

MEMORANDUM OF AGREEMENT & UNDERSTANDING  
BY AND BETWEEN  
STOCKTON FEDERATION OF TEACHERS, LOCAL 2275  
AND  
THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

REVISIONS TO PERSONNEL PROCESS

With agreement of the Stockton Federation of Teachers, the College proposed to the Board of Trustees of the Richard Stockton College of New Jersey a Personnel Process that established a College-wide Personnel Committee (CPC) and a process of evaluation of members of the teaching faculty for reappointment, promotion, and tenure. On September 27, 1999 the College Board of Trustees approved the Personnel Process with the proviso that the procedure "will be reviewed by June 30, 2002 and will be renewed or modified by the authority of The Board of Trustees."

The SFT and the College have met to review the procedure and they recommended to the Board of Trustees that the procedure be renewed for two years with two modifications. The Board approved the recommendations on June 19, 2002.

It is mutually understood and agreed that the Personnel Process described above shall be and is extended for a period of two years until June 30, 2004, with the following two modifications:

- (a) The College-Wide Personnel Committee shall consist of members of the faculty only, as currently described in the Personnel Process, and shall not include students; and
- (b) The Program Committee shall have access to and may review up to five years of previous files of faculty members being considered for reappointment, promotion and tenure.

The Personnel Process, as modified, shall be renewed or modified only by authority of the Board of Trustees.

DATED this 2d day of July, 2002.

FOR LOCAL 2275, STOCKTON  
FEDERATION OF TEACHERS

FOR THE RICHARD STOCKTON  
COLLEGE OF NEW JERSEY

\_\_\_\_\_  
David Emmons, President

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Richard Hale, Interim Vice President  
Chief Negotiator

Michael McGarvey, Chief Negotiator

7/2/02

Italics – Non-Negotiable Items (Presented for Discussion Only)

MAMAGEMENT PROPOSAL  
REGARDING  
ESTABLISHMENT OF DEPARTMENT CHAIRS AND  
DIRECTORS OF GRADUATE PROGRAMS

I.

DEPARTMENT CHAIRPERSONS

A.

*Identification of Which Academic Programs Shall  
Be Supervised by Department Chairs*

*The College shall, upon approval of the Board of Trustees of the College of the reorganization of academic programs into academic departments, identify the academic programs currently offered at the College that shall thereafter be lead by a Department Chairperson. In identifying such departments, the College may merge certain existing academic programs into a single department. Designation of additional programs to be lead by a Department Chairperson shall be made by the Board of Trustees upon the recommendation of the President of the College.*

B.

Process of Selection of Department Chairpersons

Notwithstanding that Article XVIII (Department Chairpersons) of the Agreement between the State of New Jersey and the Council of New Jersey State College Locals, AFT<AFL-CIO, State Colleges/Universities Unit (1999-2003) specifically states that the Article does not apply to the College, it is mutually agreed that the selection process described for Department Chairpersons set forth in Sections A, B, C, and E of said Article shall apply to the selection of Department Chairpersons at the College.

C.

Duties and Responsibilities of a Department  
Chairperson

*The primary role of a Department Chairperson is to provide academic leadership to the department in order to assure the vitality, vigor and academic integrity of the curriculum and of the teaching and learning functions within the department. This role will be carried out in close association with and under the supervision of the Divisional Dean and within the context of the direction/mission of the department, division and College. A work schedule including summer availability, consistent with the twelve-month nature of the role, shall be developed in consultation with the Divisional Dean.*

*Duties of the Chairperson. Under the direction of the Divisional Dean, the Chairperson is responsible for the following:*

- 1. The most important function of the Chairperson is academic leadership within the department: shaping the vision and evolution of the Department. In conjunction with that role, there are a number of critical duties, which relate directly to leadership of the instructional program. They are as follows:*
  - a. Convening the department and reporting the results of collective deliberations of the department with respect to such matters as course/program requirements, curricular matters, departmental academic policy, waivers and substitutions. Results of collective deliberations will be reported on a regular and continuing basis to the Divisional Dean and, as appropriate, the Dean for Graduate Studies.*
  - b. Within parameters established by the College and the Divisional Dean and if appropriate, the Dean for Graduate Studies, provide a vision for, direct the development of and oversee the Department curriculum and contribution to General Studies and Graduate Program, if applicable, and any changes thereto for submission to the Divisional Dean for approval.*
  - c. Within parameters established by the College and Divisional Dean, and on a cycle to be determined by the Divisional Dean, direct the development and oversee the extended schedule of department courses and contributions to General Studies and the Graduate Program, if applicable. This schedule is to be developed in conjunction with the Assistant to the Dean and is to be submitted to the Divisional Dean for approval.*

