

**Memorandum of Agreement for Convenors  
for General Studies, First-Year Seminars, Quantitative Reasoning (QUAD) and Writing (W)**

**PREAMBLE:** This agreement is informed by Stockton University's embrace of a collection of shared values that support the University's mission. These values include a dedication to teaching and learning and a commitment to shared governance. We recognize that the mission of the University is best achieved through cooperative efforts, when varied expertise and talents are brought to bear in completing administrative tasks. The Stockton University Administration and the Stockton Federation of Teachers (SFT) have negotiated a series of Memoranda of Agreements (MOAs) to support faculty in designated leadership roles. This collection of agreements has been crafted to facilitate the rotation of leadership roles among faculty who coordinate the efforts of their peers and specifies the method of selection of individuals for leadership roles, the duties and responsibilities associated with each role, the evaluation and oversight of the work relevant to these roles, and the agreed-upon terms and compensation associated with these administrative duties.

**I. DEFINITIONS AND GENERAL PROVISIONS**

**A. DEFINITIONS**

1. **RELEVANT DEAN:** The Dean who serves as the manager and provides administrative oversight of the relevant office that resides in their school. The Dean overseeing a relevant office shall be made clear to the Designated Faculty members upon accepting their roles.
2. **SUPERVISING DEAN:** The Dean who serves as the manager of a Designated Faculty member within a School if different than where an academic program is housed.
3. **DESIGNATED FACULTY:** This term refers to appointed and elected faculty in leadership roles covered in this Agreement.
4. **FACULTY:** Faculty shall include regular tenure-track and non-tenure track full-time faculty, part-time faculty, and faculty appointed under XIII-O during any year when the faculty member is under contract for the following academic year but shall exclude other XIII-O faculty and all XIII-D faculty.
5. **RELEVANT FACULTY GROUP:** A group of faculty in the same unit as the Designated Faculty. This may reference faculty members of an academic program or a committee specifically designated to support the work of the Designated Faculty in this role.

**B. ADMINISTRATIVE SUPPORT AND COMMUNICATION:** At the beginning of each academic year, the Relevant Dean shall meet with the Designated Faculty and provide, to the extent possible, a tentative timetable of important deadlines for the year, to be updated as information becomes available, and shall also provide instructions as to how the Designated Faculty shall obtain clerical and professional staff support from the office of the School or administrative unit.

**C. EVALUATION OF DESIGNATED FACULTY:** In the exceptional circumstance

when the Relevant Dean believes the Designated Faculty has not fulfilled the responsibilities outlined in this MOA, there shall be a meeting with the Designated Faculty about their performance. The Relevant Dean shall then provide the Designated Faculty an opportunity to demonstrate improvement over a reasonable period of time. After that time period has elapsed, if the Designated Faculty has not met their responsibilities, the Relevant Dean shall notify the Designated Faculty (and the Relevant Faculty Group, if necessary) of their intention to remove the Designated Faculty from this position.

D. APPOINTMENTS AND TERMS: Designated Faculty shall be appointed as set forth in this Agreement.

1. Unless otherwise stipulated, appointments for Convenors shall be made before the end of the fall semester, begin the following July 1, and run for three (3) years, with an opportunity for reappointment.
2. Convenors are selected by simple majority vote of the program faculty or Relevant Faculty Group. Upon the request of any member of the program faculty, the Relevant Dean shall conduct the election and require a quorum of at least three quarters (3/4) of the program faculty. The Dean is responsible for transmitting the program faculty's recommendation to the Provost. In the event of a tied vote, the program shall have one week to resolve the recommendation; if there is no resolution the faculty shall recommend both candidates to the Dean for consideration. In this latter case, the Dean shall confer with the Provost, and the Provost shall make the final appointment decision.
3. There shall be a limit of two (2) consecutive terms for all positions, with the ability to serve again after a break of one (1) three-year term.
4. It is the understanding of the parties that persons who accept appointments pursuant to this Agreement shall normally serve for the complete term. In exceptional cases where the Relevant Dean and relevant faculty agree, the person can arrange for an interruption in service for purposes of medical, sabbatical, or other appropriate reasons. During the interruption, a replacement shall be appointed, according to the usual method, to serve during the temporary leave. At the end of the term, the usual appointment process shall be followed.
5. In the event there is no tenured faculty member able to accept the appointment, the Relevant Dean shall consult with the Relevant Faculty Group and make a recommendation to the Provost for a Convenor who does not meet the usual requirements for this position as set forth in this Agreement.
6. Programs may invoke a process to remove a Convenor from their duties by sending a written request to hold a new election for the next academic year. They must submit this request to the Relevant Dean no later than December 1, and it must be signed by 60% or more of the Relevant Faculty Group.
7. Additional Convenors may be added after a program is approved by the Senate and upon consultation of the Administration and the Union.

