

## **Successor Letter of Agreement on Coordinator's Compensation- old version**

### **SUCCESSOR LETTER OF AGREEMENT PROGRAM COORDINATORS AND DESIGNATED FACULTY MEMBERS-old version**

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 payments made during the year in which the services are primarily performed and will be made in two payments, one in February and one in August. 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.

Released time for service as Program Coordinator will not be provided except in the following instance: where a program has six or more full-time faculty with primary program assignments, which for the purpose of the Letter of Agreement shall include Social Work, the coordinator may apply to the Vice President for Academic Affairs for released time in lieu of additional compensation, provided that the Program Coordinator will not apply for or be granted any overload compensation except for large section courses.

The Vice President, in consultation with the Divisional Dean, will review the request for released time in light of institutional needs, priorities, and programmatic considerations. The Vice President for Academic Affairs will not unreasonably deny requests for released time.

Program Coordinators and designated faculty members will be appointed as specified in

#### **Section One: Appointment Process**

##### *1.1 Program Coordinator*

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 and who generally would be at the senior rank by September 1 of the academic year following appointment described herein.

Program Coordinators are recommended for appointment to the President by simple majority vote of a quorum of at least three quarters (3/4) of the program faculty (or subtrack faculty) in an

election to be held during the month of April. The election is to be conducted by the appropriate Academic Dean who is responsible for certifying and transmitting the program faculty's recommendation to the President.

It is understood by the parties that, in the event a program faculty (or designated subtrack faculty) is unable to recommend an eligible faculty member to serve as Program Coordinator (or designated subtrack coordinator), appointment of a Program Coordinator (or designated subtrack coordinator) will be made by the President based upon the recommendation of the appropriate Academic Dean. 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.

### ***1.2 G-group Convenors: GAH, GEN, GIS, GNM, GSS***

G-group Convenors will be recommended for appointment by the President under currently existing Faculty Assembly Procedures. The Dean of General Studies is responsible for transmitting these recommendations for appointment to the President. It is understood by the parties that the selection process for G-group Convenors will occur normally in the month of April.

### ***1.3 Interdisciplinary Minors/Topical Concentrations: African-American, Jewish, Women's and Latin American/Caribbean Studies and Supporting Studies: Gerontology and Writing Program Faculty Coordinator, Bask Coordinator, Quad (Math) Coordinator***

Designated faculty members identified above (1.3) will be recommended for appointment by the President by simple majority vote of a quorum of three quarters of the core faculty as designated by the Dean of General Studies. Transmittal of the recommendation for appointment will be made to the President by the appropriate Academic Dean. It is understood by the parties that the selection process will occur normally in the month of April.

### ***1.4 Premedical Advisor, Prelaw Advisor, Preengineering Advisor and International Education Advisor***

Designated faculty members identified above (1.4) 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 month of April.

### ***1.5 Term of Appointment***

It is understood by the parties that the term of appointment of all Program Coordinators, Subtrack Coordinators and designated faculty members identified in 1.1-1.5 shall be September 1 - August 31.

## **Section Two: Responsibilities**

Responsibilities for program coordinators and designated faculty members are incorporated in this Agreement as Appendix I, A-I.

## **Section Three: Compensation**

### **3.1 *Program Coordinators***

Included are:

Program Coordinators of ARTV and ARTP as well as of degree-granting programs (except Geology). Payment is based on three program groupings determined by the number of full and half time faculty in each program (see Appendix II). Programs in Group I contain 1-5 faculty, programs in Group II contain 5.5 - 9.5 faculty, programs in Group III have 10 or more faculty. Compensation for the duration of this Agreement will be based on numbers of program faculty in 1999-2000.

Program 1999-2000 2000-2001 2001-2002

Group I \$2500 \$2550 \$2600

Group II \$2550 \$2625 \$2700

Group III \$2600 \$2700 \$2800

Program Coordinators shall not be precluded from carrying one course (or 4 credits) overload per year in addition to their compensation as coordinator, except for coordinators granted released time for their service as coordinator.

### **3.2 *Other Designated Faculty Members***

The compensation provided for the performance of duties set forth in the appropriate appendix for designated faculty members shown below will be in accordance to the following scale for a full year's service:

· Subtrack coordinators for subtracks: Accounting, Finance, Management and Marketing of the Business Studies Program, and for Biochemistry/Molecular Biology. It is understood that the Business Program Coordinator will serve as coordinator of one of the subtracks at no extra compensation.

