

**ADDENDUM TO 2012 LETTER OF AGREEMENT PROGRAM COORDINATORS, DIRECTORS,
AND OTHER DESIGNATED FACULTY**

Preamble:

A MOA on Coordinators, Directors, and Other Designated Faculty became effective September 1, 2012. At that time, the following undergraduate Track Coordinators were covered in the MOA, listed by program and track and compensation:

Program	Track	Compensation
Business B.S.	Accounting	4 TCH
Business B.S.	Finance	4 TCH
Business B.S.	Management	4 TCH
Business B.S.	Marketing	4 TCH
B.S. in Chemistry	B.S. in BCMB	4 TCH
B.S. in ENVL	B.S. in Geology	4 TCH
TEDU: Special Education Certificate		4 TCH
FRST: Math		5 TCH + summer coordinator compensation
FRST: Writing		5 TCH + summer coordinator compensation

Since 2012, the MOA has been amended to include the following Track Coordinators:

Program	Track	Compensation
BSHS	Pre-Physician Assistant	4 TCH
BSHS	Pre-CD	4 TCH

In 2017, new tracks have been approved in the following areas:

- The faculty in the B.S. in Business program approved a new track in Business Analytics.
- The faculty in the B.S.H.S. program have approved a track in Public Health Education (formerly a separate degree program).
- The faculty in B.S.H.S. have approved a new track in Health Administration.
- The faculty in Nursing (B.S.N.) approved a new track for the post-licensure Transcel track.

The intent of this Addendum is to provide a process whereby new Track Coordinators may be appointed and compensated once an academic degree program faculty and the Stockton administration approve a new curricular track.

ELIGIBILITY AND APPOINTMENT PROCESS:

1. **Eligibility:** Faculty members in an academic degree program who are in good standing are eligible to serve as Track Coordinators.
2. **Appointment:** Track Coordinators are recommended for appointment by the Provost by simple majority vote of the faculty in the academic degree program that oversees the track. (Upon the request of any member of the Program (or track) faculty, the Dean will conduct the election and may require a

quorum of at least three quarters (3/4) of the Program (or track) faculty.) The Dean is responsible for transmitting the Program (or track) faculty's recommendation to the Provost.

It is understood by the parties that in the event the Program (or track) faculty is unable to recommend an eligible faculty member to serve as Track Coordinator, the appropriate academic Dean shall make a recommendation for appointment of a Track Coordinator to the Provost. Faculty members so selected retain the right to refuse to accept an appointment to serve as Track Coordinator, in which case the Dean or his/her designee will serve until a Track Coordinator is appointed by the Provost.

3. Notification: The Provost shall notify the President of the SFT upon the appointment of a new track coordinator within two weeks of the appointment; thereafter, notification will be included on the annual report of faculty roles and release time provided to the SFT by the Provost.

COMPENSATION OF TRACK COORDINATORS:

It is understood that a Track Coordinator will serve as Coordinator of his/her own track. Track Coordinators shall be compensated at a minimum of 4 TCH per academic year, with the exceptions of FRST Math and FRST Writing which is specified in a separate Agreement.

RESPONSIBILITIES OF TRACK COORDINATORS:

Creation, Development and Maintenance of Track

(1) Meet with the Program Coordinator/Director and the supervising Dean on an annual basis to set up goals and objectives for the year, discuss budgetary requests, and review the previous year's progress.

(2) Lead the track faculty in creating a recommended teaching schedule for each academic term consistent with guidelines established by the Dean, and provide the schedule to the Dean or his/her designee. Assist the Program Coordinator in the scheduling of courses over a 3-year cycle to ensure that instructional offerings and requirements are met by the track faculty.

(3) Identify staffing needs of the Program as they relate to reported current and future curricular plans. Chair search committees for track faculty and make recommendations for appointment of faculty, including adjuncts, to the Program. Assist in orientation of new and adjunct faculty.

Students

(4) Coordinate advising to ensure that all advising obligations are met in a timely fashion, including verifying graduation certifications and Program distinction.

(5) Coordinate track activities in such areas as recruitment.

(6) Serve as the first level of appeal in all matters relating to the academic activities of the track and its faculty. This would include, but is not limited to, such matters as appeals regarding track degree requirements, assessment of transfer credits, grading appeals, and complaints regarding faculty within the track. If the matter cannot be resolved at the Program level, the communication with the Dean should give reasons.

Faculty

(7) Conduct necessary meetings of the track faculty, keep records of its deliberations, and communicate regularly to the program Coordinator/Director and the Dean or his or her designee.

(8) Lead the track faculty in ongoing discussions of curricular issues to facilitate meeting the program's missions and goals. This would entail assisting in the coordination of the assessment activities.

Liaison

(9) Act as liaison, when appropriate, to the program as a whole and to other programs with regard to matters of joint concern, such as program requirements, curriculum development, and facilities requirements.

Record Keeping and Reporting

(10) Assist in meeting program reporting requirements. This will include, but not be limited to, the track portion of State-mandated five-year Program self-study, annual program report, revisions in program Guide, University Bulletin, and pertinent admissions information. These are to be submitted to the Dean through the program Coordinator.

(11) Assist with the transmittal of information and instructions, as appropriate, from the Dean and other officials of the University to members of the track faculty.

TERM OF AGREEMENT

This Agreement shall remain in full force and effect from this date until August 31, 2019 unless modified by changes in any of the following: The Master Agreement or a new MOA on Coordinators or Track Coordinators.

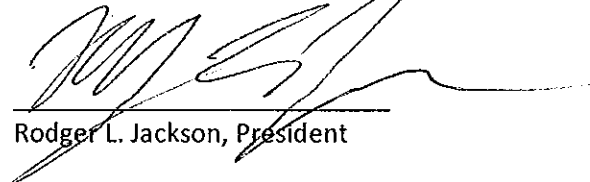
IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 26th day of October 2017.

For: Stockton University



Harvey Kesselman, President

For: The Stockton Federation of Teachers



Rodger L. Jackson, President