MEMORANDUM OF UNDERSTANDING
ESTABLISHING AN INSTITUTIONAL AFFILIATION BETWEEN
UTAH STATE UNIVERSITY AND THE COLLEGE OF EASTERN UTAH

This Memorandum of Understanding (MOU) has been created pursuant to a resolution adopted on July 16, 2009 by the Utah State Board of Regents in its regularly scheduled meeting held at Utah Valley University in Orem, Utah. At that time it was determined that “the College of Eastern Utah (CEU) should be affiliated with Utah State University (USU) to meet the challenges it faces and to enhance higher education programs for southeastern Utah residents.” To this end, the following provisions have been developed through extensive collaboration between representatives from both institutions with oversight from the Utah Commissioner of Higher Education.

This memorandum is not intended to be the sum total of all actions necessary to consummate the USU-CEU affiliation. It is a brief recitation of the key decisions necessary to successfully initiate an enduring and productive affiliation between these two great institutions. Many more decisions will be made and implemented in the months ahead. Active oversight of these decision-making processes by the Board of Regents and the Commissioner of Higher Education will continue for several years.

PROVISIONS

Institutional Name

1. The College of Eastern Utah will hereafter be known officially as Utah State University-College of Eastern Utah. All appropriate measures will be taken to effectuate this name change on the official records of the State of Utah, the Utah System of Higher Education, those of both institutions, and any others as appropriate.

Governance, Mission, and Administrative Structure

2. Utah State University-College of Eastern Utah will serve as a new comprehensive regional college in the Utah System of Higher Education with campuses at Price and Blanding, Utah, under the authority and direction of the USU President and USU Board of Trustees.

3. Comprehensive Regional College. As a comprehensive regional college within the USU multi-campus system, USU-CEU will be different in status than the other USU regional campuses as it will: (a) be led by a chancellor who reports directly to the president of USU; (b) support a diverse range of student activities, cultural, social, and athletic programs; and (c) provide lower community college tuition rates for lower division and career and technical education programs.

The Governor will be encouraged to appoint a southeastern Utah resident to be a member of the Utah State University Board of Trustees and, if necessary, the size of the current board will be increased to facilitate that representation.

For the immediate future the existing reporting relationship between the Blanding and Price campuses will be retained. Further review of this issue, including local interests and needs, as well as efficiencies of governance and financing will continue in the months ahead.

With the approval of the chancellor and the USU administration, USU-CEU faculty and staff may continue to serve on regional, statewide and national committees and administrative groups in a manner consistent with other USU employees.

4. Chancellor. Appointment of the first chancellor of USU-CEU will be made by the president of USU in collaboration with the Board of Regents in anticipation of reaching a decision prior to July 1, 2010. Subsequent appointments of the Chancellor will be the prerogative of the USU President.

The chancellor will be the resident chief executive officer and principal academic leader of the college. The chancellor is responsible for the quality of academic programs in teaching, research, and
service; student services and student life programs; strategic planning; budgeting; resource
development; faculty and staff development; outreach; and alumni relations.

The chancellor will report directly to the president of USU, be a key executive of the university, and
serve as a member of the USU President’s Executive Committee and the USU Regional Campus
Council. The chancellor will provide leadership to the USU-CEU Regional Advisory Council, the
CEU Alumni Association, and the CEU Foundation.

The chancellor will recommend academic and administrative organizational structures that are
consistent with a shared governance model and the needs of the USU-CEU campuses within the
resources available. These structures will be approved by the USU President and Board of Trustees.

5. USU-CEU will continue to meet all of the demands of the current CEU mission statement (see
Addendum A—CEU Mission Statement), including open enrollment for lower division programs,
while transitioning in the years ahead into a comprehensive regional college serving the dynamic
education and economic development needs of southeastern Utah.

6. A comprehensive review of CEU policies and procedures will be undertaken to determine those
which must be modified to achieve alignment with USU policies and procedures. USU-CEU will
continue to operate under its existing set of policies and procedures until such time as specific
decisions are made by the administration to alter the same.

**Academic Issues**

7. Degrees granted after July 1, 2010 will be USU degrees and will appear as such on the diploma and
transcript. Notation will be made on the transcript that the USU degree was awarded through USU-
CEU. Further exploration will be made as to the propriety of noting on the diploma, particularly for
the next two years, that the degree was specifically achieved through USU-CEU.

8. All curriculum matters after July 1, 2010 will be determined in accordance with USU policies and
procedures.

9. **Faculty Evaluation and Tenure.** USU role statements will be developed and approved prior to
January 1, 2011 for all CEU faculty members who join the USU faculty on July 1, 2010.

Tenured CEU faculty will retain tenure as they join the USU faculty on July 1, 2010. These
individuals will be granted the rank of associate professor with tenure. An individual may request to
be considered for the rank of professor by submitting a dossier to be reviewed in accordance with
USU policies and procedures.

