

**Memorandum of Agreement:
Director of Honors Program**

Preamble

The University and the Stockton Federation of Teachers have reached agreement on the terms and conditions for the Director of Stockton's Honors Program. As that program is scheduled to complete its five-year review in 2021-22, both sides have agreed to extend the position for two years, beginning July 1, 2021 through June 30, 2023, and issue a call for applications under its current terms and conditions. This agreement will replace the section for the Honor's Director in the 2018-2020 MOA on Coordinators and Other Designated Faculty in Leadership Roles.

The terms and conditions of the position during the next two years are:

Eligibility and Appointment: The Honors advisory committee shall solicit applications from tenured faculty members at the level of Associate Professor and above, screen applicants, and make a recommendation to the Provost. The Provost will then appoint the Director.

Compensation: 8 TCH course release in the fall semester, 12 TCH course release in the spring semester, plus a summer stipend equivalent to 8 TCH to reflect the nature of the workload over the course of the academic year and activities conducted over the summer. The Director will teach an Honors course in-load each year.

General Responsibilities:

- Serve as the contact person for the Honors Program to internal and external constituencies.
- Respond to all communications regarding the Honors Program in a timely fashion.
- Maintain up-to-date hard copy and digital communication materials regarding the work of the Honors Program, including the program website.
- Provide regular communication with the campus and external communities about the activities of the Honors Program.
- Maintain a current mission, vision, and values statement for the Honors Program that aligns with the University mission, vision and values statements.
- Work collaboratively with an advisory committee that includes representation of appropriate internal and external stakeholders, including at least two (2) Stockton faculty members and one (1) Stockton administrator, and convene the advisory committee at least once each semester.
- Respond appropriately to internal and external opportunities for partnerships, collaborations, information and assistance, and assist in formalizing such arrangements where appropriate.
- Plan and execute meaningful assessment of the work of the Honors Program and the extent to which it meets its mission and engages Stockton faculty and students.

- Represent the Honors Program in activities related to achieving University enrollment goals.
- Engage in strategic planning for the Honors Program that includes annual goalsetting, assessment, and succession planning.
- Complete an annual report, submitted to the supervisor of the Director of the Honors Program by June 15th of each year and complete the 5-year review of the Honors Program (scheduled for 2021-22).
- Manage the activities of the Honors Program within the budgetary parameters available to the program.

Additional responsibilities for the Honors Director:

- Manage overall Honors development and any staff assigned to Honors.
- Develop and monitor curriculum; develop and shepherd approval of needed courses.
- Develop and implement Honors co-curricular components.
- Work with the Executive Director of the Center for Teaching and Learning Design and the Director of Academic Assessment to develop and maintain an appropriate assessment plan for Honors.
- Advise admissions on the recruitment of Honors students.
- Lead activities that will engage current Honors students.
- Direct the Honors Experience for incoming first-year Honors students.
- Develop appropriate materials for facilitating the transition for Honors transfer students.
- Serve, ex officio, as non-voting member of the Honors Student Executive Board.
- Recruit faculty for participation and serve as a resource to faculty teaching Honors courses.
- Serve on the First-Year Seminar Advisory Council and the First-Year Experience Advisory Council.

TERM

This Agreement shall remain in full force and effect from this date until June 30, 2023 unless modified by changes in the Master Agreement or unless a new MOA replaces this one.

IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed 3-15-21.

For: Stockton University



Harvey Kesselman, President

For: The Stockton Federation of Teachers



Rodger L. Jackson, President