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5/13/08 PENULTIMATE AGREEMENT

Program Coordinators, Directors & Designated Faculty

PREAMBLE Richard Stockton College has organized its academic units into Programs rather than traditional departments. This has been one feature that supports the College's tradition of interdisciplinary work and commitment to the commons of general studies. We agree on the desirability of maintaining permeable disciplinary boundaries.

Although other structures exist (e.g., interdisciplinary minors), the Program is the primary unit of organization below the level of the Academic School. Even as we preserve the interdisciplinary character of the College, members of each Program have collective responsibility for critical areas of Program operation. These include:

- Establishing a consensus on the mission and direction of the Program consistent with institutional mission (including the graduate mission where appropriate), as well as with faculty and student interests.
- Recruiting, supporting and evaluating faculty, including adjunct faculty, so as to maximize the academic strength of the Program. Where appropriate, maintaining a faculty qualified to teach the discipline at the graduate level and sufficient to cover all areas of the curriculum
- Establishing and maintaining a culture of scholarship and creative activity among faculty and students appropriate to the relevant undergraduate and/or graduate programs.
- Establishing a well-designed and current curriculum comprising both Program and general studies courses that is taught regularly in a pattern that meets student needs.
- Providing thoughtful and pedagogically sound instruction that is underpinned by assessment as required by our regional accrediting body.
- Meeting the needs of both majors and the broader student population of the College in areas outside the classroom.
- Defining student learning outcomes appropriate to the program mission and the discipline, and assessing students' achievement of these.
- Maintaining adequate systems for precepting students, keeping all student records current, and processing paperwork for students in a timely fashion.
- Playing a service role both inside and external to the College.

- Assuring that the program is eligible for accreditation or re-accreditation if needed and that students completing the program are qualified for licenses and certifications within the mission of the program.

In the case of graduate programs,

- Recruiting and admitting students able to benefit from and contribute to the program, and providing them with appropriate supports, including advising. Monitoring their progress through the program.
- In collaboration with other graduate programs, supporting the overall quality and vitality of graduate education at the College.
- In conjunction with the supervising Dean, establishing and working with an appropriate advisory body, and working with other appropriate constituencies in the community.

GENERAL PROVISIONS

DEFINITIONS

DEANS: Unless specified otherwise, **for purposes of this agreement**, the word Dean means the supervising Dean as set forth in this section:

The Dean of each Academic School (e.g. ARHU, BUSN, EDUC, GENS, NAMS, SOBL, PROS) supervises the academic programs within his/her school.

The Dean of SOBL supervises the interdisciplinary minor in Gerontology.

The Dean of GENS supervises all other interdisciplinary minors, with the exclusion of those that may be developed within a School other than GENS, within the term of this agreement.

The Dean of GENS supervises the coordinators of the BASK, QUAD and WRITING programs, and G-Group Convenors.

The PROVOST shall designate the supervisor of the following: the Coordinator of International Education; the Pre-Professional (Pre-Engineering, Pre-Law and Pre-Medical) Advisors; the Coordinator of the Freshman Seminars; the Director of the Honors Program; and the Director of the Institute for Faculty Development.

FACULTY: Unless specified otherwise, **for purposes of evaluation**, the word "faculty" shall mean the relevant faculty as set forth in this section:

1. Programs Coordinators: all program faculty
2. Subcoordinators: All faculty in the program or track
3. Interdisciplinary Studies Coordinators: All core faculty and those who have taught courses during the Coordinator's term

4. Graduate Directors: all program faculty
5. G-Group Convenors: All faculty who have submitted courses and/or taught in the designated G-Group as identified by the Dean of GENS during the convenor's term
6. Director of Honors: All faculty who have taught in the Honors program or served on the Honors Advisory Board during the Director's term
7. Director of the Institute for Faculty Development: All full time and part time faculty
8. Coordinator of Freshman Seminar Program: All fulltime and part time faculty who have taught a Freshman Seminar or served on the Freshman Seminar Advisory Council during the coordinator's term.

DESIGNATED FACULTY: means Program Coordinators and other titles within this agreement, with the exception of the elected President of the Faculty.

FOUNDING PROGRAM COORDINATORS and DIRECTORS: refers to the first person to serve as coordinator or director of a newly created program at the graduate or undergraduate level.

OFFSPRING PROGRAM: refers to a newly created program at the graduate level that is the "offspring" of an existing undergraduate program (e.g. M.S.W.) or to a newly created program at the undergraduate level that is the "offspring" of an existing graduate program.

NEW PROGRAM: refers to a new program at the graduate or undergraduate level that is not the offspring of an existing program. (e.g. P.S.M.)

EMBEDDED GRADUATE PROGRAM: refers to a graduate program with a parallel undergraduate program.

FREE STANDING GRADUATE PROGRAM: refers to a graduate program without a parallel undergraduate program.

APPOINTMENTS:

1. Program Coordinators, Directors and other designated faculty shall be appointed as set forth in this agreement. It is the understanding of the parties that persons who accept appointments pursuant to this agreement will normally serve for the complete term.
2. In exceptional cases where the Dean and relevant faculty agree, the person can arrange for an interruption in service for purposes of medical, sabbatical or other temporary leave. During the interruption a replacement will be appointed according to the usual method to serve during the temporary leave.
3. When the "interruption in service" comes at the end of a person's term a replacement shall be appointed by the same method to finish serving the term. At the end of the term, the usual appointment process will be followed.

COMPENSATION:

1. **General Provisions:** The College recognizes that Program Coordinators and certain other faculty members (hereafter identified and referred to as the "designated faculty members") are performing duties which qualify them for additional compensation.

All compensation provided in the Letter of Agreement shall be in the form of released time and/or monetary payment as specified below. Monetary compensation will be made in biweekly payments. For purposes of calculating payment for fractions of a term, Program Coordinators' and designated faculty members' term of service for each year begins on September 1 and ends on August 31.

