

# West Chester University - Faculty Articulation Agreement (C.B.A. - Article 7, B (7))

In accordance with the C.B.A., the signature of the faculty member declares agreement to teach the courses or undertake the duties designated in the department(s) indicated. The signature of the chairperson of the faculty member's home department signifies agreement to release the faculty member to perform these services. The signature of the chairperson of the receiving department signifies agreement to accept the faculty member's services. Signatures signify both departments have approved (a majority vote by secret ballot.) The dean's signature signifies agreement regarding the assignment.

The Statement of Conditions Governing Temporary Exchange of Faculty Among Departments summarizes the conditions under which such exchanges take place (second tab on Excel form/back page.)

This form should be completed at least one semester prior to the date of the intended use of the faculty member. It is binding only for the semester or academic year indicated. In some instances of long-term assignments, departments may agree on assignments for longer periods, not to exceed three years.

## Faculty Member:

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

Academic Year: \_\_\_\_\_

Signature: \_\_\_\_\_

Effective Term:     Fall: \_\_\_\_\_  
                              Winter: \_\_\_\_\_  
                              Spring: \_\_\_\_\_  
                              Summer: \_\_\_\_\_

## Course/Duties: {Use Alt+Enter to insert a new line in the text box below}

## Approvals:

Home Department: _____	Receiving Department: _____
Chair: _____ Date: _____	Chair: _____ Date: _____
Dean: _____ Date: _____	Dean: _____ Date: _____

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

cc: Faculty Member, Chair(s), Dean (s), Provost, APSCUF, Human Resources

## Statement of Conditions Governing Temporary Exchange of Faculty Among Departments

1. The temporary loan of the services of a faculty member from one department to another requires:
  - a. The consent of the faculty member;
  - b. The consent of the home department (by a majority secret ballot vote by the regular full-time faculty;)
  - c. The consent of the receiving department (by a majority secret ballot vote by the regular full-time faculty;)
  - d. The consent of the Dean;
  - e. The consent of the Provost (as the President's designee.)
2. The assignment in the receiving department may not exceed fifty percent (50%) of the faculty member's workload for the semester.
3. This form should be completed at least one semester prior to the date of the intended use of the faculty member. It is binding only for the semester or academic year indicated. In some instances of long-term assignments, departments may agree on assignments for longer periods, not to exceed three years. These agreements should be completed at least one semester prior to the semester of intended use, but this does not preclude last minute arrangements.
4. The faculty member's department rights continue to be vested wholly in their home department.
5. The receiving department may, at its option, extend courtesies to the faculty member such as participation in departmental or committee meetings. It may also employ the faculty member during the summer or winter terms, but may do so only after all the regular (qualified) members of its department have been offered employment.
6. Requests for additional complement by the receiving department shall not be affected by the temporary borrowing of faculty if those requests are based primarily on the need to develop academic programs and specialized offerings. Present WCU faculty members when available under these policies, however, must be considered first before an external faculty member is employed.
7. If the faculty member in question is to be evaluated or recommended for tenure, promotion, or sabbatical leave, such evaluations or recommendations are the responsibility of the home department. The home department, however, is obligated to seek recommendations, observations, and student evaluations from the receiving department where these are required by the C.B.A. or by existing University policies.
8. Such temporary transfers of faculty place no obligation on any of the parties concerned beyond the time period agreed upon.