2012 Letter of Agreement

Program Coordinator, Directors

and Other Designated Faculty

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2012 LETTER OF AGREEMENT
Program Coordinators, Directors, & Other Designated Faculty

PREAMBLE The Richard Stockton College of New Jersey 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, in addition to the above,

- 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, HLTH, NAMS, SOBL) supervises the academic programs within his/her school.

The Dean of SOBL supervises the interdisciplinary minors in GERO and BHNS.

The Dean of GENS supervises all other interdisciplinary minors, with the exception 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 FRST, QUAD, and WRITING programs, Writing Minor, and G-Group Conveners.

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, Director of SCOSA, Director of SCEFL, Director of Research and Policy Analysis, William J. Hughes Center for Public Policy.

FACULTY: Unless specified otherwise the word "faculty" shall mean the relevant faculty as set forth in this section:

1. Programs Coordinators: all faculty whose primary appointment is to the program.
2. Track coordinators: All faculty whose primary appointment is in the track.
3. Interdisciplinary Studies Coordinators and Interdisciplinary Graduate Directors: All core faculty and those who have taught courses during the Coordinator's term.
4. Graduate Directors: Where accreditation standards dictate a definition of program faculty, Graduate Directors will be elected and evaluated by faculty consistent with that definition; In all other cases, Graduate Directors will be elected and evaluated by all faculty whose primary appointment is to the program.

5. G-Group Conveners: All faculty who have submitted courses and/or taught in the designated G-Group as identified by the Dean of GENS during the convener'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.
9. In all cases, Faculty shall include faculty appointed under XIII-O during any year when the faculty member is under contract for the following academic year, but shall exclude other XIII-0 faculty and all XIII-D faculty.

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.)

FTE FACULTY: For purposes of assigning undergraduate programs to Tiers, FTE Faculty are computed each fall term as follows: each full time faculty member counts 1.0; each part time (non-adjunct) faculty member holding faculty rank counts at his/her percentage of full time, e.g. . 5 or .75; for adjuncts teaching in the program every 12 TCH of teaching counts as 1.0; fractions of this are prorated.

APPOINTMENTS AND TERMS:

1. Program Coordinators, Directors and other designated faculty shall be appointed as set forth in this Agreement. Unless otherwise stipulated, appointments will be made before the end of fall semester, and begin the following September 1. Also unless otherwise stipulated, terms will be for two years. 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.

ADMINISTRATIVE SUPPORT AND COMMUNICATION

At the beginning of each academic year, the School Dean will meet with all of the Designated Faculty whom they supervise and will provide, to the extent possible, a tentative timetable of important deadlines for the year, to be updated as information becomes available, and will also provide instructions as to how each Designated Faculty will obtain clerical and administrative support from the School office. It is understood that such support arrangements may vary from School to School. The Graduate Dean and other Designated Supervisors will also provide Graduate Directors and other Designated Faculty with similar information as appropriate.

COMPENSATION:

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

Except where specifically provided otherwise, designated faculty members may elect to be compensated in the form of stipend AND/OR released time. The affected faculty members shall indicate their preference to the supervising School Dean who will normally honor the preference. However, when the Dean and Provost determine that granting released time would create a hardship for the affected program because of exceptional circumstances, such as the particular needs of the program, they may require the faculty member to accept compensation in the form of a stipend.

Whenever a faculty member elects released time, s/he shall schedule all course release within the same Academic Year (Fall-Spring) in which it is earned.

Monetary compensation during the academic year 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.

Summer stipends will be paid in two installments: The first half shall be paid during the first pay period after the final pay period for 10-month regular pay; the second half shall be paid two pay periods after that.

2. **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.

3. **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 2 TCH at the State negotiated overload rate at senior rank during the year of the Review.