Where designated faculty members are to be compensated in the form of stipend OR released time, the affected faculty members may indicate their preference to the supervising School Dean, who normally will honor that preference unless it is found to create a hardship for the affected program.

Where designated compensation is to be in the form of released time, if in the judgment of the Dean and Provost there are exceptional circumstances, such as the specific needs of the program, they may approve substitution of monetary compensation.

2. **Overload policy:** Designated faculty who are being compensated in the form of a course release may not elect to teach an overload, except for a large-class overload or up to one TCH per year of independent study overload. In exceptional circumstances, such as the specific needs of the program, the Dean and Provost may approve an overload.

3. **Second Campus:** Both parties to this agreement recognize that the offering of a full degree program on a second campus involves additional responsibilities on the part of the program coordinator or graduate director. In the event that the College decides to run a full degree program on a second campus, the parties agree to negotiate additional compensation for the program coordinator or director.

4. **Periodic Review and Accreditation:** When a Degree Program undergoes either a Five Year Program Review as mandated by the College or a periodic review for re-accreditation mandated by external bodies on a frequency that may be more or less than every five years, the Coordinator or Director of said Program or another faculty member chosen by the Program and approved by the School Dean will be compensated by receiving 4 TCH of released time during the year of the Review.

Coordinators of Interdisciplinary Minors or another faculty member chosen by the Program and approved by the School Dean will be compensated by payment equivalent to 1 TCH at the State negotiated overload rate at senior rank during the year of the Review.

5. **Additional compensation for programs with accreditation tied to licensure:** Certain degree programs, graduate or undergraduate, are required to maintain external accreditation in order for their graduates to be eligible for professional licensure. In some such cases the accrediting body

may require that the Coordinator or Director of the program perform on an annual basis additional duties not included in this Agreement and that are over and above the periodic review described in paragraph 4 above. Such duties may include but are not limited to compilation of an annual report that requires substantial analysis and not only statistical information, or providing detailed annual evaluations on the professional development of program faculty.

Where the program can show that there are such duties, the Coordinator or Director will be eligible for additional compensation in the form of a 2 TCH release to be continued annually as long as the duties remain. Where permitted by the accrediting body and with the approval of the School Dean, the duties and additional compensation may be assigned to a faculty member other than the Coordinator or Director.

Where the program can show that licensing/accreditation necessitates an unusually detailed and individualized admissions process (e.g. personal interviews, background checks), the Coordinator or Director will be eligible for additional compensation in the form of a 2 TCH release to be continued annually as long as the duties remain. Where permitted by the accrediting body and with the approval of the School Dean, the duties and additional compensation may be assigned to a faculty member other than the Coordinator or Director

MID-TERM EVALUATION OF PROGRAM COORDINATORS AND OTHER DESIGNATED FACULTY

1. By June 21 of the first year of a designated faculty member's two-year term, the Dean may meet with faculty member that she or he supervises to discuss their performance. Pursuant to the Master Agreement, the designated faculty may request a union observer at the meeting. When the Dean is satisfied with the faculty member's performance, the Dean shall indicate that satisfaction in a letter to the designated faculty member. When the Dean has suggestions for improvement they shall be communicated in writing to the designated faculty member. The Dean shall keep a copy of this letter in his/her file.

2. After the meeting, the Dean may notify the relevant faculty of his/her intention to initiate a formal evaluation of one or more of the designated faculty whom the Dean supervises.

3. Upon receiving such notification, the relevant faculty group shall conduct a vote of confidence in the Program coordinator or other designated faculty member.

4. Should a positive vote of confidence occur, the program will recommend to the Dean that the designated faculty complete his/her term of office.

5. If a majority vote indicates a desire for a change of leadership, the faculty will submit to the Dean, with a copy to the Designated Faculty member information establishing just and sufficient cause for this action. Within two weeks the Program Coordinator will meet with the faculty and the Dean

regarding the no-confidence vote to present his or her response. Following this step, the Dean will consult again with the faculty to make a final assessment of the status of the Designated Faculty member.

6. The Dean, having made a determination based upon all available information, will make a recommendation to the Provost and President as to whether or not the Designated Faculty member should complete his or her term of office.

7. When the Dean's recommendation differs from the Faculty recommendation, s/he must inform the faculty and the Designated Faculty member of the reasons for the recommendation.

8. When the Dean does not initiate an evaluation of a Designated Faculty member, a motion for a vote of confidence may be made upon the request of a member of the relevant faculty group. If the motion passes, there will be a formal vote of confidence by the relevant faculty and evaluation by the Dean as set forth in steps 2-7 above.

9. EXCEPTIONS:

a. **President of the Faculty:** There shall be no evaluation of the elected President of the Faculty under this agreement.

b. **Pre-professional advisors and/or Director of International Education:** Every five years, the Dean may initiate a process for eliciting feedback from students who have sought advice from one or more of the Pre-professional advisors and/or Director of International Education. Based upon all available information, including feedback from students, the Dean shall make a recommendation as to whether or not the person should continue in the position.

PROGRAM COORDINATORS

ELIGIBILITY, APPOINTMENT PROCESS and TERM OF SERVICE:

1. It is understood by the parties that eligibility to serve as Program Coordinator is limited to tenured faculty members of a Program who are in good standing, who normally would be at the senior rank by September 1 of the academic year following appointment and who satisfy any specific criteria established by any outside accrediting agency.

2. Program Coordinators are recommended for appointment by the President by simple majority vote of the Program faculty in an election to be held during the spring semester.

Upon the request of any member of the Program faculty, the Dean will conduct the election and may 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 President through the Provost.

3. Exception for new programs:

It is understood by the parties that a New Program or new Offspring Program is officially "created" at the time that students begin their first classes. Upon the creation of a New Program, a Founding Director or Founding Coordinator shall be appointed by the President, taking into account the recommendations of the search committee and Dean for an initial term of two years (the Founding term.) The Founding Director or Coordinator may be, but does not have to be, the same person who was designated or hired to plan for the creation of the new program.