Program 1999-2000 2000-2001 2001-2002  
Business Sub-tracks \$1300 \$1350 \$1400  
Biochemistry \$1300 \$1350 \$1400

· G-Group convenors: GAH, GEN, GIS, GNM, GSS

G-Group Convenors 1999-2000 2000-2001 2001-2002  
\$900 \$950 \$1000

· Interdisciplinary Minors/Tropical Concentrations: African-American, Jewish, Women's, and Latin American/Caribbean Studies

Interdisciplinary Minors 1999-2000 2000-2001 2001-2002  
\$900 \$950 \$1000

· Quad (Math) Coordinator

One course release each year, in either fall or spring term.

· Writing Program Faculty Coordinator

One course release each year, in either fall or spring term.

· Coordinator of BASK

One course release each year, in either fall or spring term.

Gerontology Coordinator, Premedical Advisor, Prelaw Advisor, and Preengineering Advisor

Gero, Pre-Med, Prelaw, Pre-engineering 1999-2000 2000-2001 2001-2002  
\$1000 \$1000 \$1000

· International Education Advisor \$350 up to the first 10 students placed, and \$400 additional for more than 10 students

### **Program Review and External Accreditation**

During the five year review, or external accreditation, a maximum of a four credit course release will be granted to a program faculty member (or members) to complete the program self study and or accreditation at the discretion of the Vice President for Academic Affairs with recommendation of the divisional dean. Pending administrative review of demands and needs, this release will "not be unreasonably withheld." The course release procedure will follow the provision in the master agreement. Coordinators of Interdisciplinary minors will receive a \$500 payment for completing the five year review.

### **Directors of Graduate Programs**

Compensation for Directors of Graduate Programs will continue as per current practice. Compensation will be discussed after a permanent structure for administering graduate education has been established.

### **Term of Agreement**

The term of agreement is for the period September 1, 1999 through August 31, 2002.

For the College: For the Union:

Chair, Contract Stockton Federation of Teachers  
Administration Committee Local 2275, NJSCL, NJSFT-AFT/AFL-CIO

### **HEALTH AND WELLNESS**

The Stockton Federation of Teachers will have two representatives on the Health and Wellness Committee. This committee will make recommendations regarding the availability to employees of Health and Wellness programs, activities, facilities etc.

For the College: For the Union:

Chair, Contract Stockton Federation of Teachers  
Administration Committee Local 2275, NJSCL, NJSFT-AFT/AFL-CIO

Date: Date:

## EVALUATION OF PRECEPTING

### 1. Administration

#### A. Distribution

The Precepting Evaluation Form (see attached) will contain a block in which the identification of individual preceptors of record can be coded; this will be the only identification on the form. A special code will be used for this purpose.

Each time that evaluations are to be done, Computer Services will print, and the College will distribute to each preceptor, exactly as many forms as there are assigned preceptees for that preceptor. The preceptor will give a form to each officially assigned preceptee at the conclusion of the advising session held on or about the designated advising day.

Students who do not meet with their preceptors can obtain forms at an alternate site. A student will obtain a form by presenting his/her ID card; staff at the desk will have a preceptor of record and determine the correct form to give the student; then the student's name will be checked off so he/she cannot obtain another form.

A student who has not met with his or her preceptor will not be able to evaluate the preceptor. This will be accomplished by giving these students, at the alternative site, a different form that does not contain the evaluative questions.

#### B. Collection

Forms will be returned to a designated location, where the student's name will be checked off on a list or a computer terminal in order to assure that only one form may be submitted by each student.

In order to increase the likelihood that students will consult their official preceptors before registration, an incentive will be provided: students will be assigned registration times at the collection site. Those returning forms obtained from their preceptors will be assigned the earliest times within their class level; those returning forms obtained from the alternate site will be assigned a later group of times; those not returning forms will be assigned still later times.

Academic Affairs will receive the forms from the staff at the collection site and will deliver the forms to Computer Services at the close of preregistration.

## 2. Reporting

Computer Services will scan the forms. The results will be tabulated by computer and compiled in a format similar to that used by the College for reporting Student Evaluations of Teaching. The report for each preceptor will indicate the number of returned forms and what percentage that is of his/her preceptees, and, for each item in the questionnaire, the number of responses and the distribution of responses for each choice. For questions answered on a numerical scale, the report will indicate the mean and median responses. For "yes/no" and other non-scaled responses, the report will indicate the percentage of respondents choosing each option.

The report will be printed in quadruplicate and delivered to Academic Affairs. Academic Affairs will distribute the report as follows.