4. Additional compensation for work involving accreditation and certification:

(a) **Programs with Accreditation Tied to Licensure**: Certain degree programs, graduate or undergraduate, are required to maintain external accreditation or certification in order for their graduates to be eligible for professional licensure. In some such cases the accrediting or certifying 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 4 TCH release to be continued annually as long as the duties remain. Where permitted by the accrediting or certifying 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 or certification 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 or stipend to be continued annually as long as the duties remain. Where permitted by the accrediting or certifying 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.

At the time of this Agreement, MAED, Nursing (pre-licensure), O.T., P.T., M.S.C.D., and M.S.W are among the programs that qualify for additional compensation.

(b) Programs with Accreditation or Certification not tied to Licensure. Certain other degree programs, graduate or undergraduate, maintain accreditation or certification that is not required for student employment in the same way, but which the College agrees is desirable as a marker of program quality. In some such cases, the accrediting or certifying 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 3 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 2 TCH release to be continued annually as long as the duties remain. Where permitted by the accrediting or certifying 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.

(c) **Other programs seeking accreditation or certification:** The parties agree that when the College commits a degree program to pursuing optional accreditation or certification the work involved in pursuit of such accreditation may need to be compensated. The Coordinator or Director shall provide the Dean with a description of the work required and request additional compensation of up to 2 TCH annually as long as the duties remain. It is understood that in some cases the duties may be reduced once accreditation is achieved. Where permitted by the accrediting or certifying 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 the Director. Where the faculty member doing the accreditation/certification work believes that 2 TCH is insufficient for the time required, s/he may request additional compensation from the Dean.

EVALUATION OF DESIGNATED FACULTY:

A. Evaluation of Designated Faculty who are appointed based on election by Faculty

1. During the first year of a Designated Faculty member's two-year term and after the first semester of service, the Dean or Designated Supervisor may meet with the 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. The content of this meeting, including areas of satisfaction and/or suggestions for improvement, 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, before the end of the academic year, a formal process regarding the Designated Faculty member.

3. Upon receiving such notification, the relevant faculty group shall meet to discuss the issues and to conduct a vote of confidence in the Designated Faculty member. Untenured faculty may attend the meeting but shall not vote. Voting shall be by secret ballot and a tied vote will not be considered a vote of no confidence.

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 Designated Faculty member will meet with the relevant 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. When the Dean's recommendation differs from the Faculty recommendations s/he must inform the faculty and the Designated Faculty member of the reasons for the recommendation.

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

8. When the Dean does not initiate a formal process of evaluation of a Designated Faculty member, after the first semester of service any tenured member of the relevant faculty may request a vote of confidence. Before this vote is initiated, the relevant faculty shall have a face-to-face meeting with the Designated Faculty member to air issues and share concerns. Subsequent to the face-to-face meeting with the Designated Faculty member, any tenured faculty member may make a motion for a formal vote of confidence. 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 3-7 above.

B. Evaluation of Designated Faculty whose appointments are made without an election by the faculty. Before the end of any academic year of service, the Dean or Designated Supervisor 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 AND APPOINTMENT PROCESS:

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 and who satisfy any specific criteria established by any outside accrediting agency.

2. Program Coordinators are recommended for appointment by the Provost by simple majority vote of the Program faculty.

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.

In the event of a tied vote, the Program will have one week to resolve the recommendation; if there is no resolution the faculty shall recommend the candidate who wins a coin toss.

The Dean is responsible for transmitting the Program faculty's recommendation to 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 Provost 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 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 Provost.

COMPENSATION OF PROGRAM COORDINATORS:

Coordinators of undergraduate degree programs are grouped in three tiers:

Tier 1, FTE Faculty of 12 or more: 10 TCH + Summer stipend per year.

Tier 2, FTE Faculty between 8 and 11: 9 TCH + Summer stipend per year.

Tier 3, FTE Faculty below 8: 8 TCH + Summer stipend per year.

Summer Stipends for all Program Coordinators will be paid in the following amount:

2012-13: $1200

2013-14: $1300

2014-15: $1400

This Agreement is projected to last through AY 2014-15. 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.