- d. *Monitor the workload of each faculty member within the department to insure that all teaching obligations are met.*
  - e. *Oversee, the preparation of any and all reports and proposals required by the College, Divisional Dean or Dean for Graduate Studies, prepare revisions to the department description and listing of courses, including General Studies and Graduate Program courses, in the College Bulletin and Department Guide for submission to the Divisional Dean.*
  - f. *Coordinate the development of timely and accurate information required for meeting external reporting requirements of the department, the Division or the College. These might include activities relating to professional disciplinary or institutional accreditation, as well as other reporting requirements that may exist in the future.*
  - g. *Provide the Divisional Dean (with copies to the Dean for Graduate Studies, if appropriate) with an annual Department Report (review, evaluation and future plans) by June 1 in close coordination with the faculty and the Divisional Deans.*
  - h. *Act as liaison, when appropriate, to other departments or external bodies with regard to matters of joint or mutual concern.*
2. *In support of the instructional program at the College, there are a number of critically important functions that must be performed by the Chairperson. The role of the Chairperson in insuring that these are accomplished includes the following duties:*
- a. *Assume overall responsibility for implementation and monitoring effectiveness of department advising of students, including graduate-level students if no Director of Graduate Program has been appointed.*
  - b. *With department faculty and within parameters established by the College and Divisional Dean and Dean for Graduate Studies, if appropriate, assist in the recruitment and retention of students to the department.*
  - c. *Consistent with applicable College policies and procedures, address issues/problems, which arise between students and faculty in the department with regard to departmental issues or concerns.*

- d. *Arrange the scheduling of department faculty to represent the College in a professional manner at functions/events/activities for current and prospective students.*
  - e. *Working with departmental faculty, promote the development and vitality of department student organizations, including national disciplinary honor society chapters.*
  - f. *Working with Divisional Dean, assist with the establishment and implementation of articulation matters.*
  - g. *Assume responsibility for the timely and accurate completion of junior audits and graduation certifications.*
  - h. *If a Director of Graduate Program has been appointed to be responsible for the graduate-level program within the department, the Chairperson shall coordinate all relevant activities with the Director. In the event of a dispute between the Department Chairperson and the Director of Graduate Program that cannot be resolved between them, the issue shall be presented to the Divisional Dean who shall resolve the issue, in consultation with the Dean for Graduate Studies.*
3. *The Chairperson will be required to perform other important duties, which are critical to the department, division, and College direction/mission. These are as followed:*
- a. *Become familiar with all College, Divisional and departmental policies and procedures, whether they are academic, human resources or administrative, that are relevant to the responsibilities of a Chairperson, so as to properly administer such policies and procedures.*
  - b. *Consistent with applicable College policies and procedures, and in accordance with a process established by the Divisional Dean, act upon department requests for purchases and travel, monitor expenditures within, the line item budget for the department. Report such expenditures on a monthly basis to the Divisional Dean.*
  - c. *Assist the Divisional Dean and Dean for Graduate Studies, if appropriate, in the development of a Divisional budget request, consistent with guidelines provided by the Vice President for Academic Affairs.*
  - d. *Consistent with applicable College policies and procedures and under the direction of the Divisional Dean, and oversee the recruitment and*

*hiring of department faculty as well as take an active role in post-recruitment faculty development. Identify the staffing needs of the department and make recommendations as to staffing needs to the Divisional Dean and Dean for Graduate Studies, if applicable. Make recommendations to the Divisional Dean and/or Dean for Graduate Studies for appointment and reappointment of adjuncts.*

- e. Conduct necessary meetings of the department faculty, keep records of the deliberations and communicate these to the Divisional Dean on a monthly basis.*
- f. Communicate, as requested, information and instructions from the Divisional Dean and Dean for Graduate Studies, if appropriate, to members of the department.*
- g. As requested, act as liaison to graduates of the department and to members of the general public.*

D.