E. ANNUAL REPORTS: Where an annual report is required, the Administration shall provide a template for its completion, and Institutional Research shall provide

relevant data.

## II. GENERAL PROVISIONS REGARDING COMPENSATION OF DESIGNATED FACULTY

- A. **PAY DATES:** Monetary compensation during the academic year shall be made in biweekly payments. For purposes of calculating payment for fractions of a term, Designated Faculty terms of service for each year begin on July 1 and end on June 30. Summer stipends shall be paid in two (2) installments: The first half shall be paid during the first pay period after the final pay period for 10-month regular pay; the second half shall be paid two (2) pay periods after that.
- B. **METHOD OF COMPENSATION:** Except where specifically provided otherwise, a Convenor may provide their preference to be compensated in the form of overload payment and/or in the form of released time in-load. The affected faculty members shall indicate their preference to the Relevant Dean, who shall normally honor the preference where possible and make the final determination based on program need. Whenever a faculty member elects released time, it shall be scheduled within the same academic year (fall-spring) in which it is earned, except as allowed for below.

## III. FIRST-YEAR SEMINAR CONVENOR

- A. **ELIGIBILITY:** The First-Year Seminar Convener shall be a tenured faculty member who has taught a first-year seminar course at least twice or has significant experience in teaching first year-only courses.
- B. **APPOINTMENT AND TERM:** The Convener shall be appointed by the Provost upon the nomination of the Dean of General Studies and the Chair of the First-Year Experience. The term shall be for three (3) years, with an opportunity for reappointment.
- C. **COMPENSATION:** Eight (8) TCH and a summer stipend of four (4) TCH at the senior rank per year.
- D. **RESPONSIBILITIES:**
- Assist in defining activities and outcomes for the First-Year Experience, reassessing on a regular basis.
  - Research best practices for continued improvement of seminars, in keeping with Stockton's unique approach.
  - Work with Director of Assessment to develop, revise, and implement an assessment plan for the First-Year Seminars program.
  - Develop and distribute appropriate instructional and resource materials for all seminar faculty.
  - With the assistance of the First-Year Seminar Advisory Council, oversee choosing, ordering, and distributing the First-Year Common Reading.
  - Organize and deliver the First-Year Convocation.
  - Develop and revise a common set of supplemental components that may

be included in all seminars, e.g., programs or presentations on information literacy, health and wellness issues, co-curricular components, technology assistance, etc.

- Assist in defining activities and outcomes for the full First-Year Experience. Assist in preparing and administering First-Year Experience outcomes survey to faculty and students.
- Facilitate first-year student participation in other appropriate campus events, e.g., cultural events, campus lectures, etc.
- Recruit First-Year Seminar faculty.
- Conduct at least two (2) seminar development meetings each semester with all First-Year Seminar faculty.
- Serve as a resource to all First-Year Seminar faculty re: potential enhancements, activities, materials, etc. for their courses.
- Convene a First-Year Seminar Advisory Council at least twice a year whose membership will include the First-Year Seminar Convener, the Honors Director, the Director of Academic Assessment, the Chair of the General Studies Committee of the Faculty Senate, and two (2) at-large members (one tenured, one untenured faculty, each of whom has taught First-Year Seminars).
- Serve, along with other members of the First-Year Seminar Advisory Council, on the First-Year Experience Advisory Council.
- Prepare and submit annual report to the Dean of General Studies and First-Year Seminar faculty and Advisory Council by June 15.

#### IV. W2 and QUAD CONVENORS

\* New positions for similar graduation requirements may be added upon final approval by the BOT.

