GREATER WASHINGTON STATE
HERC
Higher Education
Recruitment Consortium

Memorandum of Understanding
for *Greater Washington State Higher Education Recruitment* Membership

This Memorandum of Understanding ("MOU") confirms the understanding between the Greater Washington State Higher Education Recruitment Consortium ("GWS HERC"), a program of the University of Washington (by and through the Office for Faculty Advancement) as the "Administering Institution" and Member Institutions ("Member") and is effective July 1, 2018.

PURPOSE AND BACKGROUND

The purpose of this MOU is to establish and define a collaborative relationship between the Administering Institution and member institutions of the GWS HERC with regard to the mission, goals, policies, and administration of the GWS HERC as of July 1, 2018.

GOALS

The Higher Education Recruitment Consortium ("HERC") is a non-profit organization whose goal is to improve recruitment and retention in higher education and related fields. HERC's mission is largely carried out through regional HERCs organized as consortiums of their member institutions. The GWS HERC supports the efforts of each of its member institutions to recruit and retain outstanding faculty, administrators, and staff via a collaborative website. Through the sharing of information and resources, GWS HERC members aim to achieve diversity and excellence in faculty, other academic personnel, staff, medical, and senior management applicant pools with a special interest in addressing the challenge of dual-career couples.

OPERATING PRINCIPLES

GWS HERC Member Requirements: Each GWS HERC Member agrees to:

- Maintain an accurate listing of all open academic and staff positions at all member institutions on www.gwsherc.org
- Audit www.gwsherc.org periodically in order to ensure positions accurately reflect positions available within the Member's institution/organization
- Make timely payment of all GWS HERC dues. Please see the attached GWS HERC Membership Fees Dues Structure FY 18-19
- Support efforts to quantify and measure GWS HERC's success
- Establish two primary GWS HERC contacts who will disseminate all relevant information to internal constituents at member institution
- Share successful methods and "best practices" in addressing recruitment and retention issues
- Make timely payment of additional service fees, which are billed separately by either the Central HERC office of appropriate vendor (e.g. feed services, etc.)

- Promote the GWS HERC as a resource at member institution to faculty, staff, and students
- Permit the use of the Member's name, logo and website link on the GWS HERC website, the HERC website, and in other marketing materials
- Consider adding the GWS HERC logo to institution's employment and/or faculty affairs website and listing GWS HERC in print materials
- Contribute to grassroots branding and advertising materials
- Consider hosting a GWS HERC meeting/symposium
- Release the Administering Institution from all liability for actions or omissions taken on behalf of the GWS HERC

GWS HERC Member Benefits:

- Receive unlimited access to posting staff and faculty jobs at the regional and national level
- Become prominently featured on the GWS HERC website
- Help in the recruitment and retention of dual-career couples
- Expand and diversify applicant pool
- Reach job seekers directly with email job alerts and outreach efforts
- Network with other institutions at members-only meetings
- Participate in GWS HERC sponsored events
- Gain coverage in press releases, media events, and marketing and advertising efforts
- Benefits from partnerships GWS HERC forms with companies or organizations that are aligned with the GWS HERC mission
- Attend professional development webinars
- Help share the future of GWS HERC

POLICIES

Member Eligibility

To become and continue to be a member, organizations must meet all of the following criteria:

- Be an accredited institution located in Washington, Idaho, Montana, or Alaska
- Be a college, university, affiliate hospital or laboratory, non-profit organization or other organization that shares or contributes to the mission of GWS HERC 2. Have its primary location in Washington or Idaho
- Make timely payment of membership dues. Current membership dues and payment information is set forth in the GWS HERC Membership Fee Dues Structure (Please see enclosed attachment)
- Maintain accurate listings of all academic and staff positions on the GWS HERC website www.gwsherc.org
- Support the GWS HERC's efforts to track data by listing "Greater Washington State HERC" or "HERC" as a referral source on employment applications and timely report on this data in a timely fashion upon request

All member eligibility criteria shall be reviewed by the GWS HERC Director in consultation with the GWS HERC Advisory Board through an annual compliance review.

Requests for membership shall be filed with the Administering Institution. New members may join during the GWS HERC's open enrollment periods, provided they meet the member eligibility criteria specified above as approved by the GWS HERC Director in consultation with the Advisory Board. Once approved, new member institutions must agree to the terms of this MOU, and submit it to the GWS HERC Director along with their membership fee.