(4) Coordinate faculty definitions of student learning outcomes appropriate to the program mission and the discipline, and the creation and maintenance of an ongoing assessment program.

(5) During July and August, inform the School Dean as to when the Coordinator will be available for consultation and assistance with regard to program needs and responsibilities, matters generally within the Coordinator's responsibilities as described here, and preparation for the Fall term. It is

understood that such consultation and assistance may not always require the Coordinator's presence on campus.

Students

(6) Coordinate Program faculty participation in activities related to the recruitment of students, such as open houses and other on-campus recruitment events during the academic year. In the case of new programs, this may include the development of promotional materials and representation at off-campus events.

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

(8) 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.

(9) In programs such as EDUC, Social Work, and the health professions, where students are placed in internships, clinical, student-teaching, or fieldwork positions in which they provide services to vulnerable populations, the responsibility for addressing complaints or problems involving student-teachers/interns and the like shall rest on the supervising faculty or professional staff member who is responsible for the internship/clinical and not on the Program coordinator.

Faculty

(10) 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

(11) 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

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

(13) 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.

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

(15) 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 year. A copy of the annual report shall be forwarded to the Dean and program faculty prior to June 30 of each academic year.

SPECIAL RESPONSIBILITIES OF FRST COORDINATOR:

In addition to the above-described responsibilities of all Program Coordinators, the FRST Coordinator has the following unique responsibilities:

Development/Maintenance of Program

(1) Coordinate all assessment efforts of the FRST Program.

(2) Present applications for F-designation to the Freshman Seminar Advisory Council for their review and approval, and transmit recommendations and votes of the Council to the appropriate persons, including the Dean of General Studies.

(3) Coordinate review of F-designated courses.

Students

(3) Facilitate the placement by Tutoring Center staff of students into appropriate FRST courses.

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

(5) 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 FRST course withdrawal and college dismissal policies, assessment of transfer credit, and where possible, informal resolution of grade appeals and complaints regarding faculty. Inform the Dean, with an explanation, when resolution at the Program level is not possible.

Faculty

(6) Consistent with applicable College Policies and Procedures lead the Program in fulfilling its personnel responsibilities in a timely fashion.

(7) Coordinate the recruitment of Program faculty and make recommendations on the appointment of Program faculty, and transmit recommendations on Program staffing needs to the Dean.

(8) Work with the first-year writing and first-year mathematics coordinators to recruit adjunct instructors for FRST courses.

(9) Ensure that FRST instructors fully understand the basic skills competency requirements and communicate these to their students.

(10) Recruit faculty from throughout the College to teach F-designated courses and work with them to help them design effective assignments.

Liaison

(9) Act as liaison, when appropriate, to Academic Advising and 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.

Reporting and Record Keeping

(11) Facilitate the maintenance of records of currently-approved F-designated courses in coordination with General Studies staff.

COMPENSATION OF FRST COORDINATOR:

The FRST Coordinator shall be compensated as any Tier 1 program.

TRACK COORDINATORS

ELIGIBILITY AND APPOINTMENT PROCESS:

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

2. **Appointment:** Track Coordinators are recommended for appointment by the Provost by simple majority vote of the Program (or track).

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

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

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

COMPENSATION OF TRACK COORDINATORS:

Track Coordinators in Business: It is understood that the Business Program Coordinator will serve as Coordinator of his/her own track at no extra compensation. Business Track Coordinators of Accounting, Finance, Management, and Marketing shall be compensated by 4 TCH.

Track Coordinators of Biochemistry/Molecular Biology and **Geology** shall be compensated at the state-negotiated overload rate at the senior rank for the equivalent of 4 TCH Release.

Track 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.

Track Coordinator of FRST MATH and FRST WRITING: 5 TCH during the academic year of which 4 TCH may be release, + Summer Stipend as for program coordinators.

RESPONSIBILITIES OF BUSINESS TRACK COORDINATORS (Accounting, Finance, Marketing, and Management):

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 track 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 track faculty.