- A. **ELIGIBILITY:** The W2 Convener shall be a tenured faculty member who has taught a W1 and/or W2 course at least twice or has significant experience in teaching W1 and/or W2 courses. The QUAD Convener shall be a tenured faculty member who has taught a Q1 and/or Q2 course at least twice or has significant experience in teaching Q1 and/or Q2 courses.
- B. **COMPENSATION:** Eight (8) TCH per year.
- C. **APPOINTMENT AND TERM:** The W2 Convener shall be recommended for appointment based on the recommendation of the Writing Advisory Council. The QUAD Convener shall be recommended for appointment based on a vote of the Quad Central Task Force. The term shall be for three (3) years, with an opportunity for reappointment.
- D. **RESPONSIBILITIES:**
  - Meet with the Dean of General Studies on an annual basis to establish goals and objectives for the year and review the previous year's progress.
  - Coordinate the (W2 or QUAD) program efforts with regard to assessment of student learning outcomes.

- Pending the availability of funding, coordinate QUAD or W2 summer institutes.
- Coordinate the recruitment of faculty for participation in the QUAD or W2 program.
- At the request of faculty members, meet with them as they prepare QUAD or W2 proposals and throughout the proposal process, applying disciplinary expertise in best practices to provide mentoring outreach. In partnership with coordinators of other programs, develop workshops to meet the needs of faculty teaching writing or quantitative reasoning in their disciplines (e.g., workshops for TEDU faculty on teaching writing).
- Work with instructors of Q2 or W2 courses to help them design and implement effective pedagogies, including, but not limited to, assignments, assessments, and feedback mechanisms. Communicate with instructors of Q2 or W2 courses whose approval is expiring and ensure renewal applications meet current expectations.
- Review proposed Q or W2 designations as course schedules are finalized and communicate about mis-listed courses.
- Convene meetings of the QUAD committee (to review and approve Q1 and Q2 courses) or the Writing Advisory Council (WAC), discuss issues of curriculum and pedagogy, and transmit recommendations and votes of the committees to the appropriate persons, including the Dean of General Studies.
- Advise the Dean of General Studies on graduate certification appeals.
- Prepare an annual report to be transmitted to the Dean by June 15.
- Ensure that program reporting requirements are met. This will include, but not be limited to revision of the *University Bulletin*, provision of pertinent Admissions information, and compliance with all State-mandated reports related to basic skills. These are to be submitted to the Dean of General Studies.
- Participate in a six-year program review.
- Facilitate the maintenance of records of currently approved Q and W2 designated courses in coordination with General Studies staff.

#### V. G-GROUP CONVENOR

- A. **ELIGIBILITY:** Any part-time or full-time faculty member who regularly teaches courses in General Studies (defined as teaching at least one [1] course every two [2] years).
- B. **COMPENSATION:** Four (4) TCH per year.
- C. **APPOINTMENT AND TERM:** Faculty shall express interest to the Dean of General Studies no later than December 1, and the School of General Studies shall hold an election no later than December 10. The Dean of General Studies is responsible for transmitting these recommendations for appointment to the Provost. The term shall be for three (3) years, with an opportunity for reappointment.
- D. **RESPONSIBILITIES:**
  - In accordance with the guidelines for the approval and subsequent reviews of all General Studies courses, convene and lead the necessary meetings

for course approval for all G-courses, keep a record of the meeting deliberations, and communicate the results to the Dean of General Studies and the General Studies Committee.

- Act as a consultant to faculty in the process of G-course development and as mentor for new faculty with respect to General Studies.
- Meet on a regular basis with the Dean of General Studies to maintain the integrity of G-group categories and the General Studies curriculum as a whole.
- Serve on the Faculty Senate standing committee on General Studies in accordance with the Constitution of the faculty governance body. In this capacity, make recommendations for new courses or changes to the G-curriculum, and assist in the coordination of assessment activities.
- Prepare an annual status report by June 15, with a list of all new and reviewed courses; assist in the preparation of State-mandated six-year Self-Studies.

**Term**

This Agreement shall remain in full force and effect from this date until June 30, 2023 unless modified by changes in the Master Agreement or unless a new MOA replaces this one. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify, or amend this Agreement. Said notice shall be given the other party in writing no later than 30 days prior to June 30, 2023, or 30 days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.

IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 23<sup>rd</sup> day of December, 2020.

For: Stockton University

For: The Stockton Federation of Teachers



Harvey Kesselman, President

Date: 12/23/2020



Rodger L. Jackson, President

Date: 12/23/2020