It is understood that this Founding Director or Coordinator may be a person who does not meet the usual requirements for this position as set forth in this agreement.

At the end of the founding term, the program faculty shall recommend appointment of a faculty member to serve as Program Coordinator as in the case of all existing programs. It is understood that until a program has been in existence for at least five years, the person recommended may not meet the usual requirements for this position as set forth in this agreement.

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

5. **TERM:** Program Coordinators shall serve two consecutive academic years beginning September 1 after appointment.

COMPENSATION OF PROGRAM COORDINATORS:

Coordinators of undergraduate degree programs are grouped in three tiers:

Tier 1, FTE Faculty of 12 or more: 8 TCH of released time + \$1000 stipend per year

Tier 2, FTE Faculty between 8 and 12: 8 TCH of released time per year

Tier 3, FTE Faculty below 8: 6 TCH of released time per year (12 TCH for 2 years)

The agreement is projected to last through AY 2010-2011. Undergraduate degree programs are placed in tiers based on their size at the time of this agreement. The parties are agreed that any upward changes in the programs' number of FTE faculty during the life of the agreement will result in re-classification.

Additional compensation will be awarded where required by an outside accrediting agency.

During the first two years of a New Program, if the Founding Coordinator believes that additional work needs to be done that is not part of the normal duties of the position, she or he may apply through the Dean to the Provost for additional compensation commensurate with the additional work. Such requests shall be reviewed equitably, and will not be denied without reasons being given.

SPECIAL PROVISIONS for COORDINATORS

In exceptional circumstances, Program Coordinators may ask to shift some of their responsibilities and commensurate compensation to another faculty member. This request should be in writing to the Dean for approval and should define the proposed shifting of responsibilities and compensation. The Dean shall not unreasonably deny such requests.

RESPONSIBILITIES OF PROGRAM COORDINATORS

Creation, Development and Maintenance of Program

(1) Convene at least two meetings of program faculty per academic term to deliberate and make recommendations on matters relating to the Program's mission. Keep a record of all Program deliberations and recommendations and, except in unusual circumstances, transmit a copy of this record to the Dean.

(2) Lead the Program 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. Coordinate the scheduling of Program and General Studies courses over a 3-year cycle consistent with College and School needs as outlined by the Dean.

(3) Inform the Dean in a timely fashion of resources needed to accomplish the Program's goals

Students

(4) Lead the Program faculty in organizing participation in activities related to the recruitment of students, including, in the case of new programs, development of promotional materials and representation at on-and off-campus events.

(5) Coordinate the advising activities of the Program to ensure that all advising obligations are met, including graduation certifications and Program distinction, in a timely manner. In situations in which it appears that an individual faculty member has not met or will not meet his or her obligations in a timely manner, the Program Coordinator will advise the Dean appropriately.

(6) 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 degree requirements, assessment of transfer credit, and where possible, informal resolution of grading appeals, and complaints regarding faculty. Inform the Dean, with an explanation, when resolution at the Program level is not possible.

Faculty

(7) Consistent with applicable College Policies and Procedures: lead the Program in fulfilling its personnel responsibilities in a timely fashion; coordinate the recruitment and hiring of Program faculty, (including adjuncts); make recommendations on the appointment of Program faculty; and transmit recommendations on Program staffing needs to the Dean.

Liaison

(8) On behalf of the Program act as or appoint liaison as needed with other Programs, other College units, and external constituencies, including representing the Program in arranging articulation agreements with other institutions.

Record Keeping and Reporting Requirements

(9) Serve as steward of Program records, ensuring their completeness as they are passed on to the Coordinator's successor.

(10) Ensure that Program reporting requirements are met in a timely manner. As requested by the Dean, review and update annually all official Program information for publications such as the Bulletin and Graduate Bulletin, relevant portions of the College web site, curriculum worksheets, and other materials to meet Program, School, and College goals. With the approval of the Dean, the Program may delegate the responsibilities for developing the five-year program review to a person other than the Coordinator.

(11) Assist with the transmittal of information and instructions, as needed, from the Dean and other officials of the College to members of the Program.

(12) Prepare an annual report in a format designated by the Dean that summarizes Program activity and achievement of its mission and goals, and that presents the faculty's goals for the Program in the upcoming. A copy of the annual report shall be forwarded to the Dean and program faculty prior to June 1 of each academic year.

SUBTRACK COORDINATORS

ELIGIBILITY, APPOINTMENT PROCESS and TERM OF SERVICE

1. **Eligibility:** Faculty members of a Program who are in good standing are eligible to serve as Subtrack Coordinators.

2. **Appointment:** Subtrack Coordinators are recommended for appointment by the President by simple majority vote of the Program (or subtrack) faculty in an election to be held during the spring semester.

Upon the request of any member of the Program (or subtrack) faculty, the Dean will conduct the election and may require a quorum of at least three quarters (3/4) of the Program (or subtrack) faculty.

The Dean is responsible for transmitting the Program (or subtrack) faculty's recommendation to the President through the Provost.

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

3. **Term:** Subtrack Coordinators shall serve a term of two consecutive academic years, beginning September 1.

COMPENSATION of SUBTRACK COORDINATORS

Subtrack Coordinators in Business: It is understood that the Business Program Coordinator will serve as Coordinator of his/her own subtrack at no extra compensation. Business Subtrack Coordinators of Accounting, Finance, Management, and Marketing shall be compensated by 2 TCH release + \$500 per year or a stipend equivalent to 2 TCR calculated at the overload rate for senior rank + \$500 per year. The business Subtrack Coordinator of International Business shall be compensated with a stipend of \$500 per year.

Subtrack Coordinators of Biochemistry/Molecular Biology and Geology shall be compensated at the state-negotiated overload rate at the senior rank for the equivalent of 2 TCH Release + \$500 or a stipend equivalent to 2 TCR calculated at the overload rate for senior rank + \$500 per year.

Subtrack Coordinator of Special Education Certificate shall be compensated with 4 TCH released time or an equivalent stipend calculated at the overload rate for senior rank each academic year.

