

MEMORANDUM OF AGREEMENT
ON
Sub-coordinator: Special Education Certificate

It is hereby agreed by Richard Stockton College of New Jersey and the Stockton Federation of Teachers that that four (4) credits of release time or stipend calculated at the overload rate for senior rank each academic year will be provided to the faculty member in the Education program who will serve as the Sub-Coordinator for the Special Education Certificate, with the following specific duties:

1. Conduct necessary meetings of faculty teaching special education, keep records of its deliberations, and communicate regularly to the Program Director and the supervising Dean or Associate Dean.
2. Coordinate advising to ensure that all advising obligations are met in a timely fashion, including graduation certifications and Program distinction.
3. Assist in meeting Program reporting requirements. This will include, but not be limited to, the special education portion of Program self-study (Accreditation), annual Program report, revisions in Program Guide, College Bulletin, and pertinent Admissions information. These are to be submitted to the supervising Dean or Associate Dean of the division through the Program Coordinator.
4. Coordinate subtrack activities in such areas as recruitment, orientation, and registration.
5. Assist the Program Director in the scheduling of courses over a three (3) -year cycle to ensure that instructional offerings and requirements are met by the subtrack faculty.
6. Act as liaison, when appropriate, to the Education Program as a whole and to other Programs with regard to matters of joint concern, such as Program requirements, curriculum development, and facilities requirements.
7. Act as liaison to the NJ Department of Education, special education unit on matters related to program and licensure.
8. Assist with the transmittal of information and instructions, as appropriate, from the divisional Dean and other officials of the College to members of the subtrack faculty.
9. Identify staffing needs of the Program as they relate to reported current and future curricular plans. Chair search committees for subtrack faculty and make recommendations for appointment of faculty, including adjuncts, to the Program. Assist in orientation of new and adjunct faculty.
10. Meet with the Program 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.
11. Engage the Program faculty in on-going discussions of curricular issues to facilitate meeting the Program's missions and goals. This would entail assisting in the coordination of the assessment activities.
12. Serve as the first level of appeal in all matters relating to the academic activities of the Program and its faculty. This would include, but is not limited to such matters as appeals

regarding Program requirements for certificate, assessment of transfer credit, grading appeal, and complaints regarding faculty. Whenever a decision is rendered by the Sub-coordinator, the nature of the decision will be communicated in writing to all relevant parties, including the Dean.

It is further agreed that this action on the part of the College shall occur without setting a precedent for any future actions.

For purposes of released time computation, it is the college practice to equate a three (3) credit graduate course with four (4) teaching credits.

The individual filling the position of the Sub-coordinator: Special Education Certificate will be selected following the provisions of the AGREEMENT concerning Directors of Graduate programs, dated May 6, 2004.

The length of service will be through academic year 2008-09. Continuation of the position and compensation will be determined through negotiations to take place during Academic year 2008-09.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this _____ day of _____, 2007.

For Richard Stockton College

For the Stockton Federation of Teachers

Herman J. Saatkamp, President

Michael Frank, President