

**Memorandum of Agreement  
Undergraduate, Graduate, and Associate Program Chairs**

**PREAMBLE:** This agreement is informed by Stockton University's embrace of a collection of shared values that support the University's mission. These values include a dedication to teaching and learning and a commitment to shared governance. We recognize that the mission of the University is best achieved through cooperative efforts, when varied expertise and talents are brought to bear in completing administrative tasks. The Stockton University Administration and the Stockton Federation of Teachers (SFT) have negotiated a series of Memoranda of Agreements (MOAs) to support faculty in designated leadership roles. This collection of agreements has been crafted to facilitate the rotation of leadership roles among faculty who coordinate the efforts of their peers and specifies the method of selection of individuals for leadership roles, the duties and responsibilities associated with each role, the evaluation and oversight of the work relevant to these roles, and the agreed-upon terms and compensation associated with these administrative duties. It is further understood that the new title of Program Chair is equivalent to the former title of Program Coordinator or Program Director for all local agreements.

I. DEFINITIONS AND GENERAL PROVISIONS

A. DEFINITIONS

1. **RELEVANT DEAN:** The Dean who serves as the manager and provides administrative oversight of the relevant office that resides in their school. The Dean overseeing a relevant office shall be made clear to the Designated Faculty members upon accepting their roles.
2. **SUPERVISING DEAN:** The Dean who serves as the manager of a Designated Faculty member within a school if different than where an academic program is housed.
3. **DESIGNATED FACULTY:** This term refers to appointed and elected faculty in leadership roles covered in this Agreement.
4. **FACULTY:** Faculty shall include regular tenure-track and non-tenure track full-time faculty, part-time faculty, and 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-O faculty and all XIII-D faculty.
5. **FTE FACULTY:** For purposes of calculating undergraduate and graduate 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 their fraction of full-time, e.g., .5 or .75; for adjuncts teaching in the program, every 12 TCH for the fall semester of teaching counts as 1.0; fractions of this are prorated. Those XIII-D faculty who have been identified by the Administration and Union as those who are not a one-to-one replacement (for example, but not limited to, program development, enrollment growth, coverage for tenure-track lines being searched) shall be counted as faculty for the purposes of determining the number of faculty within a program.

6. SCH: For purposes of calculating compensation for Chairs and Associate Chairs of undergraduate and graduate programs to tiers, SCH refers to “student credit hours,” the number of enrolled students multiplied by the number of credits earned in a course.
  7. FOUNDING PROGRAM CHAIR: refers to the first person to serve as Chair of a newly created program at the undergraduate or graduate level. It is understood by the parties that a new program is officially “created” at the time that students begin their first classes.
  8. NEW PROGRAM: refers to a new degree program at the undergraduate or graduate level.
- B. ADMINISTRATIVE SUPPORT AND COMMUNICATION: At the beginning of each academic year, the Relevant Dean shall meet with the Designated Faculty and provide, to the extent possible, a tentative timetable of important deadlines for the year, to be updated as information becomes available, and shall also provide instructions as to how the Designated Faculty shall obtain clerical and professional staff support from the office of the School or administrative unit. The Center for Teaching and Learning Design (CTLD) shall provide professional development specifically by: 1) offering a “new chair” workshop series, in conjunction with the Union (or a Designated Faculty selected by the Union), that shall run for the first six months of a new term (July 1-December 31); 2) offering continuing education in leadership development for Chairs, including, but not limited to, workshops and speakers; 3) offering support for the annual review process to current Chairs, including, but not limited to, the Director of Academic Assessment assisting with data acquisition. Chairs attending these workshops shall not receive additional summer compensation for these specific professional development opportunities.
- C. EVALUATION OF DESIGNATED FACULTY: In the exceptional circumstance when the Relevant Dean believes the Designated Faculty has not fulfilled the responsibilities outlined in this MOA, there shall be a meeting with the Designated Faculty about their performance. The Relevant Dean shall then provide the Designated Faculty an opportunity to demonstrate improvement over a reasonable amount of time. After that time period has elapsed, if the Designated Faculty has not met their responsibilities, the Relevant Dean shall notify the Designated Faculty of their intention to remove them from this position.
- D. PERIODIC REVIEW AND ACCREDITATION: When an undergraduate or graduate program covered by this Agreement undergoes either a Six-Year Program Review as mandated by the University or a periodic review for re-accreditation mandated by external bodies on a frequency that may be more or less than every six years, the Designated Faculty or another faculty member chosen and approved by the Relevant Dean shall be compensated by receiving four (4) TCH of released time at the senior rank during the year of the review.
- E. ACCREDITATION TIED TO LICENSURE AND CERTIFICATION: 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. Other programs may seek optional certification, with permission of the Relevant Dean and the Provost. The accrediting or certifying body may require that the Chair perform additional duties not included in this Agreement over and above the periodic Six-Year Program Review, such as, but not limited to, compilation of an annual report that requires substantial analysis and not merely statistical information or detailed annual evaluations on the professional development of program faculty.