RESPONSIBILITIES of BUSINESS SUBTRACK 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 subtrack 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 subtrack faculty.

(3) 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.

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 subtrack 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 subtrack 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 subtrack 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 BSNS 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 subtrack portion of State-mandated five-year Program self-study, annual Program report, revisions in Program Guide, College 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 College to members of the subtrack faculty.

RESPONSIBILITIES OF SUBTRACK COORDINATORS OF GEOLOGY, BIOCHEMISTRY

The Coordinators of Geology and Biochemistry have all of those responsibilities of Program Coordinator that are applicable to the program.

RESPONSIBILITIES OF SUB TRACK COORDINATORS of SPECIAL EDUCATION

1. The Subtrack Coordinator of Special Education has all of the applicable responsibilities of subtrack coordinators listed above. In addition, his or her responsibilities include:

2. Assisting in meeting additional Program reporting requirements related to the special education portion of the Program self-study (Accreditation);

3. Acting as liaison to the NJ Department of Education, special education unit, on matters related to program and licensure.

GRADUATE PROGRAM DIRECTORS and ASSOCIATE DIRECTORS

ELIGIBILITY AND APPOINTMENT PROCESS

Eligibility: To be eligible for selection as Director of Graduate Program, a faculty member must satisfy all of the following criteria: Be a tenured faculty member at The Richard Stockton College of New Jersey possessing the rank of Professor or Associate Professor; show evidence of administrative leadership (e.g. through successful faculty leadership position, Program Coordinator, School or College-wide committee assignment or leadership, or leadership in a regional or national professional or scholarly organization;) and satisfy any specific criteria established by any outside accrediting agency.

Exceptions: The President of the College, upon the advice of the program, may make an exception to the requirement that the Director of Graduate Program be a member of the tenured faculty where the President determines that a person with different credentials may serve as Director of Graduate Program.

New Programs: Upon the creation of a New Program at the graduate level, a Founding Director shall be appointed by the President, taking into account the recommendations of the search committee and the Dean, transmitted through the Provost, for an initial term of two years. It is understood that Founding Director will not necessarily meet the usual eligibility requirements set forth in this agreement.

At the end of the initial term, the program faculty shall recommend appointment of a faculty member to serve as Director as in the case of existing programs. It is understood that until a program has been in existence

for at least five years, the person recommended to serve as Director of a New Program may not meet all of the eligibility criteria set forth in this agreement.

Appointment: Directors of Graduate Programs are recommended for appointment by the President by simple majority vote of the program faculty in an election held in the spring term.

Upon the request of any member of the program faculty, the Dean will conduct the election and may 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 President through the Provost.

It is understood by the parties to this Agreement that in the event a graduate program faculty is unable to recommend an eligible faculty member to serve as Director of the Graduate Program, appointment of a Director of Graduate Program will be made by the President of the College after consultation with appropriate College officers. Faculty members so selected retain the right to refuse to accept an appointment to serve as Director of Graduate Program in which case the Divisional Dean or his or her designee will serve until a Director of Graduate Program is appointed by the President.

In the event the President of the College rejects an elected individual, the President or his/her designee must deliver his/her reasons, either formally in writing or informally in person, to those eligible to vote at a meeting called for that purpose. The President may select another person to serve as the Director of Graduate Programs, after consultation with appropriate College officers. Faculty members so selected retain the right to refuse to accept an appointment to serve as Director of Graduate Program.

TERM: Directors of Graduate Programs shall serve a term of two years, commencing on September 1 next following the election.

SPECIAL PROVISIONS RELATED TO GRADUATE DIRECTORS:

The Director of the Graduate Program shall report directly to and be responsible to the School Dean.

In the event of a dispute between the Program Coordinator and the Director of Graduate Program that cannot be resolved between them, the issue shall be presented to the School Dean who shall resolve the issue, in consultation with the Graduate Dean.

COMPENSATION OF GRADUATE DIRECTORS

Graduate Directors are placed in two groups, depending on the nature of their graduate program.

Group 1 (Embedded): 8 TCH Release + stipend of \$1000 a year, and a summer stipend of \$5000 for summer responsibilities.

Group 2 (Free Standing): 8 TCH Release + stipend of \$2000 a year, and a summer stipend of \$5000 for summer responsibilities.

In addition any graduate program that maintains summer enrollments of at least 25 FTE students will receive a stipend equivalent to 4 TCH calculated the summer rate for senior rank.

Additional compensation will be awarded where required by an outside accrediting agency.

During the first two years of a New Program, if the Founding Director believes that additional work needs to be done that is not part of the normal duties of the position, she or he may apply through the Dean to the Provost for additional compensation commensurate with the additional work. Such requests shall be reviewed equitably, and will not be denied without reasons being given.

RESPONSIBILITIES OF DIRECTORS OF GRADUATE PROGRAMS

Creation and maintenance of program

(1) Convene at least two meetings of program faculty per academic term to deliberate and make recommendations on matters relating to the Program's mission. Keep records of its deliberations and communicate regularly the results of these deliberations to the supervising School Dean and to the Graduate Dean, with a copy to the Program Coordinator.

(2) Consistent with the College's Policies and Procedures, coordinate the recruitment and make recommendations on the hiring of Program faculty (including adjuncts).

(3) Lead the Program faculty in on-going discussions of curricular issues to facilitate meeting the Program's mission and goals.

(4) Lead the faculty in defining student learning outcomes appropriate to the program mission and the discipline, and creating and maintaining an ongoing assessment program.

(5) Under the guidance of the Graduate Dean establish program policies and procedures and supervise their implementation in areas such as admissions, student aid, orientation and registration and student academic progress. This includes making recommendations on student assistantships, research fellowships, and other scholarships.

(6) Lead the Program 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. Coordinate the scheduling of Program and General Studies courses over a 3-year cycle consistent with College and School needs as outlined by the Dean.