GOVERNANCE

GWS HERC Member Meetings:

GWS HERC member meetings will be open to all member institution representatives or their designees and shall be held annually or as needed. Members will be notified at least 30 days in advance of any such meeting, and notice will include initial agenda topics for the meeting. Members may send comments on agenda issues in advance of each meeting to the GWS HERC Director, who will share these comments at the meeting as appropriate. These meetings are meant to be open forum for Members to express views about the direction of the GWS HERC and organizational policies, practices, and programs. The views expressed at these meetings will be taken into consideration when decisions about the future direction of the GWS HERC are made. Each Member will bear their own costs for attendance.

Subcommittees:

Subcommittees are established on an ad-hoc basis to accomplish the goals of the GWS HERC and serve as advisory bodies to the GWS HERC Advisory Board and the GWS HERC Director. Subcommittee participation is voluntary and they convene on an as needed basis. The GWS HERC Director shall serve as an *ex officio* member on each subcommittee and will help facilitate their goals. The subcommittees are responsible for electing a committee chair who will serve as the meeting organizer and liaison to the Advisory Board. The Advisory Board will on occasion make recommendations to the subcommittees, which are charged with defining and implementing their own goals.

Advisory Board:

The Advisory Board of the GWS HERC is composed of representatives of each of the membership tiers, including both public and private institutions. The Advisory Board shall take into consideration the views and interests expressed by GWS HERC members and is chiefly responsible for the development and implementation of a long-term strategic plan for the GWS HERC. The Advisory Board also advises on the operating budget, membership dues and development, diversity, technology, marketing and advertising, the website, general member meetings, organizational growth, and evaluation. The GWS HERC Director shall serve as an *ex officio* member on the Advisory Board and is responsible for assuring the goals established by the Advisory Board are met.

ADMINISTRATION

The GWS HERC is a program of University of Washington and program administration will be performed by the GWS HERC Director, a UW employee who reports to the Associate Vice Provost for Faculty Advancement. As such, to the extent allowed by law, UW will provide

accounting services, technology support, personnel services, and business and grant administrative services. UW staff will be responsible for collection and deposit of annual participant fees and disbursement of such fees for necessary expenses of the GWS HERC, as authorized by the Advisory Board. UW staff will also provide the Advisory Board with a quarterly report of income received and disbursements made. The program will adhere to standard accounting practices and use a system of checks and balances for receiving and committing GWS HERC funds. UW will also be responsible for providing itself legal support services to the extent necessary to fulfill its obligations under this agreement.

Recommended changes and revisions to these policies must be submitted in writing to the Advisory Board for review and consideration. The Advisory Board will then submit final recommendations to the membership for vote. A majority vote is required for implementation. Evaluation of the GWS HERC will occur annually and necessary revisions will be made at that time.

Any member may terminate its membership in the GWS HERC effective July 1 of any year by written notification to the GWS HERC Director at least 2 months in advance. Fees paid by member institutions are non-refundable.

Upon signature, this MOU will remain in force unless both parties mutually agree to terminate it.

This MOU supersedes and replaces any pre-existing MOUs. By signing this agreement, the Member acknowledges and agrees to the terms set forth in this MOU and acknowledges the authority of the Administering Institution to enter into the HERC Affiliation Agreement on behalf of the GWS HERC.

New participants may be added at any time, provided they meet the participant eligibility criteria specified above. In order for a new participant organization to be added, an authorized representative of the organization shall sign an addendum to this MOU, confirming the new participant's agreement to the terms of this MOU.

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SIGNATURES

On behalf of Washington State University (institution name), I accept participation in the Greater Washington State HERC and agree to the terms and conditions of the MOU.

Signature: _____

Name: Casey St.Clair
Contracts Assistant Manager

Title/Dept: WSU Office of Finance and Administration

Date: 20180717

Please email or mail this page to:

Norma Rodriguez
Director, GWS HERC
University of Washington
Box 352835
Seattle, WA 98195-2835
p: 206-543-9833
e: normar@uw.edu

Norma Rodriguez
on behalf of GWS HERC
07/26/18

MOU Attachment: GWS HERC Membership Fee Dues Structure

Greater Washington State HERC Membership Tiers

Higher Education Institutions	☐ 1 - 3,000 Full-time Enrolled Students	$2,000
	☐ 3,001 – 5,000 Full-time Enrolled Students	$3,000
	☐ 5,001 – 10,000 Full-time Enrolled Students	$4,500
	☐ 10,001 – 15,000 Full-time Enrolled Students	$7,000
	☒ 15,000+ Full-time Enrolled Students	$10,000

