July 1, 2017.