(7) Inform the School Dean in a timely fashion of resources needed to accomplish the Program's goals.

(8) As required, meet with the School and Graduate Deans to establish goals and objectives for Program, discuss budgetary requests, and review progress of the Graduate Program.

(9) As required by the Graduate Dean, meet with the Graduate Dean and other Directors to coordinate goals and objectives for College-wide graduate education and review progress of graduate education.

(10) Participate in meetings designed to coordinate graduate level programs called by the Graduate Dean.

Student recruitment and advising

(11) Work with the Graduate Dean and program faculty to recruit, admit and retain students, including development and updating of marketing materials, providing appropriate information for the graduate Web site and other on line resources, assuring program participation in open houses and other recruitment events, and leading the faculty participation in the admissions process.

(12) Coordinate advising and assign advising responsibilities to ensure that all advising obligations are met including graduation certifications and honors, in a timely manner.

Faculty

(13) In the case of graduate programs not associated with an undergraduate program, consistent with applicable College Policies and Procedures, lead the program in fulfilling its personnel responsibilities in a timely fashion.

Liaison

(14) On behalf of the Program act as or appoint liaison as needed with other Programs, other College Units, and external constituencies.

(15) Act as or appoint liaison to represent the program in arranging articulation agreements with other institutions.

(16) Assist with the transmittal of information and instructions, as appropriate, from the School Dean, Graduate Dean, Program Coordinator, and other officials of the College to members of the Program.

Reporting and Recordkeeping

(17) Ensure that Program reporting requirements are met. This will include, but not be limited to, the preparation of the five-year program self-study, any reports that are needed for achievement and maintenance of program accreditation, annual program report to be submitted to the Graduate Dean

and program faculty by June 1, and necessary revisions in accreditation self-study, Program Guide, College Bulletin, applicable Program publications and pertinent Admissions information. These are to be submitted to the Graduate Dean and the supervising School Dean.

(18) Provide to the Graduate Dean all requested information for the proper coordination of College-wide graduate education.

(19) Serve as steward of program records, ensuring their completeness as they are passed on to the Director's successor.

ASSOCIATE DIR. OF TRANSITIONAL DPT

APPOINTMENT:

The Associate Director, Transitional DPT Program, will be selected in the same manner as Directors of Graduate Programs.

COMPENSATION:

The Associate Director of Transitional DPT shall receive compensation equivalent to 4 TCH a year.

RESPONSIBILITIES OF ASSOCIATE DIRECTOR OF TRANSITIONAL DPT:

- (1) Oversee the recruitment of students, including preparation of advertising and marketing materials.
- (2) Oversee the ongoing development of pedagogy and curriculum for the DPT.
- (3) Serve as liaison with faculty, including adjuncts, offering WebCt courses.
- (4) Serve as advisor and mentor to Transitional DPT students.

COORDINATORS OF INTERDISCIPLINARY STUDIES (MINORS/TOPICAL CONCENTRATIONS) IN AFRICANA STUDIES, CARIBBEAN-LATINA STUDIES, GERONTOLOGY, HOLISTIC HEALTH, HOLOCAUST AND GENOCIDE STUDIES, JEWISH STUDIES, WOMEN'S STUDIES AND WRITING MINOR

APPOINTMENT PROCESS

The coordinators of Interdisciplinary Studies will be recommended for appointment by the President by simple majority vote of the core faculty. Upon the request of any faculty member who has taught a course in an interdisciplinary minor during the past year, the Dean shall designate core faculty and/or conduct the election and may require a quorum of at least three quarters (3/4) of the core Program faculty.

Transmittal of the recommendation for appointment will be made to the President by the Provost upon recommendation of the Dean.

COMPENSATION FOR INTERDISCIPLINARY COORDINATORS

1. Coordinators of Interdisciplinary Minors/Topical Concentrations shall be compensated with 2 TCH course release per year plus \$750 or a stipend equivalent to 2 TCH calculated at the State-negotiated overload rate at the senior rank plus \$750. (Equivalent to one 4-credit course release for two year term; plus \$750 each year).

2. **ADDITIONAL COMPENSATION:** A Coordinator of an Interdisciplinary Minor may request additional compensation for up to a total of a four-credit release to work on a mutually agreed upon agenda of activities not covered by the duties set forth in this agreement. The request shall be in the form of a letter to the Dean explaining the activities to be performed. If the Dean concurs, s/he will seek the approval of the Provost. If either the Dean or the Provost disapproves, s/he will give reasons in writing. If approved, the outcome of these activities will be specifically described in the annual report to the Dean.

RESPONSIBILITIES OF COORDINATORS OF INTERDISCIPLINARY MINORS ("CONCENTRATION" STUDIES)

Creation and Maintenance of Program

- (1) Conduct necessary meetings of the Concentration faculty.
- (2) Recruit faculty to teach courses in the concentration, and make recommendations for the hiring of faculty, including adjuncts, where appropriate.
- (3) Review course inclusion, and provide leadership in curriculum development, including by engaging the Concentration faculty in ongoing discussions of curricular issues to facilitate meeting the Concentration's mission and goals.
- (4) Assist in the coordination of assessment activities.
- (5) Coordinate the scheduling of courses and ascertain the availability of resources with the Dean of General Studies, so that instructional offerings and requirements of the Concentration are met.

Students

- (2) Advise students on course selection, and certification and minor requirements in order to ascertain that all advising responsibilities are met.

Liaison

- (1) Communicate regularly with the Dean of General Studies.

(6) Act as liaison, when appropriate, to other Programs and interdisciplinary concentrations with regard to matters of joint concerns such as Program requirements and designation of cognate courses.

Reporting and Recordkeeping

(2) Certify to the Dean the successful completion of requirements by interdisciplinary minors.

(3) Prepare an annual Program report and evaluation by June 1; provide annual revisions of Program descriptions for the College Bulletin and supplement; and submit these reports and evaluations to the Dean.

(7) Assist with the transmittal of information and instructions from the Dean and other officials from the College to members of the Concentration.