Non-Profit Organizations	☐ 1 – 200 Full-time Employees	$3,000
	☐ 201 – 500 Full-time Employees	$4,500
	☐ 501 – 1,500 Full-time Employees	$7,000
	☐ 1,501+ Full-time Employees	$10,000

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WSU Contract No. 21095

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Memorandum of Understanding
for the Greater *Washington State Higher Education Recruitment Consortium* (GWS HERC),
a Program of the University of Washington and Participating Organizations

This Memorandum of Understanding ("MOU") confirms the understanding between participants in the Greater Washington State Higher Education Recruitment Consortium ("GWS HERC"), a program of the University of Washington, with regard to the mission, goals, policies, and administration of the GWS HERC and is effective October 1, 2013.

MISSION

The Greater Washington State HERC supports the efforts of each of its participant organizations to recruit and retain the most outstanding and diverse faculty, senior managers/administrators and staff through the sharing of information and resources. Through collaboration, innovation, and mutual investment, the Greater Washington State HERC seeks to engage in employment outreach efforts to achieve diversity and excellence in faculty, staff, and executive employment applicant pools and to seek solutions to the dual-career challenges, an increasing concern in organizational recruitment and retention.

PRACTICES

- Make a good faith effort to maintain accurate online information on academic, executive/administrative, and staff positions on the GWS HERC web site www.GWSHERC.org.
- Share successful methods and "best practices" in addressing recruitment and retention issues.
- Attend regular regional networking meetings for participant organizations.
- Promote the Greater Washington State HERC as a resource at each participant organization.
- Contribute to the program budget through annual participant dues.
- Host a Greater Washington State HERC meeting at your participant organization, according to a rotation schedule.

POLICIES

Participant Eligibility

To become and continue to be a participant, organizations must meet all of the following criteria:

1. Be an accredited institution of higher education, a research institute, a non-profit organization, hospital/laboratory, or a state agency. Higher education institutions under review for accreditation may become participants pending accreditation with approval of the participants of the GWS HERC Advisory Board.

2. Have its primary location in Washington or Idaho.

3. Be current with all participant fees within a sixty (60)-day grace period.

4. Make a good faith effort to maintain accurate listings of academic, executive/administrative, and staff positions on the GWS HERC web site www.GWSHERC.org.

5. Participate in annual review of the Greater Washington State HERC.

6. Be willing to participate in a standing committee.

All of the above participant eligibility criteria shall be reviewed by the Greater Washington State HERC Director, in consultation with the Advisory Board, through an annual compliance review.

GOVERNANCE

General Participant Meetings

General participant meetings will be open to all Greater Washington State HERC participant organization representatives and shall be held two (2) to three (3) times per year. These meetings are an open forum for participants to express views about the direction of the Greater Washington State HERC and organizational policies, practices, and programs. The Greater Washington State HERC Advisory Board will take into consideration the views expressed at general participant meetings when making recommendations to the GWS HERC Director.

Special meetings of the Greater Washington State HERC participants may be held on an as needed basis.

Standing Committees (until these committees are formed, the GWS HERC Advisory Board will assume these responsibilities as appropriate):

The following standing committees will be established to accomplish the goals of the Greater Washington State HERC and to serve as advisory bodies to the Greater Washington State HERC and the Greater Washington State HERC Director and shall assemble on an as needed basis. Standing committee assignments are made on a voluntary basis. The Greater Washington State HERC Director shall serve as an ex officio member on each standing committee and is responsible for assuring the goals established by each committee are met. Standing committees shall have a minimum of three (3) and a maximum of eight (8) members at any given time. Standing committee assignments shall be on a two (2)-year rotation schedule with year one (1) assignments being either one (1) or three (3) years to maintain committee continuity. Each standing committee is responsible for electing a committee chair. Each standing committee shall include a representation of small and large organizations.

- The Participant and Marketing Committee shall be responsible for inviting new participant organizations to join, verifying the eligibility of prospective and current participants, and notifying the Advisory Board when a participant organization is out of compliance with participant criteria. The committee shall be responsible for suggesting and developing marketing strategies to the Greater Washington State HERC. The committee will determine and review metrics of success of the Washington State HERC web site for marketing and program evaluation purposes.

- The Web Site Committee shall make recommendations about updates and customizations to the site. The Web Site Committee shall also advise the Greater Washington State HERC Director about pursuing partnerships with other web sites.

