

## **Memorandum of Agreement Appointment-Based Tutors**

### **Preamble**

The parties agree that faculty (full-time, part-time or adjunct) and staff are eligible to serve as appointment-based tutors through the Stockton Tutoring Center in any subject for which they are qualified, so long as they do not tutor students who are currently enrolled in any of their courses. We recognize the need for appointment-based tutoring to support inclusive student success and on-time graduation, as Stockton continues to grow.

### **Appointment-Based Tutors**

When the following conditions are met, Stockton faculty and staff may be hired and compensated as Appointment-Based Tutors in accordance with this MOA:

- A. A faculty or professional staff member meets the eligibility requirements for a specific field of study, as listed below, completes the formal application process, and is identified as a successful candidate to serve as an appointment-based tutor by the Stockton Tutoring Center.
- B. Tutoring sessions are strongly recommended and/or required for student(s) to successfully complete a course and result in student(s) earning credit(s) toward requirements for graduation.

### **Eligibility:**

- A. **Math Tutors:** Any faculty (full-time, part-time or adjunct) and staff with at least a bachelor's degree in a related field or bachelor's degree in any field plus relevant coursework and/or experience.
- B. **Writing and Critical Thinking Tutors:** A master's degree in a closely related field or master's degree in any field plus relevant coursework and/or experience.

**Compensation:** The hourly rate for tutors shall not fall below \$45/hour.

### **Additional Conditions**

- A. Tutoring sessions shall be scheduled for 60 minutes.
- B. In unusual circumstances and with the approval of the Tutoring Center supervisor, additional compensation may be necessary for work on behalf of individual students outside of the scheduled tutoring session.
- C. **Cancellation Policy:** There is a 12-hour cancellation policy, such that appointment-based tutors are paid for the entire scheduled tutoring session if a student cancels after 12 hours before their scheduled session or does not show. A student is identified as a no-show after 30 minutes, and tutors must wait for the full 30 minutes. Students arriving up to 30 minutes late may continue with their appointment, with tutors earning compensation for the fully scheduled session, or reschedule at a later date with the tutor earning compensation for 30 minutes of time for the no-show appointment.
- D. Tutors for additional subjects can be added to this agreement as appropriate and in consultation with the SFT.

**Term**


This Agreement shall remain in full force and effect from this date until June 30, 2024 unless modified by changes in the Master Agreement or unless a new MOA replaces this one. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify, or amend this Agreement. Said notice shall be given to the other party in writing no later than 30 days prior to June 30, 2022, or 30 days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.

IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 2/18/2020.

For: Stockton University

  
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Harvey Kesselman, President

For: The Stockton Federation of Teachers

  
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Rodger L. Jackson, President