(3) Coordinate the preparation of five-year Program self-studies. With the approval of the Dean, the concentration may delegate the responsibilities for developing the five-year program review to a person other than the Coordinator.

WRITING PROGRAM FACULTY COORDINATOR, BASK COORDINATOR, QUAD (MATH) Coordinator (and other programs as approved) and any other similar program that may be approved

APPOINTMENT PROCESS

The Coordinators of Bask, Writing and Quad (Math) and any other similar program that may be approved, shall be recommended for appointment by a simple majority vote of the core faculty as designated by the Dean.

Upon the request of any member of the core faculty, the Dean will conduct the election and may require a quorum of at least three quarters (3/4) of the core faculty.

Transmittal of the recommendation for appointment will be made to the President by the Dean through the Provost.

It is understood by the parties that the selection process will occur normally during the spring semester.

COMPENSATION

4 TCR release + stipend of \$600 per year

RESPONSIBILITIES OF BASK COORDINATOR

Development/Maintenance of Program

(1) Meet with the Dean of General Studies on an annual basis to set up goals and objectives for the year and to review the prior year's progress.

(2) Conduct necessary meetings of the Program faculty, keep records of its deliberations, and communicate regularly to the Dean of General Studies.

(3) Identify staffing needs of the Program as they relate to reported current and future curricular plans and coordinate and hiring of Program faculty, including recruitment of rotating faculty; make recommendations for appointment of faculty, including adjuncts, to the Program.

(4) Lead the BASK 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. Coordinate the scheduling of courses over a 3-year cycle to ensure that instructional offerings and requirements are met.

Students

(5) Coordinate Program activities, orientation and registration.

(6) Facilitate the placement by Skills Center staff of students into appropriate BASK courses.

(7) Recommend the dismissal/retention of those students who have not fulfilled the College's basic skills requirement through prescribed means within the specified time.

Faculty

(8) Ensure that BASK instructors fully understand the skills and competency requirements of BASK and that they communicate this knowledge to students placed into BASK courses.

Liaison

(9) Act as liaison, when appropriate, to other Programs with regard to matters of joint concern, such as Program requirements, curriculum development, and facilities requirements.

(10) Serve on the First Year Experience Advisory Council to develop appropriate common programs for the freshmen students, e.g. fall Convocation program, guest speakers, etc.

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

Reporting and Record Keeping

(12) Ensure that Program reporting requirements are met. This will include, but not be limited to, the preparation of the five-year Program self-study, an annual Program report (copy to be submitted to the BASK faculty), revisions in Program Guide, College Bulletin, and pertinent Admissions information, and all State-mandated reports related to basic skills. These are to be submitted to the Dean.

RESPONSIBILITIES OF QUAD COORDINATOR

Maintenance/Development of Program

- (1) Coordinate the QUAD program's efforts with regard to assessment as required by our regional accreditation body, and with regard to grants acquisition as appropriate.
- (2) Pending the availability of funding, coordinate QUAD summer institutes.
- (3) Coordinate the recruitment of faculty for participation in the QUAD program.
- (4) Consult on hiring of adjuncts who teach QUAD courses other than BASK offerings.
- (5) Review proposed Q-designations before course schedules are finalized.

Faculty

- (6) Convene meetings of the Quantitative Reasoning Across the Curriculum committee to discuss issues of importance concerning pedagogy and make curricular recommendations to the Dean of General Studies.
- (7) Convene meetings of the Quantitative Reasoning Across the Curriculum committee to review and approve Q1 and Q2 courses, and transmit recommendations and votes of the committees to the appropriate persons, including the Dean of General Studies.
- (8) Work with instructors of Q2 courses to help them design effective assignments.

Reporting and Record Keeping

- (9) Facilitate the maintenance of records of currently-approved Q1 and Q2 designated courses in coordination with GENS staff.
- (10) Advise Dean of General Studies on graduate certification appeals.
- (11) Prepare an annual report to be transmitted to the Dean by June 1 including an evaluation of pertinent QUAD Task Force activities and the status of new and reviewed courses across the college.

(12) Ensure that Program reporting requirements are met. This will include, but not be limited to: revision of the Program Guide and College 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 GENS.

(13) Participate in five-year College mandated program review.

RESPONSIBILITIES OF WRITING COORDINATOR

Maintenance/ Development of Program

(1) Pending the availability of funding, coordinate writing summer institutes.

(2) Lead the writing 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. Coordinate the scheduling of courses over a 3-year cycle to ensure that instructional offerings and requirements are met.

(3) Coordinate the writing program's efforts with regard to assessment.

(4) Review proposed W-designations before course schedules are finalized.

(5) Convene the Faculty Advisory Committee, which represents faculty across the curriculum, to discuss issues of importance concerning writing pedagogy and to make curricular recommendations to the Dean of General Studies.

(7) Consult on hiring of adjuncts who teach writing courses.

(8) Make recommendations about needed courses to the Deans of General Studies.

Students

(9) Make recommendations to the Dean on student appeals of the writing requirement.

Faculty

(10) Communicate issues and news about the teaching of writing to Stockton faculty.

(11) Convene meetings of the Core Writing Faculty to review and approve W1 and W2 courses, and transmit recommendations and votes of the committees to the appropriate persons, including the Dean of General Studies.

(12) Through the summer writing institutes and similar means, work with instructors of W2 courses to help them design effective writing assignments.

Record Keeping and Reporting

(13) Prepare an annual report to be transmitted to the Dean by June 1 including an evaluation of pertinent activities and the status of W1/W2 courses across the college.

(14) Ensure that other Program reporting requirements are met. This will include, but not be limited to: revision of the Program Guide and College 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 GENS.

(15) Participate in five-year College mandated program review.

FRESHMAN SEMINAR COORDINATOR

ELIGIBILITY, APPOINTMENT

The Freshman Seminar Coordinator will be a tenured faculty member who has taught a freshman seminar course at least twice or has significant experience in teaching freshman-only courses.

