

**Memorandum of Agreement
Faculty Director, Stockton Text Center**

Preamble

Stockton University embraces a collection of shared values that supports 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.

I. Definitions and General Provisions

A. Definitions

- i. **RELEVANT DEAN:** The Dean who serves as the manager and provides administrative oversight of the relevant Center that resides in their School. The Dean overseeing a relevant Center shall be identified to the Center Director upon accepting their role.
- 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 serves 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 shall 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 shall also provide instructions as to how the Center Director shall 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 lapsed, 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 the Center Director

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, a Center Director's term of service for each year begins on July 1 and ends 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 during the following two (2) pay periods.

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 member shall indicate their preference to their School Dean, who shall 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. Eligibility: Tenured faculty members at the level of Associate Professor or above are eligible to serve as Director of the Stockton Text Center (STC) if they possess the following qualifications:

- Interest in and familiarity with humanities archival research and scholarship and/or translation studies
- Demonstrated effectiveness in communication, organization, and leadership

IV. Compensation: 8 TCH per year. The Center Director or their designee may opt for additional compensation equivalent to a 4-credit overload at the senior level to continue to fulfill the responsibilities for this position for the summer term, notifying the Provost no later than April 1.

V. Appointment and Term: The Center Director shall be appointed to a two-year term by the Provost, who shall receive nominations from a screening committee composed of the Dean of the School of Arts and Humanities, one (1) tenured faculty member from the School of Arts and Humanities, one (1) tenured faculty member from another School, and one (1) representative from the community. Such nominations shall be based on a letter of application that addresses the eligibility requirements and a CV.

VI. Responsibilities: 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.
- Represent the Center with the Stockton Foundation, external agencies, community groups, the media, and other external constituencies.
- Respond to all communications regarding the Center in a timely fashion.
- Maintain up-to-date hard copy and digital communication materials regarding Center work, including the Center website.
- Provide regular communication with the campus and external communities about Center activities.

- Help plan the Center budget, under the supervision of the Dean of Arts and Humanities and the Stockton Foundation.
- Manage activities within the budgetary parameters available to the Center.
- Seek internal and external funding opportunities through grants and donations.
- Maintain a current mission, vision, and values statement for the Center that aligns 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 Relevant Dean of the Center Director by June 15th of each year, and complete a self-study of the Center every five (5) years.
- Supervise student interns.
- Locate manuscripts and archival projects for students to work on.
- Deliver research, publication, and performance opportunities for students through archival research and/or translation studies in the humanities.
- Coordinate student trips to regional, national, and international archives, including annual visits to the Beinecke Rare Book and Manuscript Library at Yale and to the Manuscript Division of the Library of Congress.
- Coordinate and disseminate current archival research and practice through co-authored (faculty/student) scholarly publications.
- Supervise and facilitate student performances of unpublished or little-known texts (e.g., poems, short fiction, nonfiction, play excerpts) at academic humanities conferences, including text preparation and rehearsals.
- Supervise student travel to academic conferences and other performance venues.
- Collaborate when possible with Stockton Theatre faculty to present new translations/adaptations of plays as part of the theatre season productions.
- Coordinate with Languages and Culture Studies faculty to facilitate programming in Translation Studies and to encourage translation projects by students, faculty, and community members (with goal of annual publication of a multilingual journal of poetry, short fiction and nonfiction).

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 6-8-2020.

For: Stockton University

For: The Stockton Federation of Teachers



Harvey Kesselman, President



Rodger L. Jackson, President