A. For a faculty preceptor, Academic Affairs will retain one copy and deliver the other three to the faculty member's dean. Of these copies, one will be forwarded to the faculty member and the other two retained by the dean; one of these will be included in the individual's next evaluation file, in the section containing Student User Evaluations. The individual will have the opportunity to comment on the results within the file. Academic Affairs' copy of the report will be made available to the Director of the Academic Advising Center.

B. For a staff preceptor, who is not contractually obligated to serve in this capacity, Academic Affairs will retain one copy of the report and share it with Academic Advising as above; two copies will be forwarded to the individual staff member who may or may not share one with his/her supervisor or include it voluntarily in his/her next evaluation file. (Staff preceptors who do have advising as a contractual duty will be treated the same as faculty, with the director- or dean-level supervisor performing the role that the dean does for faculty.)

C. For the first administration of the evaluation for all preceptors in academic year 1997-1998, and in all future years for first-year faculty only, such individuals will be treated similarly to staff preceptors discussed in paragraph B, in that they will be evaluated, but their results will not become part of their evaluation files unless they so choose.

## THE RICHARD STOCKTON COLLEGE OF NEW JERSEY - STUDENT EVALUATION OF PRECEPTING

This form will be used to evaluate the quality of the Academic Advising you have received from your official preceptor in the past academic year (since September). Your preceptor is the faculty

or staff member officially assigned to work with you on matters of career and academic planning and decision making. He or she is expected to work with you as you define your academic goals and assess your progress toward making those goals in the context of Stockton's academic philosophy and curriculum. As part of this work, student and preceptor generally discuss course selections and how they serve the student's needs and contribute to progress toward graduation, how the student's course of study fits into larger goals, and what the student's academic performance shows about his/her progress toward those goals. While the preceptor provides advice and information, you are ultimately responsible for your educational decisions and for getting the most out of the available resources. Please do not discuss the form or your responses with other students, for reasons of confidentiality.

Please answer these background questions. Note that "preceptor" in all cases refers to your officially assigned preceptor.

1. Please enter the number of academic credits you have successfully completed (i.e. received a grade of D or better according to your pre-printed registration form.

A. 0-32 B. 33-64 C. 65-96 D. 97 or more

2. How many credits (if any) have you transferred to Stockton from other college(s)?

A. 0-4 B. 5-16 C. 17-32 D. 33-64 E. 65 or more

3. For how many academic credits per semester do you usually register?

A. fewer than 8 credits B. 8-11 C. 12-16 D. 17-20 E. 21 or more

4. Which of the following best describes you? (Choose only one.)

A. I have not yet chosen a major

B. I have chosen a major, though my preceptor is not a faculty member in that area.

C. I have chosen a major and my preceptor is a faculty member in that area.

5. Approximately how many times this year have you met with your preceptor for advice?

A. 0 B. 1 C. 2 D. 3 or 4 E. 5 or more

If you have not seen your preceptor, which of the following best expresses the reason?

(Mark circle "A" next to the appropriate number on the answer sheet. Choose only one.)

6(A) I didn't think I needed advice.

7(A) My preceptor was not available during designated times.

8(A) I was too busy with other things to see my preceptor.

9(A) My preceptor was too busy and I couldn't wait around.

10(A) I have not been satisfied with my preceptor's advice in the past.

11(A) I have been receiving advice from someone else.

12(A) I have no preceptor.

Comments:

Please return your form to the table located in the upper E-Wing gallery, near the registration area. Hours are:

Date: Date:

Precepting Agreement

For the College: For the Union:

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Judith Hain Michael McGarvey  
Chair, Contract Stockton Federation of Teachers  
Administration Committee Local 2275, NJSCL, NJSFT-AFT/AFL-CIO

Date: Date:

### **Side Letter of Understanding**

The College and the SFT share a strong mutual interest in the completion of On-Course. The College will, to the extent possible, take the necessary steps to complete the development of On-Course in a timely manner. The parties agree that this is not grievable or appealable in any other manner.