The Freshman Seminar Coordinator will be appointed by the President, upon the nomination of the Dean of General Studies and the Coordinator of the First Year Experience through the Provost.

COMPENSATION

8 TCH course release per year.

RESPONSIBILITIES of FRESHMAN SEMINAR COORDINATOR

Development/Maintenance of Program

1. Assist in defining activities and outcomes for full First Year Experience reassessing on a regular basis.
2. Research "Best Practices" for continued improvement of Seminars, especially since Stockton's delivery is unique.
3. Work with College Assessment Coordinator to develop, revise and implement an assessment plan for the Freshman Seminars program.
4. Develop and distribute appropriate instructional and resource materials for all Seminar faculty.

5. With the assistance of the Freshman Seminar Advisory Council, oversee choosing, ordering and distribution of the Freshman Common Reading.
6. Develop and revise a common set of "required" and supplemental components to be included in all Seminars, e.g. programs or presentations on information literacy, health and wellness issues, co curricular components, technology assistance, etc.
7. Assist in defining activities and outcomes for full First Year Experience. Assist in preparing and administering First Year Experience outcomes survey to faculty and students.
8. Convene a Freshman Seminar Advisory Council whose membership will include the Coordinator of Freshman Seminars, the Honors Director, the College Assessment Coordinator, the Chair of the General Studies Committee of the Faculty Assembly, and two at-large members (one tenured, one untenured faculty each of whom has taught Freshman Seminars). The Advisory Council shall meet at least twice per semester.
9. Create and lead the First Year Advisory Council to develop appropriate common programs for the freshmen students, e.g. fall Convocation program, guest speakers, etc.

Comment [ML1]: This part sounds ok but relation to item 14 below isn't right, still need to figure out.

Students

10. Facilitate freshman student participation in other appropriate campus events, e.g. Political Engagement Project events, cultural events, campus lectures, etc.

Faculty

11. Assist in the recruitment of Freshman Seminar faculty
12. Conduct at least two (2) Seminar development meetings each semester with all Freshman Seminar faculty.
13. Serve as a resource to all Freshman Seminar faculty re: potential enhancements, activities, materials, etc. for their courses.

Liaison

14. Serve, along with other members of the Freshman Seminar Advisory Council, on the First Year Experience Advisory Council.

Reporting

15. Prepare and submit annual report to the Dean of General Studies and Freshman Seminar faculty and Advisory Council by June 1, which includes assessment of the current year and offers suggestions for improvement for the following year.

G-GROUP CONVENERS (GAH, GEN, GIS, GNM, GSS)

APPOINTMENT PROCESS

G-group Conveners will be recommended for appointment by the President by a vote of the faculty conducted in accordance with the procedures set forth in the Constitution of the faculty governance body. The Dean of General Studies is responsible for transmitting these recommendations for appointment to the President through the Provost. It is understood by the parties that the selection process for G-group Conveners will occur normally in the spring semester.

COMPENSATION

G-group conveners shall be compensated with 2 Cr course release per year plus \$750 or pay equivalent to the State-negotiated overload rate at the senior rank. (One course release for two year term) plus \$750 each year.

RESPONSIBILITIES OF G-GROUP CONVENERS

1. In accordance with the procedure for the approval and review of all General Studies courses, convene and lead the necessary meetings of the G-group faculty, keep a record of its deliberations, and communicate the results to the Dean of General Studies and the General Studies Committee.
2. Act as a consultant to faculty in the process of G-course development and as mentor for new faculty with respect to General Studies.
3. 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.
4. Serve on the Faculty Assembly 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.
5. Recording keeping and Reporting: Prepare an annual report by June 1 which provides an evaluation of the pertinent G-group's activities and gives a status report on all new and reviewed courses; provide yearly revisions of Program descriptions for the College Bulletins or supplement, and assist in the preparation of state mandated five-year Program self-studies.

PRE-PROFESSIONAL ADVISORS (PRE-MEDICAL ADVISOR, PRE-LAW ADVISOR, PRE-ENGINEERING)

APPOINTMENT PROCESS:

Designated faculty members will be appointed by the President based upon the recommendation of the appropriate Academic Dean. It is understood by the parties that the selection process will occur normally in the spring.

COMPENSATION:

\$1500 Stipend each year.

RESPONSIBILITIES OF PRE-PROFESSIONAL ADVISORS

General

- (1) Demonstrate leadership in Program revisions/curriculum development necessary to prepare students for competitive positions in professional school applications.
- (2) Coordinate scheduling of needed courses with appropriate Deans and Program Coordinators.
- (3) Prepare annual budget requests, with justifications, and transmit in a timely fashion to the Provost.

Students

- (4) Advise interested students about suggested programs of studies, professional school requirements, strategies for application, and other requirements.
- (5) Work with the Office of Admissions and other campus offices on student recruitment, interviews, and recommendations to professional schools to improve and develop Stockton's programs designed to prepared students for competitive professional careers.

Liaison

- (6) Inform faculty about professional school requirements, suggested programs of study for students, requirements for application examinations (MCAT, LSAT, etc.), and other pertinent information.

Reporting and Recordkeeping

- (7) Provide annual revision of Program descriptions for the College Bulletin and supplement Program advertisements and announcements, an annual Program report and evaluation, and other reports as may be required. Provide

Program descriptions to the Office of Admissions and submit annual reports to the Provost.

(8) Maintain accurate records of student applicants, academic performance and progress, application examination performance, and other appropriate information. Provide annual report to the Provost or his/her designee on these matters no later than June 1 of each year.

COORDINATOR OF INTERNATIONAL EDUCATION:

APPOINTMENT PROCESS:

The International Education Coordinator will be appointed by the President based upon the recommendation of the appropriate Academic Dean. It is understood by the parties that the selection process will occur normally in the the Spring semester.

COMPENSATION OF INTERNATIONAL EDUCATION COORDINATOR

One course release each year or four (4) credits overload at the senior rank.

