Memorandum of Understanding
between
Western Washington University
and
United Faculty of Western Washington
June 18, 2026

WWU College in the High School (WWUHS)

Recitals

1. Western Washington University (WWU) and United Faculty of Western Washington (UFWW) agree to this MOU to address the role of faculty in the WWU in the High School (WWUHS) program.
2. This MOU replaces the previous MOU that expired at the end of AY 24/25.
3. The parties will negotiate a more permanent solution during January 2027, as described below. This MOU will continue until it is superseded by provisions of a subsequent agreement.

Agreement

WWU and UFWW agree on the following:

1. Organization and Responsibilities:
    a. Outreach and Continuing Education (OCE) coordinates the WWUHS Program.
        i. OCE will issue a call to departments to solicit course proposals for participation in the WWUHS program.
        ii. OCE will seat the WWUHS committee using procedures determined by the Faculty Senate and following usual and customary processes to ensure broad representation from across campus.
    b. Academic Departments are responsible for:
        i. Curriculum, curriculum currency, and curriculum development involving the usual campus procedures for curriculum development (including college-level committees and the Academic Coordinating Commission).
        ii. Standards for course quality and rigor.
        iii. Standards for student assessment and proficiency.
        iv. Standards for high school teacher selection.
        v. Determining which departmental courses may be offered via WWUHS.
        vi. Developing and implementing a policy for assigning faculty as Faculty Curriculum Coordinators.
    c. OCE and Departments will collaborate to determine the final selection of courses to be offered. Normally, the WWUHS schedule will be finalized and faculty contracts will be issued by July 15. Payments will be made in the pay period after the section's final grades have been submitted. If a course is cancelled before the one-day summer training program, no payment will be made. If a course is cancelled after the one-day summer training program, the faculty member will be paid 75% of the stipend in the pay period after the cancellation. All payments will be made according to WWU's normal payroll practices.

d. Faculty Curriculum Coordinators shall perform the duties and fulfill the responsibilities outlined in the Appendix of this MOU.

2. Compensation: For AY 26/27, Faculty Curriculum Coordinators shall receive a $2000 stipend per section. Additionally, beginning AY 26/27, Faculty Curriculum Coordinators will be reimbursed for travel for up to three trips per course to visit and work in the partner high school. Reimbursements and the reimbursement process will be governed by WWU's travel policy. Separately, Faculty Curriculum Coordinators will receive a stipend of $250 for their mandatory attendance in a one-day summer training program.
3. In Fall 2026, the parties will form a committee with equal numbers of participants selected by UFWW and the University for the purpose of reviewing the responsibilities and compensation of Faculty Curriculum Coordinators. Fact finding for this committee may be done by the committee as a whole or by either sides' teams on the committee soliciting feedback from relevant constituencies. Recommendations from the committee will be forwarded to the parties' respective bargaining teams no later than December 11, 2026. The parties will begin negotiations no later than January 15, 2027, over a compensation arrangement for AY 27/28 that will align Faculty Curriculum Coordinator compensation with the State reimbursement requirements for the WWUHS program, which currently reimburse WWU on a per course, per high school teacher, per term basis. The parties will use their best efforts to resolve bargaining by January 29, 2027.

Appendix

Title: Faculty Curriculum Coordinator (Faculty Liaison/Mentor)

Definition: A Western faculty member who coordinates, manages, and evaluates the curriculum of a WWU in the High School course as well as provides mentorship for a course or series of courses.

Faculty Curriculum Coordinators in the WWU in the High School (WWUHS) serve to support high school student access to higher educational opportunities while ensuring student success, academic rigor, and discipline integrity, and maintaining the adherence to Washington State regulation (established by the National Alliance of Concurrent Enrollment Partnerships (NACEP)) and university accreditation requirements.

Western faculty members who volunteer to serve as Faculty Curriculum Coordinators agree to foster a culture of academic rigor, inquiry, and excellence in the following ways:

- Provide information on course curriculum, syllabi, outcomes, required textbooks, and assessments or grading policies as appropriate to ensure that the courses taught in high schools are the same in quality, rigor and content as those taught at WWU. Approaches to course delivery may vary for the high school context.
- Align high school courses with the department's documented standards and expectations to ensure the high school course has the same requirements as a course taught at WWU.
- Support high school teachers in course delivery and assessment through training on departmental approaches, techniques, and expectations. This support may take the form of workshops, demonstrations, and participation at the annual summer professional development event.

- Provide documented feedback to the high school teachers on their course materials, content, methodology, etc. relative to its alignment with the WWU established and documented departmental standards and in accordance with NACEP standards.
- Collaborate with high school teachers in the classroom to promote effective teaching and learning strategies.
- Ensure students in the high school meet the same levels of proficiency with the content material under the same evaluative standards as all other Western Washington University students based upon established and documented department standards.
- In accordance with Faculty Senate and department oversight, conduct a course evaluation (virtual or in-person) of each WWUHS course.
- Assist the high school teachers in using available university facilities, including but not limited to Canvas, and Western Libraries to include demonstrating and instructing how to use these resources and assisting partner high school teachers to connect with appropriate offices for further assistance.
- Serve as the liaison between the high school teachers and the appropriate department coordinator(s) on curriculum and instruction.
- Serve as the primary liaison between the Director of WWU College in the High School (Vice Provost for Outreach and Continuing Education), and the WWU academic department; attend scheduled WWU Faculty Curriculum Coordinating Meetings.
- Prepare NACEP documentation for the appropriate department/discipline in accordance with Outreach and Continuing Education protocols and procedures (as applicable).

Time Commitment:

Estimated time commitment for first time WWUHS course development: 20-25 hours per course. This does not include time that will be compensated separately (the $250 payment described above) for participation in summer professional development workshops.

Signed and Dated this 18 day of June, 2026.

Western Washington University

Sabah Randhawa

By: Sabah Randhawa
Title: President

United Faculty of Western Washington University

By: Theresa Warburton
Title: President, UFWW