Eligibility Requirements for Selection as  
Department Chairperson

Eligibility to serve as a Department Chairperson is limited to tenured faculty members of an academic department who are in good standing and who generally would be at the senior rank by September 1 of the academic year following appointment.

E.

Compensation of Department Chairpersons

*In addition to receiving the compensation set forth for his or her position as a member of the College faculty, the Department Chairpersons shall be compensated for such services as are required by the position as follows:*

- 1. Payment is based on three groupings determined by the number of full and half time faculty in each department.*
  - a. Department Chairpersons of departments that have one to five faculty members shall receive compensation for service as Department Chairperson in the amount of \$ \_\_\_\_\_ for the academic year.*

- b. *Department Chairpersons of departments that have more than five but fewer than ten faculty members shall receive compensation for service as Department Chairperson in the amount of \$ \_\_\_\_\_ for the academic year.*
- c. *Department Chairpersons of departments that have ten or more faculty members shall receive compensation for service as Department Chairperson in the amount of \$ \_\_\_\_\_ for the academic year.*
- d. *In addition to the above, the Department Chairperson shall receive .....course released time during each semester of the academic year.*
- e. *During the summer, the Department Chairpersons will receive an additional payment for his or her services as Chairperson during the summer in an amount equivalent to one summer course at the senior rank.*

II.

DIRECTORS OF GRADUATE PROGRAMS

A.

*Determination of Which Graduate Programs Shall be Supervised by Directors of Graduate Programs*

*The President of the College will designate, based on his or her sole academic judgement, no later than January 15, 2003 which programs of graduate studies shall be led by a Director of Graduate Programs. For each program so selected, there will be the appointment of a Director of Graduate Program in accordance with the procedure set forth below. For each program not so selected, the Program Coordinator will continue to perform the duties set forth in Appendix A of the Coordinator's Agreement.*

B.

Process of Selection of Directors of Graduate Programs

If the President determines that a program of graduate studies shall be led by a Director of Graduate Program, the Director of Graduate Program shall be selected in accordance with the following procedure:

1. Except for those graduate programs for which the President of the College determines that the Director of Graduate Program should be less than a full-time member of the faculty, the Director of Graduate Program shall be elected from among the tenured members of the faculty who satisfy the criteria set forth in Section 2 below. Prior to the initiation of this process the President or his/her designee shall meet with the members of the graduate program eligible to vote to address concerns, if any, regarding the election procedures and to consult concerning the criteria for selection of a Director. In the event individuals from outside the graduate program are to be nominated, the members eligible to vote shall be provided with comprehensive, relevant information regarding those candidates' qualifications.
2. The members of the College faculty who have taught at least one graduate level course in that program during the immediately preceding three calendar years shall be eligible to vote for the Director of Graduate Program. If a particular graduate program has not been in existence for three years, any faculty member who has taught one graduate level course within that program shall be eligible to vote for the Director of Graduate Program.



3. The Divisional Dean in charge of the Graduate Program and Dean for Graduate Studies shall announce the period during which nominations for Director of the Graduate Program may be made. Nominations for Director of Graduate Program may be made by the President of the College or his or her designee or by any member of the program faculty who is eligible to vote for Director of the Graduate Program. Nominees will be screened by the Dean for Graduate Studies to ensure that they meet requirements of professional accrediting agencies.
4. If no person receives a majority of the votes cast, the Deans shall require a second election as soon as possible, which election shall be between the faculty members with the two highest numbers of votes.
5. 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.
6. Directors of Graduate Programs shall serve a term of three years, commencing on September 1 next following the election. Those programs headed by a Coordinator will follow the same term limits and structure as set forth herein.
7. Nothing contained herein shall be construed to limit the right of a President of the College to appoint an acting Director of Graduate Program, pending the completion of the procedures set forth herein.

C.

Eligibility Requirements, for Selection as  
Director of Graduate Program

*To be eligible for selection as Director of Graduate Program, a faculty member must satisfy all of the following criteria:*

- 1. Tenured faculty member at The Richard Stockton College of New Jersey possessing the rank of Professor or Associate Professor and hold a terminal degree within an appropriate discipline. The President of the College 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 part-time faculty member may serve as Director of Graduate Program.*
- 2. Have taught at least one graduate level course in each of the prior three calendar years.*
- 3. Be in good standing.*
- 4. Satisfy any specific criteria established by any outside accrediting agency.*
- 5. Possess an active record of quality scholarship as certified by the Dean for Graduate Studies*
- 6. Show evidence of administrative leadership, such as through successful faculty leadership position, Program Coordinator, Divisional or College-wide committee assignment or leadership, or leadership in a regional or national professional or scholarly organization.*

D.

