

**Letter of Agreement**  
**between**  
**Western Oregon University (WOU)**  
**and**  
**Western Oregon University Federation of Teachers (WOUFT)**  
**November 2, 2023**

This Letter of Agreement addresses the Student Consultation Hours requirement as described in Article 7, Section 4.A.5. of the collective bargaining agreement between WOU and WOUFT (CBA), which states, *“Full-time teaching faculty shall establish and maintain a minimum of five (5) scheduled student consultation hours per week, which must include at least one (1) hour of on-campus student consultation. Those members with less than full-time appointments shall establish minimum consultation hours in ratio to their part-time appointment. Those faculty members with reassignments of duty shall establish minimum consultation hours in ratio to the number of credits they teach during the term in which the reassignment of duty is taken to the number of credits in a full-time teaching load.”*

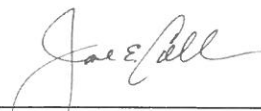
This Letter of Agreement represents the collaborative and common understanding of the above-named parties.

**WHEREAS**, the above-referenced section of the CBA requires full-time teaching faculty to hold at least one-fifth (1/5) of their weekly student consultation hours in an on-campus modality.

**NOW AND THEREFORE**, until the successor agreement is bargained in 2024, WOU and WOUFT agree as follows:

Full-time teaching faculty shall establish and maintain a minimum of five (5) scheduled student consultation hours per week, which must include at least one (1) hour of on-campus student consultation, if any portion of their teaching load includes in-person classes. Those members with full-time ONLINE teaching loads shall be exempt from the in-person requirement, but still must hold a minimum of five (5) scheduled student consultation hours per week by Zoom, telephone, or other synchronous mode that is available to both faculty and students. Faculty should clearly communicate to students how they can be reached during their posted consultation hours. Those members with less than full-time appointments shall establish minimum consultation hours in ratio to their part-time appointment. Those faculty members with reassignments of duty shall establish minimum consultation hours in ratio to the number of credits they teach during the term in which the reassignment of duty is taken to the number of credits in a full-time teaching load.

On behalf of the University:



Jose E. Coll

Date: November 2, 2023

On behalf of the Union:



Melanie Landon-Hays

Date: 11-2-2023