(3) Identify staffing needs of the Program as they relate to reported current and future curricular plans. Chair search committees for track 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 track 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 track 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 track 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 track 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 track faculty.

RESPONSIBILITIES OF TRACK 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 TRACK COORDINATOR OF SPECIAL EDUCATION:

1. The Track Coordinator of Special Education has all of the applicable responsibilities of track 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.

RESPONSIBILITIES OF TRACK COORDINATORS OF FRST WRITING AND MATH:

Creation, Development and Maintenance of Tracks

(1) Meet with the FRST Program Coordinator and the Dean of General Studies on an annual basis to set up goals and objectives for the year, discuss budgetary requests, and review the previous year's progress.

(2) Assist the FRST Program Coordinator in the scheduling of courses over a 3-year cycle to ensure that instructional offerings and requirements are met by the faculty.

(3) Identify staffing needs of the Program as they relate to reported current and future curricular plans. Chair search committees for faculty and make recommendations for appointment of faculty, including adjuncts, to the Program. Assist in orientation, training, and formative evaluation of new and adjunct faculty.

(4) Assist the FRST Program Coordinator with program assessment efforts.

Faculty

(5) Conduct necessary meetings of the track faculty, keep records of its deliberations, and communicate regularly to the FRST Program Coordinator and the Dean or his or her designee.

(6) Lead the track 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.

Students

(7) Assist with orientation and registration of FRST students.

Liaison

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

(9) Explore outreach with high school English and Mathematics programs as appropriate.

Reporting and Record Keeping

(10) Assist in meeting FRST Program reporting requirements and, in the case of the Writing Track coordinator, with Writing Program requirements. This will include, but not be limited to, the track portion of five-year Program self-study, annual FRST Program report, revisions in Program Guide, College

Bulletin, pertinent Admissions information, and all State-mandated reports related to relevant basic skills. These are to be submitted to the Dean through the Program Coordinator.

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 Provost 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 Provost 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 Provost, taking into account the recommendations of the search committee and the Dean, for an initial term of two years. It is understood that a 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 Provost by simple majority vote of the program faculty.

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. In the event of a tied vote, the Program will have one week to resolve the recommendation; if no resolution is possible, the faculty shall recommend the candidate who wins a coin toss.

The Dean is responsible for transmitting the Program faculty's recommendation to 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 Provost 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 School Dean or his or her designee will serve until a Director of Graduate Program is appointed by the Provost

In the event the Provost rejects an elected individual, he or she 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 Provost 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.

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 Graduate Director 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:

8 TCH + $5000 Summer stipend

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.

(14) Participate as appropriate in recruitment of faculty to teach Graduate courses.

Liaison

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

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

(17) 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

(18) 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 30, 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.

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

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

ASSOCIATE DIRECTOR OF TRANSITIONAL DPT

APPOINTMENT:

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

COMPENSATION:

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

RESPONSIBILITITES:

(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 online courses.

(4) Serve as advisor and mentor to Transitional DPT students.

ASSOCIATE DIRECTORS OF DUAL (4+1) DEGREES

APPOINTMENT:

Associate Directors of Dual Degree Programs will be selected in the same manner as Directors of Graduate Programs.

COMPENSATION:

Associate Directors of Dual Degree Programs shall receive compensation according to the following schedule (where "students enrolled" refers to unduplicated headcount of undergraduate students enrolled in initial graduate level courses):

3 TCH or equivalent stipend per year with 25-49 students enrolled

4 TCH or equivalent stipend with 50-99 students enrolled

6 TCH or equivalent stipend with 100 or more students enrolled

RESPONSIBILITITES:

(1) Assist in the recruitment of students, including preparation of advertising and marketing materials, and communications with students interested in the program.

(2) Oversee the ongoing development of pedagogy and curriculum for the program.

(3) Serve as liaison to faculty, including adjuncts

(4) Serve as advisor and mentor to Dual-Degree students.

(5) 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 admission to the Dual Degree program.