Responsibilities of Position of Director of Graduate Program

*The following shall constitute the position description of the Director of Graduate Program:*

- 1. Conduct those meetings of the Graduate Program faculty deemed necessary or deemed necessary by the Dean of Graduate Studies, Divisional Dean or Department Chairperson, keep records of its deliberations, and communicate regularly the results of these deliberations to the to the supervising Divisional Dean and to the Dean for Graduate Studies, with a copy to the Department Chairperson.*
- 2. Coordinate advising and assign advising responsibilities to ensure that all advising obligations are met including graduation certifications.*
- 3. Take responsibility to ensure a viable intellectual environment among students and faculty consistent with the graduate mission of the College and Program.*

4. *Ensure that Program reporting requirements are met. This will include but not be limited to the preparation of the State mandated five-year program self-study, annual program report to be submitted by July 1 and necessary revisions in Program Guide, College Bulletin, applicable Program publications and pertinent Admissions information. These are to be submitted to the Dean for Graduate Studies and the supervising Divisional Dean.*
5. *Under the guidance of the Dean for Graduate Studies, establish program policies and supervise their implementation in areas such as admissions, student aid, orientation and registration. In consultation with the supervising Divisional Dean and the Department Chairperson, develop program course offerings, develop resources and facilities for the graduate program, and provide regular liaison with the Division of Student Affairs and outreach into the larger community.*
6. *In conjunction with the supervising Divisional Dean, establish a schedule of courses over a 2 -year cycle to ensure that the Program faculty meets instructional offerings and requirements.*
7. *Act as liaison, when appropriate, to other Programs or College offices with regard to matters of implementation which impact the quality of operations in the Graduate Program.*
8. *Assist with the transmittal -of information and instructions, as appropriate, from the Divisional Dean, Dean for Graduate Studies and Department Chairperson and other officials of the College to members of the Program.*
9. *Coordinate the recruitment, hiring and orientation of Program faculty, including identification of staffing needs of the Program as they relate to approved current and future curricular plans. Make recommendations for appointment of graduate-level faculty, including adjuncts, to the Divisional Dean and Dean for Graduate Studies.*
10. *As required, meet with the Divisional and Graduate Deans to establish goals and objectives for Program, discuss budgetary requests, and review progress of the Graduate Program.*
11. *In conjunction with the Divisional Dean, oversee implementation of established Program budget.*
12. *As required by the Dean for Graduate Studies, meet with the Dean for Graduate Studies to coordinate goals and objectives for College-wide graduate education and review progress of graduate education. Provide to the Dean for Graduate Studies all information deemed by the Dean for Graduate Studies as necessary for the proper coordination of College-wide graduate education.  
The Chair of the Graduate Program shall report directly to and be responsible to the Divisional Dean, and shall participate in any and all meetings designed to coordinate graduate level programs as may be called by the Dean for Graduate Studies from time to time.*

E.

Compensation for Directors of Graduate Program

In addition to receiving the compensation set forth for his or her position as a member of the College faculty, the Directors of the Graduate Programs shall be compensated for such services as are required of the position as follows:

1. During the academic year, the Director of the Graduate Program will receive payment for his or her services as Chair in the amount of \$7,000.00 (pro rated for less than an academic year in service as Chair).

2. During the academic year, the Director of the Graduate Program of each Program with more than forty (FTE) students enrolled during the academic year will receive an additional payment for his or services as Director in the amount of \$3,000.00 (pro rated for less than an academic year in service as Director).

3. During the summer, the Director of the Graduate Program of each Program with a summer academic program will receive payment for his or her services as Chair during the summer in the amount of \$4,000.00.

4. During the summer, the Director of the Graduate Program of each Program with more than twenty-five (FTE) students enrolled in the summer will receive an additional payment for his or her services as Director during the summer in an amount equivalent to one summer course at the senior rank.

III.

CONSISTENCY WITH PROGRAM COORDINATORS AGREEMENT

To the extent that this Agreement is inconsistent with provisions of the Program Coordinator's Agreement, the provisions of this Agreement shall govern.

END OF PROPOSAL