### **APPENDIX**

#### **Responsibilities for Program Coordinators and Designated Faculty Members**

Appendix A Program Coordinator

Appendix B Subtrack Coordinator: BSNS

Appendix C G-Group Convenor

Appendix D Interdisciplinary Minors/Topical Concentration  
Coordinators

Appendix E Supporting Studies Coordinator: GERO

Appendix F Writing Program Faculty Coordinator

Appendix G BASK Coordinator

Appendix H International Education Advisor

Appendix I Premedical, Prelaw and Preengineering Advisors

## **Appendix A**

### RESPONSIBILITIES

#### PROGRAM COORDINATOR

1. Conduct necessary meetings of the Program faculty, keep records of its deliberations, and communicate regularly to the supervising divisional dean.
2. Coordinate advising to ensure that all advising obligations are met including graduation certifications and program distinction in a timely fashion.
3. Ensure that Program reporting requirements are met. This will include but not be limited to the preparation of the State mandate, five-year program self study, annual program report to be submitted by July 1 and necessary revisions in Program Guide, College Bulletin, and pertinent Admissions information. These are to be submitted to the supervising dean of the division.
4. Coordinate program activities in such areas as recruitment, orientation and registration.
5. Coordinate the scheduling of courses over a 2 year cycle to ensure that instructional offerings and requirements are met by the Program faculty.

6. Act as liaison, when appropriate, to other Programs with regard to matters of joint concern, such as Program requirements, curriculum development and facilities requirements.
7. Assist with the transmittal of information and instructions, as appropriate, from the divisional dean and other officials of the College to members of the Program.
8. Coordinate the recruitment and hiring of Program faculty including identification of staffing needs of the Program as they relate to reported current and future curricular plans. Make recommendations for appointment of faculty, including adjuncts, to the Program
9. Coordinator will meet with the Dean on an annual basis to set up goals and objectives for the year, discuss budgetary requests, and review the prior year's progress.

## **Appendix B**

### RESPONSIBILITIES

#### BUSINESS STUDIES PROGRAM

#### SUBTRACK COORDINATOR

1. Conduct necessary meetings of the subtrack faculty, keep records of its deliberations and communicate regularly to the Program Coordinator and the supervising divisional dean.
2. Coordinate advising to ensure that all advising obligations are met including graduation certifications and program distinction in a timely fashion
3. 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 supervising dean of division through the Program Coordinator.
4. Coordinate subtrack activities in such areas as recruitment, orientation, and registration.
5. Assist the Program Coordinator in the scheduling of courses over a two-year cycle to ensure that instructional offerings and requirements are met by the subtrack faculty.
6. Act as liaison, when appropriate, to the Program as a whole, and to other programs with regard to matters of joint concern, such as Program requirements, curriculum development, and facilities requirements.

7. 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.
8. 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.
9. The Subtrack Coordinator will meet with the Program Coordinator and the supervising dean on an annual basis to: set up goals and objectives for the year; discuss budgetary requests, and review the prior year's progress.

### **Appendix C**

#### RESPONSIBILITIES

##### G-GROUP CONVENORS

1. In accordance with the procedure for the approval and review of all General Studies courses, the convenor conducts the necessary meetings of the G-group faculty, keeps a record of its deliberations, and communicates the results to the Dean of General Studies and the General Studies Committee.
2. The G-convenor acts as a consultant to faculty in the process of G-course development and as a mentor for new faculty with respect to General Studies.
3. The G-convenor meets 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. The G-convenor prepares an annual report by (date) and evaluation of the pertinent G-group's activities including a status report on all new and reviewed courses; yearly revisions of program descriptions for the College Bulletins or supplement, and assists in the preparation of state mandated five-year program self-studies.

### **Appendix D**

#### RESPONSIBILITIES

##### INTERDISCIPLINARY MINORS/TOPICAL CONCENTRATION

##### COORDINATORS

1. Conduct necessary meetings of the concentration faculty, and communicate regularly with the Dean of General Studies.
2. Advise students on course selection and curricular requirements in order to ascertain that all advising responsibilities are met, and certify to the Dean of General Studies the successful completion of certification requirements by Concentration students.
3. Coordinate the preparation of state-mandated five year program self-studies; prepare an annual program report and evaluation by (date); provide annual revisions of program descriptions for the College Bulletin and supplement and submit these reports and evaluations to the Dean of General Studies.
4. Review concentration faculty membership, course inclusion and provide leadership in curriculum development.
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.
6. Act as a liaison when appropriate to other programs with regard to matters of joint concern such as program requirements and designation of cognate courses.
7. Assist with the transmittal of information and instructions from the Dean and other officials from the College to members of the Concentration.