COORDINATORS OF INTERDISCIPLINARY MINORS IN AFRICANA STUDIES, CARIBBEAN-LATINA STUDIES, DIGITAL LITERACY AND MULTIMEDIA DESIGN, GERONTOLOGY, HOLISTIC HEALTH, HOLOCAUST AND GENOCIDE STUDIES, INTERNATIONAL STUDIES, JEWISH STUDIES, WOMEN'S, GENDER and SEXUALITY STUDIES, BEHAVIORAL NEUROSCIENCE, AND WRITING MINOR ("Interdisciplinary Coordinators"), and to similar programs approved to begin accepting minors during the course of this Agreement.

APPOINTMENT PROCESS:

The Interdisciplinary Coordinators will be recommended for appointment by the Provost 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 faculty.

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

COMPENSATION FOR INTERDISCIPLINARY COORDINATORS:

Interdisciplinary Coordinators shall be compensated 4 TCH per year.

RESPONSIBILITIES OF INTERDISCIPLINARY COORDINATORS:

Creation and Maintenance of Program

(1) Conduct necessary meetings of the faculty.

(2) Recruit faculty to teach courses in the minor, 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 faculty in ongoing discussions of curricular issues to facilitate meeting the minor'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 minor are met.

Students

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

Liaison

(7) Communicate regularly with the Supervising Dean.

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

Reporting and Recordkeeping

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

(10) Prepare an annual Program report and evaluation by June 30, provide annual revisions of Program descriptions for the College Bulletin and supplement, and submit these reports and evaluations to the Dean.

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

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

RESPONSIBILITIES OF THE WRITING MINOR COORDINATOR:

Development and Maintenance of Writing Minor Program

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

(2) Convene at least two meetings with the faculty teaching W1 courses per academic term to deliberate and make recommendations on matters related to the Writing Minor. Keep a record of all deliberations and recommendations and, except in unusual circumstances, transmit a copy of this record to the Dean.

(3) Coordinate the scheduling of courses over a 3-year cycle to ensure that instructional offerings and requirements, including coverage for introductory and capstone courses as required, are met by the faculty.

(4) Coordinate program assessment efforts.

(5) Prepare an annual budget, identifying professional development activities and expenditures relevant and of interest to full and part-time faculty teaching W1 courses.

Students

(6) Serve as the first stage in the resolution of graduation requirements and writing-related grade appeals by students beyond their first year.

Faculty

(7) Initiate and lead the W1 faculty in ongoing discussions of curricular issues to facilitate meeting the Writing Program's missions and goals. This would entail assisting in the coordination of the assessment activities.

(8) Recruit faculty to teach W1 courses and facilitate professional development opportunities to support faculty teaching these courses.

(9) Publicize the Writing Minor and Minor requirements to all faculty and staff for precepting and for information about updates.

Liaison

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

Reporting and Record Keeping

(11) Assist in meeting the Writing Program reporting requirements. This will include, but not be limited to, the Writing Minor portion of five-year Writing Program self-study, the annual Writing Program report, revisions in Program

Guide, College Bulletin, pertinent Admissions information, and all State-mandated reports related to writing. These are to be submitted to the Dean.

COORDINATORS OF QUAD AND W-2

ELIGIBILITY AND APPOINTMENT:

The QUAD Coordinator will be recommended for appointment by the Provost based on a vote of the Quad Central Task Force; The W-2 Coordinator will be recommended for appointment by the Provost passed on a vote of the Writing Advisory Council.

COMPENSATION:

The QUAD and W-2 Coordinators will be compensated 8 TCH per year.

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 FRST 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 30 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 W-2 COORDINATOR:

Development and Maintenance of Writing-Across-the-Curriculum

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

(2) Convene at least two meetings with the Writing Advisory Committee per academic term to deliberate and make recommendations on matters related to W-2, including approval of new W-2 courses. Keep a record of all deliberations and recommendations and, except in unusual circumstances, transmit a copy of this record to the Dean.