RESPONSIBILITIES

Development/Maintenance of Program

- (1) Develop opportunities for study abroad.
- (2) Assist with the negotiations of such opportunities within the context of college initiatives or those of the New Jersey Consortium for International Studies and maintain existing liaisons.
- (3) Provide information and respond to questions from prospective students and parents of students and prospective students, as appropriate under FERPA.

Students

- (4) Conduct annual workshops for interested students.
- (5) Assist applicants with completion of applications for study abroad, collect applications and submit to New Jersey Consortium for International Studies or to other institutions.
- (6) Be available to meet with and respond to student questions.
- (7) Review, advise, and select applicants for study abroad.
- (8) Submit list of students to the Registrar before they go abroad.
- (9) Provide pre-departure information to students.

(10) Assist in arranging appropriate logistical details, such as transportation, and requisite insurance coverage.

(11) Monitor financial arrangements.

(12) Allocate grades and credits.

Reporting and Record Keeping

(13) File annual report with the Provost or his/her designee by June 1.

DIRECTOR OF HONORS PROGRAM

ELIGIBILITY, APPOINTMENT AND TERM:

The Honors Advisory Committee shall solicit applications from tenured faculty members, screen applicants and make a recommendation to the Provost. The Provost shall appoint the Director for a three year term.

COMPENSATION OF DIRECTOR OF HONORS PROGRAM

8 TCH per semester course release plus a stipend equivalent to two summer school courses (calculated at the senior level) to reflect program activities conducted over the summer.

Additional Compensation: If and when the Honors Program admits a new cohort of 40-50 Honors students each year, additional compensation shall be awarded in an amount equal to an additional 8 TCR release per year, and a 13-D replacement will be hired to the Director's home program.

RESPONSIBILITIES of DIRECTOR OF HONORS PROGRAM

Development/Maintenance of Program

(1) Manage overall development of the program, including supervision of the clerical and student staff

(2) Develop and monitor curriculum; develop and shepherd approval of courses needed for the program

(3) Prepare recommended budget and oversee its administration.

(4) Develop and implement the co-curricular aspects of the program

Students

(5) Assist Admissions to recruit students for the program, including the development of materials; phone, mail, and e-mail contacts; personal contact with students at open houses or for other campus visits; other innovative recruiting activities

(6) Lead activities that will engage current and prospective students,

(7) Coordinate summer and fall orientation activities for the students

Faculty

(8) Recruit faculty for participation and serve as a resource to faculty teaching in honors program

Liaison

(9) Serve on the Freshman Seminar Advisory Council and the First Year Experience Advisory Council.

Reporting

(10) Submit an annual report to the Provost, Honors Faculty, and Honors Advisory Committee, by June 1.

DIRECTOR OF INSTITUTE FOR FACULTY DEVELOPMENT

ELIGIBILITY AND APPOINTMENT

Tenured faculty members at the level of Associate Professor or above are eligible to serve as Director of the Institute for Faculty Development if they possess the following qualifications:

- Evidence of unusual excellence in teaching
- Are familiar with faculty development literature and activities, and with assessment
- Experienced with Best Practices in Teaching and Learning and with Learning Outcomes Assessment
- Able to maintain and keep current a program of mentoring in teaching, scholarship, and service for junior faculty that makes use of the faculty and resources of the College; able to plan array of relevant activities for mid-career and senior faculty
- Able to plan, carry out, and assess the effectiveness of Institute programming
- Able to lead the Institute in developing teams and projects to utilize resources and funding sources available nationally to improve teaching-learning and campus life and to promote the development of faculty as teacher-scholars
- Excellent in both formal and informal communication, good management skills, comfortable with technology, understanding of budgets and other resources

Appointment: The Director will be appointed by the President upon recommendation of the Provost who will receive nominations from a screening committee that the Provost appoints in consultation with the President of the Faculty.

COMPENSATION:

The Director shall receive a full release from teaching duties and a 13-D faculty member shall be hired to replace the temporary vacancy in the Director's Program. In addition, the Director shall receive two summer course compensations (8 TCH) at the senior level each year.

RESPONSIBILITIES of DIRECTOR OF INSTITUTE

Maintenance/Development of Institute

- (1) Research and develop and maintain library of Best Practices analyses and other resources for faculty development
- (2) Publish newsletters from Institute
- (3) Maintain Institute webpage
- (4) Convene an Advisory Committee to the Institute for Faculty Development, to include at least one faculty member from each Academic School.

Faculty

- (5) Mentor new tenure track faculty.
- (6) Conduct orientation session for adjunct faculty.
- (7) Mentor adjunct faculty.
- (8) Conduct Faculty development workshops, including first-semester seminars for new faculty.
- (9) Provide leadership and assistance to faculty responsible for peer observation of classroom teaching.
- (10) Serve as a resource to assist faculty in developing tenure/promotion files and teaching portfolios.
- (11) Respond to requests for assistance from tenured faculty.

Assessment

- (12) Serve as assessment coordinator for the college's academic area.

Liaison

(13) Serve as faculty liaison for the formal tool for student evaluations of teaching (IDEA).

Reporting

(14) Submit an annual report by June 1 to the Provost and Faculty outlining the activities of the Institute.

FACULTY PRESIDENT

SELECTION PROCESS

The President of the Faculty Assembly is elected in accordance with the constitution and bylaws of the Faculty Assembly. In the event that the Faculty Assembly amends its Constitution to create a new Faculty Governance Body (e.g. a Faculty Senate), election of a Faculty President shall be in accordance with the amended Constitution.

COMPENSATION

The President of the Faculty is entitled to one course release per semester for each academic year. The President may request additional compensation for up to an amount equal to a four-credit overload at the senior level for additional activities on a mutually agreed upon agenda to be performed during the summer session. The request shall be in the form of a letter to the Provost explaining the activities to be performed.

RESPONSIBILITIES OF FACULTY PRESIDENT

Responsibilities are those set forth in the Constitution of the Faculty Assembly or any superseding Faculty governance body.