

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**HIGHLINE COLLEGE ADMINISTRATION (HC)**  
**AND**  
**HIGHLINE COLLEGE EDUCATION ASSOCIATION (HCEA)**

This Memorandum of Agreement (MOA) is made on this (date) \_\_\_15 December 2021\_\_\_\_\_.

Whereas

- student faculty advising is a proven tool to improve student retention and completion; and
- advising is a contractual responsibility of tenured, tenure-track, and one-year faculty;

HC and HCEA agree to the following **Faculty Student Advising Load** provisions for the 2021-22 academic year:

- I. Mandatory student advising registration blocks will not be implemented during the 2021-22 academic year.
- II. Student advisee counts referenced here are those reflected in the ctclink My Advisees list.
- III. For faculty in departments that offer primarily credit classes
  1. Tenured faculty with student advisee loads below 15 may be assigned up to a total of 15 advisees. Additional student advisee assignments are possible upon mutual agreement between the faculty and the assigning authority.
  2. Tenured faculty with student advisee loads above 15 may only be assigned additional advisees upon mutual agreement between the faculty and the assigning authority.
  3. Probationary tenure-track faculty in their first year may be assigned up to a total of 5 student advisees, additional assignments up to a total of 15 are possible upon mutual agreement between the faculty and the assigning authority, with approval of the Division Chair.
  4. Probationary tenure-track faculty in their second or third years may be assigned up to a total of 15 students with the approval of their Division Chair. Additional student advisee assignments are possible upon mutual agreement between the faculty, the Division Chair, and the assigning authority.
  5. One-year faculty in their first year may be assigned up to a total of 15 students with the approval of their Division Chair.
  6. One-year faculty beyond their first year may be assigned up to a total of 15 student advisees. Additional assignments are possible upon mutual agreement between the faculty and the assigning authority, with approval of the Division Chair.

IV. For faculty in ELCAP departments

1. Tenured faculty may be assigned up to a total of 15 advisees with mutual agreement between the faculty and the assigning authority. Additional student advisee assignments are possible upon mutual agreement between the faculty and the assigning authority.
2. Probationary tenure-track faculty may be assigned up to a total of 15 advisees upon mutual agreement between the faculty and the assigning authority, with approval of the Division Chair.
3. One-year faculty may be assigned up to a total of 15 advisees upon mutual agreement between the faculty and the assigning authority, with approval of the Division Chair.

V. Division chairs will receive a quarterly report of number of assigned student advisees for each of the faculty in their Division by the end of the fifth week of the quarter. HCEA will receive copies of these reports.

This Agreement shall not affect the bargaining rights of either HC or HCEA as provided by the current HCEA-HC (Collective Bargaining) Agreement 2018-2021, the extension of that agreement to 2021-22 or any subsequent extension of that agreement. Unless specifically noted, all other negotiated provisions shall remain in effect.

For Highline College Administration



\_\_\_\_\_  
Emily Lardner  
Vice President for Academic Affairs

\_\_\_\_12/16/21\_\_\_\_\_  
Date

For Highline College Education Association



\_\_\_\_\_  
James Peyton  
HCEA President

\_\_\_\_12/15/21\_\_\_\_\_  
Date