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

(4) Develop and initiate assessment strategies for W-2 courses.

(5) Prepare an annual budget, identifying professional development activities and expenditures relevant and of interest to full and part-time faculty teaching W-2 -courses.

Faculty

(6) Work with W-2 faculty from across the college to develop and implement appropriate course assessments for W-2 courses.

(7) Recruit faculty to teach W-2 courses and facilitate professional development opportunities to support faculty teaching writing-across-the-curriculum.

Liaison

(8) Act as liaison, when appropriate, to the Writing Program as a whole and to other Programs with regard to matters of joint concern, such as the college-wide writing requirement, W-2 curriculum development, and facilities requirements.

Reporting and Record Keeping

(9) Assist in meeting the Writing Program reporting requirements. This will include, but not be limited to, the Writing-Across-the-Curriculum portion of five-year Writing Program self-study, the annual Writing Program report, revisions in Program Guide, College Bulletin, pertinent Admissions information, and all State-mandated reports related to writing. These are to be submitted to the Dean.

FRESHMAN SEMINAR COORDINATOR

ELIGIBILITY AND 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 Provost upon the nomination of the Dean of General Studies and the Coordinator of the First Year Experience.

COMPENSATION:

8 TCH course release per year + summer stipend equivalent to 4 TCH.

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 Senate, 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.

Students

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

Faculty

10. Assist in the recruitment of Freshman Seminar faculty

11. Conduct at least two (2) Seminar development meetings each semester with all Freshman Seminar faculty.

12. Serve as a resource to all Freshman Seminar faculty re: potential enhancements, activities, materials, etc. for their courses.

Liaison

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

Reporting

14. Prepare and submit annual report to the Dean of General Studies and Freshman Seminar faculty and Advisory Council by June 30, 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 Provost 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 Provost.

COMPENSATION: 4 TCH per year.

RESPONSIBILTIES OF G-GROUP CONVENERS:

1. In accordance with the procedure for the approval and five year 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 30 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 Provost based upon the recommendation of the appropriate Academic Dean.

COMPENSATION: 2 TCH per 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 prepare 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 30 of each year.

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, to run from July 1-June 30.

COMPENSATION OF DIRECTOR OF HONORS PROGRAM:

8 TCH per semester course release plus a summer stipend equivalent to 8 TCH to reflect program activities conducted over the summer. One of the Director's two in-load courses will be a course in the Honors Program.

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 4 TCH release per year, and the Director will teach a course in the Honors Program in load. A 13-O faculty 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.

(5) Serve as Faculty Advisor to the Honors Living Learning Community.

(6) Work with the IFD to develop and maintain an appropriate assessment program.

Students

(7) Assist Admissions to recruit students for the program, including the development of marketing materials, web pages, and IT resources to facilitate freshmen and transfer admissions.

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

(9) Direct the Honors Experience for incoming Honors freshmen.

(10) Develop appropriate materials for facilitating the transition for Honors transfer students

(11) Serve, ex officio, as non-voting member of the student Executive Board.

Faculty

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

Liaison

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

Reporting

(14) Submit an annual report to the Provost, Honors Faculty, and Honors Advisory Committee, by June 30.

DIRECTOR OF INSTITUTE FOR FACULTY DEVELOPMENT (IFD)

ELIGIBILITY:

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 an 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 AND TERM:

The Director will be appointed by the Provost upon recommendation of a screening committee that the Provost appoints in consultation with the President of the Faculty Senate. This is a three year term, to run from July 1 – June 30.

COMPENSATION:

The Director shall receive a full release from teaching duties and a 13-O 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 IFD:

Maintenance/Development of IFD

(1) Research, 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 IFD 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.

(12) Assist in recruitment and selection of Faculty Institute Associates, and coordinate their work.

Assessment

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

Liaison

(14) Work with the faculty liaison for the formal tool for student evaluations of teaching (IDEA).

Reporting

(15) Submit an annual report by June 30 to the Provost and Faculty outlining the activities of the Institute.

