

**Memorandum of Agreement between
Portland State University (University)
and the Portland State University Chapter
of the American Association of University Professors (Association)
August 23, 2018**

Subject: Impact of the Implementation of the MOA on Academic and Career Advising Redesign on Career Counselors

Recitals

The University and Association implemented a MOA on March 14, 2018 on the impact of the Advising Redesign Implementation on academic and other advisors in the coordinated advising structure. The parties wish to clarify the impact of that MOA on Career Counselors.

Agreement

Career Counselor Workload

1. Career Counselors will exercise professional judgment to manage their job duties and responsibilities in consultation with their supervisors.
2. Career Counselors may raise concerns about their position, workload or other work-related issues with their supervisor. If no resolution occurs within a reasonable amount of time, career counselors may meet directly with the Associate Vice Provost to discuss the issue. If there is no resolution that occurs within a reasonable time, workload issues can be elevated to the ad hoc committee as referenced in Article 17, Section 10 in the Collective Bargaining Agreement.

Appointment Scheduling

1. Career Counselor support needs may vary by individual career counselor.
2. In addition to student/alumni career counseling, career counselors do projects, teach classes and conduct workshops associated with counseling students and alumni. Time will continue to be allocated for this work.
3. Career Counselors will exercise their professional judgment when scheduling their availability and appointments with students/alumni in consultation with their supervisor.
4. Career Services has procedures around drop-in appointments. Career Counselors will be asked to provide input prior to any decision to change in drop-in appointment procedures.

Career Counselor Professional Development, Training & Support

1. The Supervisor and the Associate Vice Provost for Advising and Career Services will seek

input and receive requests for training from Career Counselors and will be responsive to career counselor training needs.

2. Career Counselor training is not professional development pursuant to CBA Article 19. Career Counselor training related to the delivery of Career Services provided by PSU will be conducted during work time.

Career Counselor Location and Work Environment

1. Career Counselors will have workspace comparable to what they had prior to the implementation of the Academic and Career Advising Redesign recommendations. Comparability shall be based on functionality, such as: capacity to have private conversations with students/alumni; sufficient space and chairs to have meetings with students/alumni; and computer, phone and other resources typically required in the position.

Career Counselor Roles and Responsibilities

1. No career counselor whose position resides in the Advisor/Counselor 2 job family will have their position moved to the Advisor/Counselor 1 job family as a result of the Academic and Career Advising Redesign.
2. Career Counselors will have one assigned supervisor (supervisor of record) to whom they report.

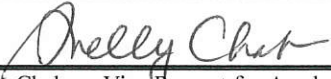
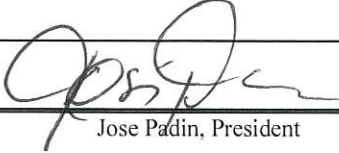
Personnel Evaluation and Supervision

1. The parties recognize Coordinated Advising and Career Services as a “unit” in Article 17 Section 8 (b). For the purposes of evaluation and supervision, Career Services is a “sub-unit” of Coordinated Advising and Career Services. A common set of performance criteria will guide the evaluation process for all Career Counselors.

Implementation

1. Issues that are not resolved about the impacts of the Academic and Career Advising Redesign on Career Counselors should be brought to the Labor Management Committee.
2. This MOA shall become an addendum to the 2015-19 Collective Bargaining Agreement between the parties. The parties shall determine what elements of this agreement shall be retained, and how it will be incorporated in the successor agreement at the time it is negotiated.

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<u>For the University</u>	<u>For the Association</u>
 _____ Shelly Chabon, Vice Provost for Academic Personnel and Dean of Interdisciplinary General Education	 _____ Jose Padin, President
_____ Date	8/23/18 _____ Date