CEU tenure-track faculty who will be in their fourth or fifth probationary year during 2010-11 will
join the USU faculty as untenured assistant professors on July 1, 2010. These individuals will
continue to be reviewed according to criteria and practices currently in place at CEU and will be
eligible for tenure consideration in their fifth probationary year. Final review for tenure will be
conducted at both CEU (Tenure and Sabbatical Leave Committee and chancellor) and USU
(department head, dean, Central Promotion and Tenure Committee), with the tenure decision to be
made by the USU Board of Trustees upon the recommendation of the USU President. Those granted
tenure will be promoted to associate professor.

CEU tenure-track faculty who will be in their first, second, or third probationary year during 2010-11
may choose to become an untenured instructor or assistant professor when they join the USU faculty
on July 1, 2010.

Those who choose to enter as instructor will continue to be reviewed according to criteria and
practices currently in place at CEU and will be eligible for tenure consideration in their fifth
probationary year. Final review for tenure will be conducted at USU-CEU (Tenure and Sabbatical
Leave Committee and chancellor) and USU (department head, dean, Central Promotion and Tenure
Committee), with the tenure decision to be made by the USU Board of Trustees upon the recommendation of the USU President. If approved, they will be appointed at the rank of instructor with tenure.

Those who choose to enter as assistant professor will be evaluated and eventually considered for tenure according to USU criteria and practices. These individuals will be allowed up to six years (beyond their years at CEU) before being required to apply for tenure. Those granted tenure will be promoted to associate professor.

10. USU-CEU faculty who begin after July 1, 2010 will be employed in accordance with USU policies and procedures.

11. In addition to the four USU faculty categories—core, librarians, extension, and extension agents—currently in place, USU will develop a fifth category for career-technical faculty (not to include business and nursing faculty who currently fall under CEU’s Division of Professional, Career & Technical Education). This new category will recognize the unique credentials, responsibilities, and expectations of tenured and tenure-track faculty who teach in career-technical fields.

12. CEU library staff serving in eligible positions and holding appropriate credentials will be considered for library faculty status.

13. Faculty evaluation will be conducted in accordance with USU policies and procedures, to include both campus and disciplinary input.

14. Dual Reporting Structure. A dual reporting structure for academics will be implemented. USU-CEU faculty will be grouped into “clusters” (formal unit designation TBD) comprised of similar disciplines headed by faculty “coordinators” (formal position title TBD), with a reporting line through the USU-CEU Chancellor, and ultimately the USU President. The campus structure will provide for day-to-day oversight and support of faculty, but will also coordinate with USU departments and offices on broader issues such as curriculum, evaluation, personnel, and scheduling.

Each USU-CEU faculty member will also be assigned to an academic department at USU, with a reporting line through department heads, deans, and ultimately the USU Provost and USU President. Current CEU faculty members will be expected to participate in faculty governance (e.g., departmental faculty meetings) via internet video-conferencing. The Logan-based department heads and deans will be involved in annual performance evaluations for each faculty member in cooperation with the appropriate academic officers in Price and Blanding. The chancellor shall be fully apprised of the academic and faculty issues associated with the USU-CEU campuses.

15. Accreditation. The Northwest Commission on College and Universities (which accredits both institutions) has offered assurance that both accreditations will remain in force while the transition is completed.

Specialized accreditation agencies (such as the Association to Advance Collegiate Schools of Business and the Accreditation Board for Engineering and Technology) will be consulted after the affiliation of the two institutions has been approved by the Legislature. Based on consultations with other multi-campus systems of higher education, USU accreditation by these governing bodies is secure.

16. Faculty from the USU-CEU campuses will be represented on the USU Faculty Senate in accordance with current USU policy and practice (see USU Policy Manual, Section 402.10.1).

17. While it is acknowledged that the academic calendars for both institutions have been established for the coming year(s), efforts will be made to adopt a common calendar as soon as practicable.
Administrative Issues

18. All administrative employees on the USU-CEU campuses will report primarily through their immediate supervisors to the chancellor, who serves as the chief administrative officer. Where appropriate and desirable, the chancellor may establish a dual reporting structure with USU-CEU employees or supervisors having a secondary reporting line to supervisors on the USU Logan campus.

19. Merging the USU and CEU Banner Information Systems into a single system is a desirable objective. Analysis of this issue will continue with detailed plans for making these transitions to be fully developed and approved by July 2011.

20. Employee Benefits. Employees of USU and USU-CEU will retain their existing separate medical benefit plans during a transition period. These plans will be evaluated during this period to determine when, and if, unification of the plans would be desirable.

Employees hired before July 1, 2010 at CEU will continue to receive tuition discount benefits at the benefit level in place for CEU on July 1, 2010, for all lower division courses offered on the USU-CEU campuses. Upper division courses will be discounted at 50% for these employees in Price, Blanding, or any other USU-affiliated campus. New employees, hired after July 1, 2010 will receive the 50% tuition discount in accordance with the current USU policy and practice on any of the USU campuses.