FACULTY IDEA LIAISON

This position is agreed to for one academic year (2012-2013) and will be reviewed by the parties in view of the possible creation of other positions, and ramifications for the allocation of responsibilities among positions.

ELIGIBILITY, APPOINTMENT AND TERM:

Tenured full time faculty and long-term part time faculty are eligible for appointment by the Provost. Application shall be by a letter to the Provost indicating interest. Applicants will be screened by a committee consisting of the Director of the IFD and Administrative IDEA liaison, and recommendations made to the Provost. The term shall be two years, with an opportunity for reappointment.

COMPENSATION:

The equivalent of 4 TCH per year.

RESPONSIBILITIES:

1. Communicate with all faculty, including adjunct faculty, about IDEA procedures and deadlines.
2. To work with the Administrative Liaison to IDEA to resolve all conflicts and problems involving the administration of IDEA.
3. Work with the Director of the IFD to provide faculty development workshops and materials for effective use of IDEA, including group summary reports and aggregate data sets.

DIRECTOR OF STOCKTON CENTER ON SUCCESSFUL AGING (SCOSA)

The parties understand that this Agreement is predicated on the current circumstances in which external funding and internal resources allow the Center to engage an independent contractor for website maintenance, newsletter production, and/or other support activities. Were that funding or appropriate personnel no longer available, the terms and conditions would need to be revisited.

ELIGIBILITY:

Tenured faculty members at the level of Associate Professor or above are eligible to serve as Director of the Stockton Center on Successful Aging (SCOSA) if they possess the following qualifications:

- Expertise in gerontology or related disciplines.
- Commitment to the mission of SCOSA.
- Demonstrated effectiveness in communication, organization, and leadership.

APPOINTMENT AND TERM:

The Director will be appointed by the Provost upon recommendation of the Provost who will receive nominations from a screening committee composed of the Dean of the School of Social and Behavioral Sciences, the Gerontology Coordinator, one tenured member of the Gerontology Faculty, and one member of the SCOSA Community Advisory Board. Such nominations will be based on a letter of application which addresses the eligibility requirements, and CV.

COMPENSATION:

The Director shall receive a 12 TCH release from teaching duties to be spread over the fall and spring terms of the academic year in a manner arranged with the Dean. Summer compensation will be equivalent to 4 TCH at the senior level each year.

RESPONSIBILITIES:

Develop and oversee effective programming to advance the mission of SCOSA, particularly in terms of College-community engagement, in the following ways:

1. Oversee maintenance of SCOSA website and publication of SCOSA Newsletter (2-3/year), program brochures, press releases, and other documents.

2. Respond appropriately to internal and external opportunities for partnerships, collaborations, information and assistance, and assist in formalizing such arrangements with Memoranda where appropriate.

3. Oversee implementation of any externally funded programs housed in SCOSA.

4. Pursue local agency contracts and other revenue streams (e.g. memberships, donor contributions, events) in support of the SCOSA operating budget.

5. Engage students in Center activities.

6. Work collaboratively with the division of Continuing Studies to deliver professional education opportunities.

7. Seek to involve 55+ community in Center activities.

8. Disseminate current research and practice through a lecture/workshop series (at least one per semester).

9. Maintain and serve as liaison to SCOSA Community Advisory Board.

10. Submit annual reports on productivity and effectiveness by June 30 to the Dean of Social and Behavioral Sciences.

DIRECTOR, STOCKTON CENTER FOR ECONOMIC & FINANCIAL LITERACY (SCEFL)

ELIGIBILITY:

Tenured faculty members at the level of Associate Professor or above are eligible to serve as Director of the Stockton Center for Economic & Financial Literacy (SCEFL) if they possess the following qualifications:

- Expertise in financial literacy, personal/consumer finance or related disciplines;
- Demonstrated commitment to the professional development of teachers and Stockton students;
- Commitment to working with the New Jersey Coalition for Financial Education (NJCFE), as SCEFL co-exists as the southern regional office of NJCFE; and
- Demonstrated effectiveness in communication, organization, and leadership.