## **Appendix E**

### RESPONSIBILITIES

#### SUPPORTING STUDY: GERONTOLOGY

1. Conduct necessary meetings of the concentration faculty, and communicate regularly with the Dean of Social and Behavioral Science.
2. Advise students on course selection and certification requirements in order to ascertain that all advising responsibilities are met and certify to the Dean of Social and Behavioral Sciences the successful completion of certification requirements by Concentration students.
3. Coordinate the preparation of state-mandated five year program self-studies; prepare an annual program report and evaluation by June 1; provide annual revisions of program

descriptions for the College Bulletin and supplement and submit those reports and evaluations to the Dean of Social and Behavioral Sciences.

4. Review concentration faculty membership, course inclusion and provide leadership in curriculum development.
5. Coordinate the scheduling of courses and ascertain the availability of resources with the Dean of Social and Behavioral Sciences so that instruction offerings and requirements of the concentration are met.
6. Act as liaison when appropriate to other programs with regard to matters of joint concerns such as program requirements and designation of cognate courses.
7. Assist with the transmittal of information and instructions from the Divisional Dean and other officials from the College to members of the Concentration.

## **Appendix F**

### RESPONSIBILITIES

#### WRITING PROGRAM FACULTY COORDINATOR

1. Coordinate the design of and faculty reading of the Junior Writing Test.
2. Coordinate Writing Roundtables for faculty and a preschool program for instructors of W1 courses. Communicate issues and news about the teaching of writing to the Stockton faculty.
3. Convene the Faculty Advisory Committee, which represents the faculty across the curriculum, to discuss issues of importance concerning writing pedagogy and to make curricular recommendations to the Dean of GENS.
4. Work with instructors of W2 courses to help them design effective writing assignments.
5. Consult on hiring of adjuncts who teach writing courses.
6. Make recommendations about needed courses to the Dean of GENS.

## **Appendix G**

## RESPONSIBILITIES

### BASK PROGRAM COORDINATOR

1. Conduct necessary meetings of the Program faculty, keep records of its deliberations and communicate regularly to the supervising dean.
2. Coordinate advising to ensure that all advising obligations are met, including those related to skills competency requirements.
3. 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, 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 supervising dean.
4. Coordinate Program activities in such areas as recruitment, orientation, and registration.
5. Coordinate the scheduling of courses over a two year cycle to ensure that instructional offerings and requirements are met by the Program faculty.
6. Act as liaison, when appropriate, to other programs with regard to matters of joint concern, such as program requirements, curriculum development and facilities requirements.
7. Assist with the transmittal of information and instructions, as appropriate, from the dean and other officials of the College to members of the Program.
8. Coordinate the recruitment and hiring of Program faculty including recruitment of rotating faculty, and identify staffing needs of the Program as they relate to reported current and future curricular plans. Make recommendations for appointment of faculty, including adjuncts, to the Program.
9. Oversee the placement by Skills Center staff of students into appropriate BASK courses.
10. Recommend the dismissal/retention of those students who have not fulfilled the college's basic skills requirement through prescribed means within the specified time.
11. Coordinator will meet with the Dean on an annual basis to: set up goals and objectives for the year; discuss budgetary requests, and review the prior year's progress.

## **Appendix H**

### RESPONSIBILITIES

#### INTERNATIONAL EDUCATION ADVISOR

1. Develop opportunities for study abroad .
2. Review, advise and select applicants.
3. Negotiate with and maintain liaisons with schools and institutions abroad.
4. Assist in arranging transportation, visas, medical exams and insurance coverage.
5. Monitoring financial arrangements.
6. Allocate grades and credits.
7. File annual report with the Vice President for Academic Affairs each June.

## **Appendix I**

### RESPONSIBILITIES

#### PREMEDICAL, PRELAW AND PREENGINEERING ADVISORS

1. Advise interested students about suggested programs of studies, professional school requirement, strategies for application, and other requirements.
2. Work with the Office of Admissions and other campus offices on student recruitment, interviews, recommendations to professional schools, and other required activities.  
Serve as an effective liaison with professional schools to improve and develop Stockton's Programs designed to prepare students for competitive professional positions.
3. 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 Vice President for Academic Affairs.
4. Inform faculty about professional schools requirements, suggested programs of study for students, requirements for application examinations (MCAT, LSAT, etc.), and other pertinent information.

5. Maintain accurate records of student applicants, academic performance and progress, application examination performance, and other appropriate information.\*

6. Demonstrate leadership in program revisions/curriculum development necessary to prepare students for competitive positions in professional school applications.

Coordinate scheduling of needed courses with appropriate deans and program coordinators.

7. Prepare annual budget requests, with justifications, and transmit in a timely fashion to the Vice President for Academic Affairs.