- The Greater Washington State HERC Director shall serve as an ex officio member on the Advisory Board and is responsible for assuring the goals established by the Advisory Board are met. The chair of the Advisory Board shall not be the Greater Washington State HERC Director. The Advisory Board shall take into consideration the views and interests expressed by participants at Greater Washington State HERC general participant meetings. The Advisory Board shall be responsible for recommending on a yearly basis participant fees and an annual budget, both of which will be voted upon and must be passed by a majority of the participant organizations. The Advisory Board will advise the Greater Washington State HERC Director to authorize expenditure of the Greater Washington State HERC funds and contract for services within the limits set by the annual budget and as permitted by law and University of Washington policies and procedures. The Advisory Board shall work with the Greater Washington State HERC Director to draft, publish, and circulate an annual report.

CHANGES AND REVISIONS TO POLICIES

Changes and revisions to the Greater Washington State HERC policies can be made by a majority vote of the participants of the Greater Washington State HERC. These changes must be submitted to the Advisory Board. The Advisory Board will contact all participants by email or regular mail presenting the proposed changes and allowing 30 days for response.

ADMINISTRATION

The Greater Washington State HERC is a program of University of Washington and program administration will be performed by the Greater Washington State HERC Director, a UW employee, who reports to the Associate Vice Provost for Faculty Advancement. As such, to the extent allowed by law, UW will provide accounting services, technology support, personnel services, and business and grant administrative services. UW staff will be responsible for collection and deposit of annual participant fees and disbursement of such fees for necessary expenses of the Greater Washington State HERC, as authorized by the Advisory Board. UW staff will also provide the Advisory Board with a quarterly report of income received and disbursements made. The program will adhere to standard accounting practices and use a system of checks and balances for receiving and committing Greater Washington State HERC funds. UW will also be responsible for providing itself legal support services to the extent necessary to fulfill its obligations under this agreement.

This MOU supersedes and replaces any pre-existing MOUs.

New participants may be added at any time, provided they are recommended by the Participant and Marketing Committee and provided they meet the participant eligibility criteria specified above. In order for a new participant organization to be added, an authorized representative of

the organization shall sign an addendum to this MOU, confirming the new participant's agreement to the terms of this MOU.

ADDENDUM TO MEMORANDUM OF UNDERSTANDING FOR Greater Washington State Higher Education Recruitment Consortium

New Participating Organization Agreement

On behalf of Washington State University (organization name), I accept participation in the Greater Washington State HERC and agree to the terms and conditions of the attached MOU.

Recommended by:

Signed: _____

Name: Theresa Elliot-Cheslek

Title: Associate Vice President

Date: 9-25-13

Approved by: _____
Amanda Owen
Contracts Manager
Washington State University

10/3/13

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GWS HERC Prorated Membership Fee Structure: 10/1/13 – 6/30/14
Accredited Colleges and University Members

FTEs	Fee
1 – 3,000	$1,500
3001 – 5000	$2,250
5,001 – 10,000	$3,375
10,001 – 15,000	$5,250
15,001+	$7,500

GWS HERC Prorated Membership Fee Structure: 10/1/13 – 6/30/14
Non-Profit Organizations, Research Institutes, Hospitals/Laboratories, Other Organizations

Full-time Employees	Fee
1 – 200	$2,250
201 – 500	$3,375
501 – 1,500	$5,250
1,501+	$7,500

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Invoice Date: 8/30/13
Invoice Due: 10/01/13

INVOICE

Organization:

Contact Person:

Title:

Address:

Phone Number:

Email:

Annual membership in the Greater Washington State Higher Education Recruitment Consortium (GWS HERC) entitles participating campuses to unlimited job postings on what will be the GWS HERC website, www.gwsherc.org. Members will receive recognition in all marketing efforts and will be invited to quarterly member-only meetings at participating campuses throughout the greater Washington State area.

Prorated annual membership fees are due to the Greater Washington State HERC. Please see the attached fee structures for Accredited Colleges/University Members and for Non-Profit Organizations, Research Institutes, Hospitals/Laboratories, and Other Organizations and enter the appropriate prorated membership fee below.

Prorated membership period: October 1, 2013 – June 30, 2014

Prorated membership fees: _____

Please use this invoice to process payment

Please enter the information requested above and enclose a copy of this invoice with your payment. Make check payable to ***Greater Washington State HERC*** and mail to:

Attention: Norma Rodriguez
University of Washington
Box 352835
Seattle, WA 98195-2835

If you have any questions, please contact Norma Rodriguez, GWS HERC Director, at 206-543-9833 or normar@uw.edu.