1. Where the program can show that there are such duties, the Chair shall receive additional compensation in the form of a four (4) TCH release or monetary compensation to be continued annually as long as the duties remain. Where permitted by the accrediting or certifying body and with the approval of the Relevant Dean, the duties and additional compensation may be assigned to a faculty member other than the Chair. New programs may be added upon consultation between the Administration and the Union.
2. 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 Chair shall receive additional compensation in the form of two (2) TCH, to be continued annually as long as the duties remain. Where permitted by the accrediting or certifying body and with the approval of the Relevant Dean, the duties and additional compensation may be assigned to a faculty member other than the Chair.
3. New programs may be added upon consultation between the Administration and the Union.

F. APPOINTMENTS AND TERMS: Designated Faculty (Undergraduate Chairs, Graduate Chairs, and Associate Chairs) shall be appointed as set forth in this Agreement.

1. Unless otherwise stipulated, appointments for Chairs and Associate Chairs shall be made before the end of the fall semester, begin the following July 1, and run for three (3) years, with an opportunity for reappointment.
2. Program Chairs and Associate Chairs are selected by simple majority vote of the program faculty. Upon the request of any member of the program faculty, the Relevant Dean shall conduct the election and require a quorum of at least three quarters (3/4) of the program faculty. The Relevant Dean is responsible for transmitting the program faculty's recommendation to the Provost. In the event of a tied vote, the program shall have one (1) week to resolve the recommendation; if there is no resolution, the faculty shall recommend both candidates to the Relevant Dean for consideration. In this latter case, the Dean shall confer with the Provost, and the Provost shall make the final appointment decision.
3. There shall be a limit of two (2) consecutive terms for all positions, with the ability to serve again after a break of one (1) three-year term.
4. It is the understanding of the parties that persons who accept appointments pursuant to this Agreement shall normally serve for the complete term. In exceptional cases where the Relevant Dean and relevant faculty agree, the person can arrange for an interruption in service for purposes of medical, sabbatical, or other appropriate reasons. During the interruption, a

replacement shall be appointed, according to the usual method to serve during the temporary leave. At the end of the Chair's term, the usual appointment process shall be followed.

5. In the event there is no tenured faculty member able to accept the appointment, the Relevant Dean shall consult with the program faculty and make a recommendation to the Provost for a Chair or Associate Chair who does not meet the usual requirements for this position as set forth in this Agreement.
6. Programs may invoke a process to remove a Chair or Associate Chair from their duties by sending a written request to hold a new election for the next academic year. They must submit this request to the Relevant Dean no later than December 1, and it must be signed by 60% or more of all program faculty.
7. Programs may elect to have two (2) Co-Chairs who shall share the responsibilities and compensation as evenly as practicable. Two (2) faculty Co-Chairs may be preferable in situations where a core course needs to be covered by a Chair, for example. There may be other programmatic reasons to opt for Co-Chairs.
8. NEW PROGRAMS: It is understood by the parties that a new program is officially "created" at the time students begin their first classes. Upon the creation of a new program, a Founding Chair and/or an Associate Chair who is a tenured faculty member shall be elected and appointed by the Provost for an initial term of three (3) years (the Founding term.) The Founding Chair 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.
  - a) In the event that there is not a tenured faculty member willing to accept the appointment, the Relevant Dean shall consult with the program faculty and make a recommendation to the Provost for a Founding Chair who does not meet the usual requirements for this position as set forth in this Agreement.
  - b) During the first three (3) years of a new program, if additional work needs to be done that is not part of the normal duties of the position, the Founding Chair and/or Associate Chair may apply through the Relevant Dean to the Provost for additional compensation commensurate with the additional work. Such requests shall be reviewed equitably and shall not be denied without reasons being given to the faculty member and the Union.
  - c) At the end of the Founding term, the program faculty shall recommend appointment of a faculty member to serve as Program Chair, as is the case of all existing programs. It is understood that until a program has been in existence for at least five (5) years, the person recommended may not meet the usual requirements for this position as set forth in this Agreement.

