

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DELTA COLLEGE AND DELTA COLLEGE  
FACULTY ASSOCIATION, MEA/NEA  
Appendix J – Promotion/Tenure Ballot**

This Memorandum of Understanding ("MOU") is entered into between and among Delta College ("College") and the Delta College Faculty Association, MEA/NEA ("DCFA") (individually, a "Party" and collectively, the "Parties"). The Parties hereby agree to the following terms, understanding that this MOU cannot be changed unless by a written agreement signed by an authorized representative of each Party.

The purpose of this MOU is to provide corrective language to the ballot for promotion in tenure that is included in the CBA as Appendix J and to create separate ballots for each rank and for tenure.

Appendix J, pages 108 and 109 of the current 2025-2028 CBA, does not include the comments pertaining to leadership for Full Professor as described in Article 6.7. To create clarity and alleviate confusion during the voting process, this MOU establishes a separate ballot for each rank and for tenure (full professor, associate professor, granting of tenure, and assistant professor) with the appropriate comments for each. The attached Appendix J replaces the original version for the remaining duration of the 2025-2028 CBA.

All terms in the CBA and in other MOUs between the Parties not inconsistent with this MOU shall continue to apply. This MOU is not precedent-setting and cannot be used as evidence of a practice or policy at the College. Once this MOU is signed by each Party, it shall be effective immediately.

Delta College:   
Michael Gavin (Dec 2, 2025 12:48:25 EST) \_\_\_\_\_ Date: 12/02/2025

Its: President \_\_\_\_\_

DCFA, MEA/NEA:   
Laura Dull (Dec 2, 2025 12:34:58 EST) \_\_\_\_\_ Date: 12/02/2025

Its: DCFA President \_\_\_\_\_

## **APPENDIX J**

### **PROMOTION/TENURE BALLOT**

Recommending the promotion and tenure of our peers is one of the most important responsibilities of a full-time faculty member. Promotion and tenure review maintains the rigor and esteem of our profession and shapes our expectations of each other as a faculty. Our core criteria of teaching effectiveness, education and professional growth, and productive activity for the College have a long tradition and are at the heart of our review of each promotion/tenure portfolio.

From the CBA

6.6.1 The purpose of promotion is to encourage teaching effectiveness in addition to incorporating best practices, professional development, educational growth, collegiality, and productive activity for the College other than instruction. It is expected that Faculty who advance in rank as well as those who achieve tenure maintain a level of excellence commensurate with those expectations for which they earned rank and tenure. Promotion to Professor encourages and rewards teaching excellence, continued professional development, and leadership at the College and/or in a relevant professional organization.

6.6.2 The principal purpose of tenure is to recognize a higher level of commitment by the College and the Faculty member. Full-time Faculty who earn tenure may not be terminated without just cause, and the Faculty member shall work effectively and respectively with fellow employees to further the success of students and the College.

These ballots are for voting at the Division Review of Promotion/Tenure stage (See CBA Article 6.6.2(A)(5)).

**Promotion to Full Professor**

Name of Faculty Casting the Vote: \_\_\_\_\_

Discipline/Division: \_\_\_\_\_

Faculty Member's Name: \_\_\_\_\_

Applying for: Full Professor

I support the promotion of \_\_\_\_\_ to the rank of Full Professor

Yes/No/Abstain (Abstention equals "no"): \_\_\_\_\_

If abstaining, reason for abstention: \_\_\_\_\_

*Comments that do not pertain to the criteria will not be forwarded in the process.*

Comments pertaining to teaching excellence

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Comments pertaining to educational and professional growth

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Comments pertaining to productive activity outside of instruction

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Comments pertaining to leadership

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**Promotion to Associate Professor**

Name of Faculty Casting the Vote: \_\_\_\_\_

Discipline/Division: \_\_\_\_\_

Faculty Member's Name: \_\_\_\_\_

Applying for: Associate Professor

I support the promotion of \_\_\_\_\_ to the rank of Associate Professor

Yes/No/Abstain (Abstention equals "no"): \_\_\_\_\_

If abstaining, reason for abstention: \_\_\_\_\_

*Comments that do not pertain to the criteria will not be forwarded in the process.*

Comments pertaining to teaching effectiveness

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Comments pertaining to educational and professional growth

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Comments pertaining to productive activity outside of instruction

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**Granting of Tenure**

Name of Faculty Casting the Vote: \_\_\_\_\_

Discipline/Division: \_\_\_\_\_

Faculty Member's Name: \_\_\_\_\_

Applying for: Tenure

I support the granting of Tenure for \_\_\_\_\_

Yes/No/Abstain (Abstention equals "no"): \_\_\_\_\_

If abstaining, reason for abstention: \_\_\_\_\_

*Comments that do not pertain to the criteria will not be forwarded in the process.*

Comments pertaining to collegiality: *how the candidate has worked effectively and respectfully with fellow employees to further the success of students and the institution.*

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**Promotion to Assistant Professor**

Name of Faculty Casting the Vote: \_\_\_\_\_

Discipline/Division: \_\_\_\_\_

Faculty Member's Name: \_\_\_\_\_

Applying for: Assistant Professor

I support the promotion of \_\_\_\_\_ to the rank of Assistant Professor

Yes/No/Abstain (Abstention equals "no"): \_\_\_\_\_

If abstaining, reason for abstention: \_\_\_\_\_

*Comments that do not pertain to the criteria will not be forwarded in the process.*

Comments pertaining to teaching effectiveness

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Comments pertaining to educational and professional growth

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Comments pertaining to productive activity outside of instruction

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