APPOINTMENT AND TERM:

The Director will be appointed by the Provost who will receive nominations from a screening committee composed of the Dean of the School of Education, one tenured faculty member from the School of Education, and one tenured faculty member from either economics or business. Such nominations will be based on a letter of application that addresses the eligibility requirements and a CV.

COMPENSATION:

The Director shall receive 12 TCH release from teaching duties to be spread over the fall and spring terms of the academic year in a manner arranged with the Dean.

RESPONSIBILITIES:

1. Develop professional development opportunities for teachers and education professionals and Stockton students interested in economic and financial literacy and AP Economics;

2. Oversee the Center's Peer Financial Education Program for Stockton students;

3. Maintain relationships with teachers, scholars, other centers and institutions as well as private, public, and nonprofit organizations with similar goals and objectives, particularly where external funding possibilities exist;

4. Remain current with economic and financial literacy curricular requirements in the State of New Jersey and any relevant national standards;

5. Maintain the SCEFL website;

6. Sponsor events related to economic and financial literacy that benefit Stockton students, and New Jersey P/K-12 students and teachers;

7. Seek external financial support for projects related to economic and financial literacy;

8. Prepare an annual report for the Dean of the School of Education by June 30 of each year.

DIRECTOR OF RESEARCH & POLICY ANALYSIS
WILLIAM J. HUGHES CENTER FOR PUBLIC POLICY

ELIGIBILITY:

Tenured faculty members at the level of Associate Professor or above are eligible to serve as Director of Research & Policy Analysis for the William J. Hughes Center for Public Policy if they possess the following qualifications:

- Expertise in political science or related disciplines.
- Commitment to the mission of the Hughes Center
- Demonstrated effectiveness in policy analysis and communication

APPOINTMENT AND TERM:

The Director will be appointed by the Provost who will receive nominations from a screening committee composed of the Director of the Hughes Center, a Dean designated by the Provost, and two faculty designated by the President of the Faculty Senate. Such nominations will be based on a letter of application which addresses the eligibility requirements and CV.

COMPENSATION:

Compensation shall be 8 TCH per year, with no summer responsibilities. Additional summer compensation may be awarded for specific summer assignments.

RESPONSIBILITIES:

Research & Policy Analysis

1. Perform policy and data set analyses, including literature reviews

2. Prepare research papers on public policy issues important to New Jersey

3. Develop and oversee and/or implement applied research

4. Participate in the interpretation and analysis of polling data conducted or commissioned by the Hughes Center

Outreach to Faculty and Community

5. Engage faculty/students to participate in the activities of the Center, including the research activities of the Hughes Center

6. Engage the public and decision-makers in policy issues that include opinion polls, election-related debates, and /or other formats as appropriate

Reporting Requirements:

7. Conduct annual reports of the research/policy analysis activities of the Hughes Center to be submitted to the Director of the Hughes Institute.

COORDINATOR OF INTERNATIONAL EDUCATION

The negotiating parties agree to reconsider this position after June 30, 2013 pending the College's expansion of International Education.

APPOINTMENT PROCESS:

The International Education Coordinator will be appointed by the President based upon the recommendation of the appropriate Academic Dean.

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 30.

PRESIDENT OF THE FACULTY SENATE

SELECTION PROCESS:

The President of the Faculty Senate is elected in accordance with the constitution and bylaws of the Faculty.

COMPENSATION:

The President of the Faculty Senate is entitled to 4 TCH each semester, and a 4 TCH Summer Stipend.

RESPONSIBILITIES OF FACULTY PRESIDENT:

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

EFFECTIVE DATE: This Agreement shall be effective beginning September 1, 2012.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 27th day of August, 2012

For Richard Stockton College

Herman J. Saatkamp, President

For the Stockton Federation of Teachers

Anne F. Pomeroy, President