G. ANNUAL REPORTS: Where an annual report is required, the Administration shall provide a template for its completion, and Institutional Research shall provide relevant data.

## II. GENERAL PROVISIONS REGARDING COMPENSATION OF DESIGNATED FACULTY

A. PAY DATES: Monetary compensation during the academic year shall be made in

biweekly payments. For purposes of calculating payment for fractions of a term, Designated Faculty terms of service for each year begin on July 1 and end on June 30. Summer stipends shall be paid in two (2) 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 (2) pay periods after that.

- B. **METHOD OF COMPENSATION:** Except where specifically provided otherwise, a Chair or an Associate Chair may provide their preference to be compensated in the form of overload payment and/or in the form of released time in-load. The affected faculty members shall indicate their preference to the Relevant or Supervising Dean who shall normally honor the preference where possible and make the final determination based on program need. Whenever a faculty member elects released time, it shall be scheduled within the same academic year (fall-spring) in which it is earned, except as allowed for below.
  
- C. **PROCESS TO CALCULATE TIERS FOR COMPENSATION:** Undergraduate and graduate degree programs are placed in tiers based on the weighted averages of a variety of metrics (defined in III.B and IV.B below). Compensated tracks/concentrations are placed in tiers based on headcount (defined in V.B below). The parties agree to re-calculate these tiers once per year by the eighth week of the fall semester, based on designated formulas. These re-calculations may result in tier re-classification. Specifically, the Office of the Provost shall work with the Academic Schools to provide draft calculations to the Union, after which the SFT and Office of the Provost shall work together to finalize these calculations. The Administration (Deans) shall also receive this information and share the relevant program data with their Chairs and Associate Chairs. The current tiers for this and other similarly structured positions (i.e., all positions with tiers) shall be posted on the Academic Affairs website (e.g., locally negotiated agreements) and the SFT website, and both parties reserve the right to verify tiers and compensation at any time.

### III. UNDERGRADUATE DEGREE PROGRAM CHAIRS

- A. **ELIGIBILITY:** Eligibility to serve as an Undergraduate Program Chair is limited to tenured faculty members who are in good standing and who satisfy specific criteria established by any outside accrediting agency if necessary.
  
- B. **COMPENSATION:** Chairs of undergraduate degree programs are grouped in six (6) tiers based on weighted averages assigned by the following formula: 0.5 (FTE) + 0.4 (enrollment) + 0.1 (majors). At the time of the signing of this Agreement, Undergraduate Program Chairs were classified into the following tiers based on data gathered in fall 2020 and are listed in order from largest to smallest weighted values:

Table 1: Undergraduate Program Tiers

<b>Tier 1: (weighted average 1-10)</b>	<b>Tier 2: (weighted average 11-20)</b>	<b>Tier 3: (weighted average 21-30)</b>
<ul style="list-style-type: none"> <li>- Public Health (PUBH)</li> <li>- Philosophy and</li> </ul>	<ul style="list-style-type: none"> <li>- Marine Science (MARS)</li> </ul>	<ul style="list-style-type: none"> <li>- Social Work (SOWK)</li> <li>- Mathematics (MATH)</li> </ul>

<ul style="list-style-type: none"> <li>- Religion (PHIL)</li> <li>- Exercise Science (EXSC)</li> <li>- Africana Studies (AFAN)*</li> <li>- Sustainability (SUST)</li> </ul>	<ul style="list-style-type: none"> <li>- Hospitality and Management Studies (HTMS)</li> <li>- Computer Science (CSCI)</li> <li>- Computer Information Systems (INSY)</li> <li>- Historical Studies (HIST)</li> <li>- Languages and Culture Studies (LCST)</li> <li>- Political Science (POLS)</li> <li>- Economics (ECON)</li> </ul>	<ul style="list-style-type: none"> <li>- Environmental Sciences (ENVL)</li> <li>- Studies in the Arts-Performing (ARTS-PF)</li> <li>- Applied Physics (PHYS)</li> <li>- Studies in the Arts-Visual (ARTS-VS)</li> <li>- Communication Studies (COMM)</li> <li>- Literature (LITT)</li> <li>- Sociology and Anthology (SOCY)</li> </ul>
<p><b>Tier 4: (weighted average 31-50)</b></p> <ul style="list-style-type: none"> <li>- Criminal Justice (CRIM)</li> <li>- Chemistry (CHEM)</li> <li>- Nursing (NURS)</li> </ul>	<p><b>Tier 5: (weighted average 51 and above)</b></p> <ul style="list-style-type: none"> <li>- Business Studies</li> <li>- Teacher Education (TEDU)</li> <li>- Biology (BIOL)</li> <li>- Psychology (PSYC)</li> <li>- Health Sciences (BSHS)</li> </ul>	<p><b>Tier 6: (FRST-Year Studies only)</b></p> <ul style="list-style-type: none"> <li>- First-Year Studies (FRST)</li> </ul>

