

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DELTA COLLEGE AND DELTA COLLEGE FACULTY ASSOCIATION,  
MEA/NEA  
DEGREE EQUIVALENCY**

This Memorandum of Understanding ("MOU") is entered into by and between 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.

Article 14.1 and Appendix A of the 2022-2025 collective bargaining agreement between the Parties ("CBA") state: "Consistent with current College policy (2022) this agreement, the equivalency of the Master's Degree may be used in determining the Base Salary." The Parties agree as follows for determining Master's Degree equivalency for base salary purposes:

**I. Process**

For a Faculty member to be granted degree equivalency, (1) two-thirds of the Faculty in the Faculty member's division must decide that the Faculty member met the prerequisite and the requirements in this MOU, and (2) the Associate Dean of the Division must notify the appropriate Academic Dean, Chief Academic Officer, and the Human Resources Office of that decision in writing within 5 days of the decision. The Faculty member will be responsible for submitting documentation to the division to establish that the Faculty member satisfied the prerequisite and the requirements in this MOU for degree equivalency, including but not limited to the documentation listed in Section III(B) below.

Any degree equivalency granted to a Faculty member holding an associate's degree will be contingent on that Faculty member and the Faculty member's Associate Dean establishing an advancement plan for the Faculty member within 10 days of the granting of the degree equivalency, which plan will at a minimum require advancement toward a bachelor's degree. If the plan is not established within this timeframe or the Faculty member's Associate Dean determines that the Faculty member is not meeting the requirements of an established plan, the Associate Dean or designee may revoke the granted degree equivalency.

Any granted degree equivalency applies to promotion, tenure, and the Faculty salary schedule.

Consistent with current practice, any adjustment to base salary that occurs from granting the degree equivalency will be made at the beginning (July 1) of the following academic year.

**II. Prerequisite**

In order to be considered for a degree equivalency, the Faculty member must first have been granted an associate's or bachelor's degree at an institution that is (1) nationally recognized and (2) regionally or nationally accredited.

### III. Requirements

In addition to the above prerequisite, the Faculty member must meet all requirements within this section III for degree equivalency. Any exceptions to the requirements identified below, must be approved by the Faculty member's discipline (if that discipline exists on campus), the Academic Council, and the College President or designee.

A. All of the following minimum requirements must be fulfilled by the Faculty member, as determined by the Faculty member's division:

1. Sufficient work-related experience.
2. Two years' Delta teaching experience.
3. Diversity of background appropriate to the discipline assignment.
4. A level of competency in the appropriate discipline equal to holding a Master's degree.
5. An understanding of educational learning processes.
6. The ability to relate to students and colleagues.

B. Documentation submitted by the Faculty member to the Faculty member's division shall include all of the following regarding prior relevant experience:

1. Actual number of months employed for each relevant employer.
2. Name and address of each relevant employer.
3. Name of immediate superior at each relevant employer and/or job location.
4. Title of job assignment.
5. Description of the job (e.g., specific duties; equipment operated, maintained, repaired; certifications, licenses, endorsements obtained, etc.).
6. List of all promotions received.

Experience must be verified by letter or telephone conversation with the Faculty member's prior relevant employer or direct supervisor.

IV. Miscellaneous

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:  Date: 10/17/23

DCFA, MEA/NEA:  Date: 10/10/23