The USU vacation accrual period will be accelerated to a 10 year maximum and will include employees from all USU affiliated campuses. There will be no accrual period for exempt employees.

Other employee benefits will be fully integrated where possible with USU-CEU migrating to the USU benefit plans.

21. Financial Operations. Current state appropriated budget line items designated to the CEU campuses will remain separate from USU accounts and dedicated to meeting the missions of the specific campuses to which they are assigned.

Financial reports and audits for the USU-CEU campuses will be consolidated with those at USU to create a single audit and a single set of reports with the understanding that the initial transition year may require special treatment.

USU will manage all cash and investments for the two institutions using a single consolidated bank account. Upon the approval of the chancellor, emergency checks may be initiated from the USU-CEU campus.

USU and USU-CEU will work together to establish priorities for capital development funding needs for all USU campuses.

Administration of payroll operations will be unified and a primary responsibility of USU. A plan for notifying USU-CEU employees of material changes will be developed which allows ample time for personal adjustments. USU-CEU employees will transition to monthly payroll disbursements.

Student Issues

22. As a comprehensive regional college in the Utah System of Higher Education, USU-CEU will retain a separate seat at recruiting functions throughout the state. Nevertheless, collective recruiting strategies and activities will be encouraged to achieve optimal results for both USU-CEU and USU.

23. CEU and USU will immediately initiate discussions with federal authorities to determine all appropriate processes for handling financial aid at the two institutions. Specific plans in this regard will be recommended to the USU-CEU chancellor and the president of USU by July 1, 2010.
24. The CEU Student Association (CEUSA) will continue to represent the students at USU-CEU by working closely with the chancellor and CEU administration. The CEUSA President will retain a seat on the CEU Regional Advisory Council. The CEUSA president will also communicate and collaborate regularly with the ASUSU President on projects of common interest.

**Public Relations Issues**

25. A marketing plan will be developed to rebrand USU-CEU as a comprehensive regional college affiliated with USU.

26. A new set of corporate marks will be established to recognize the new name and identity of USU-CEU. Such marks will be designed to recognize the historic identity of CEU in a manner that is consistent with the marks used by the USU family of institutions.

27. USU-CEU will continue to support its current NJCAA athletics program as separate from USU’s NCAA athletics program, including retention of the CEU school colors and the Golden Eagle as a college mascot. There will be no interaction between these two programs that would in any way compromise the athletic certification status of either institution.

28. USU-CEU will maintain its affiliation with the CEU Alumni Association and the CEU Foundation. The chancellor will provide leadership to these organizations in seeking a wide range of support for the programs and students of USU-CEU. Collaboration or consolidation of the CEU Foundation with the USU Foundation will be analyzed for potential to enhance private support for USU-CEU.

**Information Systems Issues**

29. In the coming years, USU and USU-CEU will work toward centralizing information technology services wherever appropriate to reduce costs and maximize efficiencies.

30. Network and security systems will be standardized and centrally coordinated. USU-CEU will transition to the same disaster recovery plan and systems as USU. The objective is to have a disaster recovery system that meets the total combined enterprise needs.

31. **Web Site.** USU-CEU web sites will transition where appropriate into using USU’s content management system to leverage a common web infrastructure as much as possible to meet the joint needs of the combined institutions. This infrastructure supports localization/customization of content, diverse and common identities, and puts the responsibility of content in the hands of users.

   The USU-CEU website will also transition to an image associated with USU, but will retain functionality and elements of user interface appropriate for its status as a comprehensive regional college.

This memorandum is an understanding between USU, CEU, and the Utah State Board of Regents and is not intended to confer upon any other person or entity any rights or remedies hereunder.

APPROVED by the following principals and their respective organizations on DECEMBER 11, 2009.

**UTAH STATE UNIVERSITY**

Stan L. Albrecht, President

**UTAH STATE BOARD OF REGENTS**

Ed H. Pitcher, Chair

**COLLEGE OF EASTERN UTAH**

Michael King, Interim President

**UTAH SYSTEM OF HIGHER EDUCATION**

William A. Sederburg, Commissioner
ADDENDUM A

College of Eastern Utah—Mission Statement (current)

College of Eastern Utah is a comprehensive community college committed to the highest standards of instruction and learning. CEU prepares students through certification, degrees, and transfer programs and seeks to provide a complete campus experience for both traditional and non-traditional students. The college educates and assists students with their social, physical, intellectual, cultural, and emotional development. CEU strives to help instill the curiosity and skills necessary for a student to continue learning throughout life. The College is committed to respond to the educational needs of the communities it serves. CEU will work with senior state institutions to provide access for a limited number of on-campus Bachelor’s degree programs.