

**Memorandum of Agreement**  
**FACULTY DIRECTORS, STOCKTON CENTER ON SUCCESSFUL AGING (SCOSA)**

**PREAMBLE:**

The Stockton Center on Successful Aging promotes research, education, and services to nurture body, mind and spirit of New Jersey's growing population of older adults. This document governs the directorship of this center and 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 serve to 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**

- i. **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.
- ii. **CENTER DIRECTOR:** This term refers to appointed and elected faculty in leadership roles covered in this Agreement. 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.
- iii. **ADVISORY BOARD:** A group of faculty and/or community members that serve in an advisory capacity to guide the activities of a Center or Institute.

**B. ADMINISTRATIVE SUPPORT AND COMMUNICATION:** At the beginning of each academic year, the Relevant Dean will meet with the Center Director and provide, to the extent possible, a tentative timetable of important deadlines for the year, to be updated as information becomes available, and will also provide instructions as to how the Center Director will obtain clerical and professional staff support from the office of the School or administrative unit. It is understood that such support arrangements may vary for designated positions.

**C. EVALUATION OF THE CENTER:** At the midpoint of the Center Director's term, the Relevant Dean shall meet with the Center Director to review the status of the Center, strategic goals, and resource requirements.

**D. EVALUATION OF THE CENTER DIRECTOR:** In the exceptional circumstance when the Relevant Dean believes the Center Director has not fulfilled the responsibilities outlined in this MOA, there shall be a meeting with the Center Director about their performance. The Relevant Dean shall then provide the Center Director an opportunity to demonstrate improvement over a reasonable amount of time. After that time period has elapsed, if the Center Director has not met their responsibilities, the Relevant Dean shall notify the Center Director and the Advisory Board of their intention to remove the Center Director from this position.

**E. ANNUAL REPORTS:** An annual report is required of the Center Director. 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 begins on July 1 and ends on June 30. Summer stipends shall be paid in two 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 pay periods after that.
- B. METHOD OF COMPENSATION.** Except where specifically provided otherwise, a Center Director 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 will normally honor the preference where possible and make the final determination based on program need. Whenever a faculty member elects released time, it will be scheduled within the same Academic Year (Fall-Spring) in which it is earned, except as allowed for below.

## **III. ELIGIBILITY**

Tenured faculty members at the level of Associate Professor or above are eligible to serve as Director or Assistant Director of SCOSA if they possess the following qualifications:

- Expertise in gerontology or related discipline
- Commitment to the mission of SCOSA
- Track record in scholarship and community engagement
- Demonstrated effectiveness in communication, organization, and leadership

## **IV. COMPENSATION**

- A.** The SCOSA Director shall receive 12 TCH per academic year as release time, and 4 TCH in the summer at the senior rank.
- B.** The SCOSA Assistant Director shall receive 4 TCH per year.

## **V. APPOINTMENT AND TERM**

The Center Director and Assistant Director shall be appointed for two-year terms by the Provost who will receive nominations from a screening committee composed of the Dean of the School of Social and Behavioral Sciences, the Gerontology Coordinator, one tenured member of the Gerontology faculty, and one member of the SCOSA Community Advisory Board. Such nominations shall be based on a letter of application, which addresses the eligibility requirements, and a CV.

## **VI. Responsibilities:**

- A. In collaboration with other University, Program, and School administrators and staff, the Center Director coordinates the activities of the Center to fulfill its mission in a manner that provides learning and engagement opportunities for Stockton faculty and students and shall:
- Serve as the contact person for the Center to internal and external constituencies.
  - Respond to all communications regarding the Center in a timely fashion.
  - Maintain up-to-date hard copy and digital communication materials regarding the work of the Center, including the SCOSA website, brochures, and Newsletter.
  - Provide regular communication with the campus and external communities about the activities of the Center.
  - Maintain current mission, vision, and values statements for the Center that align with the University mission, vision, and values statements.
  - Establish and work collaboratively with an Advisory Board that includes representation of appropriate internal and external stakeholders, including at least two (2) Stockton faculty members and one (1) Stockton administrator, and convene the Advisory Board at least once each semester.
  - Respond appropriately to internal and external opportunities for partnerships, collaborations, information and assistance, and assist in formalizing such arrangements where appropriate.
  - Plan and execute meaningful assessment of the work of the Center and the extent to which it meets its mission and engages Stockton faculty and students.
  - Represent the Center in activities related to achieving University enrollment goals.
  - Engage in strategic planning for the Center that includes annual goal-setting, assessment, and succession planning.
  - Complete an annual report, submitted to the supervisor of the Director of the Center by June 15<sup>th</sup> of each year, and complete a self-study of the Center every five (5) years.
  - Manage the activities of the Center within the budgetary parameters available to the Center, including overseeing implementation of any externally funded programs housed in SCOSA and pursuing local agency contracts and other revenue streams (e.g., memberships, donor contributions, events) in support of the SCOSA operating budget.
  - Develop and manage campus- and community-wide initiatives (e.g., the SCOSA Age Friendly University Network initiative).
  - Manage SCOSA staff to meet the Center's needs.
  - Recruit and train SCOSA fellows to carry out the functions of the Center.
  - Make available funding opportunities (e.g., a SCOSA research grant) and establish and coordinate the review process for applicants;

- Build connections with and involve the 55+ community in Center activities.
  - Disseminate current research and practice through a lecture/workshop series (at least one (1) per semester).
- B. In collaboration with the Center Director, other University, Program, and School administrators and staff, the Assistant Director shall
- Submit an annual report of efforts, outcomes, and impact to SCOSA Director by June 15<sup>th</sup> each year.
  - Support SCOSA Faculty Fellows in their research, education, and service work.
  - Serve on Selection Committees, when requested, for SCOSA Faculty Scholars and Fellows.
  - Review current practices and work with SCOSA Director and staff to develop and implement a plan to enhance SCOSA's current mission/procedures related to SCOSA educational initiatives, research, and service that expand and improve opportunities.
  - Support SCOSA's current mission/procedures to encourage faculty from across the University to increase their interest in and capacity for research, education, and research related to aging; from basic to applied, pedagogical, and community impact-based.
  - Encourage the development of multidisciplinary programmatic research teamwork on aging, taking advantage of Stockton's interdisciplinary ethos and evolving national models of interprofessional competencies, especially gerontology/geriatrics.
  - Work with SCOSA Director, staff, and GERO Coordinator to encourage intergenerational learning opportunities to enrich the GERO curriculum and SCOSA's Older Adult Education programs.
  - Provide technical support and assistance to faculty across the University who seek to utilize best practices in intergenerational service-learning activities in their courses.
  - Work with SCOSA Director, Stockton Center on Community Engagement, SCOSA Faculty Fellows, and others to encourage intergenerational service projects for MLK Day, New Student Day of Service, other service days, and across the Stockton curriculum.

**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, 2022, 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 \_\_\_\_\_.

For: Stockton University

For: The Stockton Federation of Teachers

HK 8-7-20

Harvey Kesselman, President



8/6/2020

---

Rodger L. Jackson, President