Letter of Agreement by and between Lansing Community College and Michigan Association of Higher Education

October 11, 2022

The 2021-2024 LCC-MAHE Collective Bargaining Agreement (Article XIV.B.1) specifies that post-probationary members who are scheduled for a periodic performance review will be so advised no later than August 30 of the academic year for which the review is scheduled. Due to unforeseen and unusual circumstances at the start of this academic year the parties have mutually agreed that probationary members will be notified no later than October 24, 2022.

Accordingly, the schedule for this process for the 2022-2023 academic year will be as follows:

Step	Assigned	Due
Step 1: Admin, Self, and Peer Reviews	October 24, 2022	120 Days (Latest: February 21, 2023)
Step 2: Comprehensive Report	Upon completion of Step 1	45 Days (Latest: April 7, 2023)
Step 3: Self Sign-Off (optional)	Upon completion of Step 2	10 Days (Latest: April 17, 2023)
Step 4: Dean/Designee Sign-Off	Upon completion of Step 3	20 Days (Latest: May 7, 2023)

This table represents the timelines, consistent with prior years. The task will remain open until December 31, 2023, to ensure completion of reviews with deadline exceptions. This is also consistent with prior practice.

The parties have read and considered this Adjusted Schedule. This Letter of Agreement is a full and complete agreement; its provisions are not to be considered as precedent for any other or future situation; it does not alter any provision of the parties' current collective bargaining agreement.

The parties have voluntarily entered into this Letter of Agreement, which represents their full understanding regarding the matters addressed herein and which may not be modified except by written agreement signed by the College and MAHE.

Signatures:

DocuSigned by:

_____   10/12/2022   _____
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Sarah Velez, Human Resources Manager   Date

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_James Mitchell_____   10/12/2022   _____
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James Mitchell, Human Resources Executive Director   Date

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_Eva Menefee_____   10/12/2022   _____
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Eva Menefee, MAHE President   Date