\*Still a new program as of fall 2020.

Table 2: Undergraduate Chair Compensation Tiers

Tier 1	Eight (8) TCH and a summer stipend of one (1) TCH at the senior rank per year.
Tier 2	Ten (10)* TCH + summer stipend of one (1) TCH at the senior rank per year.
Tier 3	Twelve (12) TCH + summer stipend of two (2) TCH at the senior rank per year.
Tier 4	Fourteen (14)* TCH + summer stipend of two (2) TCH at the senior rank per year.
Tier 5	Sixteen (16) TCH + summer stipend of three (3) TCH at the senior rank per year.
Tier 6	Sixteen (16) TCH + summer stipend of six (6) TCH at the senior rank per year.

\*Chairs who receive a TCH that is not evenly divisible by four (4) shall have the option to carry forward two (2) TCH to the second year of a three-year term to be used for a course release in the second year of the term.

### C. RESPONSIBILITIES

- Serve as the point of contact of the program for the Dean, Associate or

Assistant Dean, and other School and University personnel. Assist with the transmittal of information, as needed, from the Dean and other officials of the University to members of the program.

- Convene at least two (2) 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 minutes and recommendations and, except in unusual circumstances, transmit a copy of these to the Dean.
- Lead the program faculty in creating a recommended teaching schedule for each academic term consistent with guidelines established by the Dean and provide the recommended schedule to the Dean or their designee.
- Coordinate the scheduling of program and General Studies courses over a three-year cycle consistent with University and School needs as outlined by the Dean.
- Consistent with applicable University Policies and Procedures, lead the program in fulfilling its personnel responsibilities.
- Coordinate the personnel process for all current faculty and ensure all requirements of the program and Program Review Committee (PRC) are met according to the deadlines established by the annual Personnel Calendar, including convening the PRC.
- Coordinate the recruitment and hiring of program faculty (including adjuncts).
- Make recommendations on the appointment of program faculty.
- Inform the Dean in a timely fashion of resources and support needed to accomplish the program's goals.
- Serve as steward of program records and facilitate a smooth transition to the Chair's successor.
- Meet with University Relations and Marketing (URM) and submit requests to URM for the following: to update program website(s), develop and publish brochures, produce videos, and more.
- Serve as the primary point of contact for all majors, minors, and other students enrolled in program courses.
- Coordinate the advising activities of program faculty to ensure that all advising obligations, including graduation certifications and program distinction, are met in a timely manner, utilizing appropriate offices and resources.
- On behalf of the program, act as or appoint liaison as needed with other programs, other University units, and external constituencies, including representing the program in arranging articulation agreements with other institutions, and representing the program to donors, potential donors, and partners.
- Understand and ensure program compliance with all State and locally-negotiated agreements.
- Collaborate with program faculty to identify a student learning outcomes assessment plan for the program and communicate that to the Director of Academic Assessment.
- Prepare an annual report that summarizes program activity and achievement of its mission and goals and that presents the program goals in the upcoming year. Programs may choose to include assessment of student learning outcomes and apply for funding pursuant to the [local agreement on Assessment](#). A copy of the annual report shall be forwarded to the Dean and program faculty prior to June 15 of each academic year.
- Coordinate the completion of a Program Self Study every six years. With the approval of the Dean, the program may delegate the responsibilities for

- developing this Self Study to a person other than the Chair.
- 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.
- Inform the Dean as to when the Chair shall be available during July and August for completing relevant responsibilities, as described here, and preparation for the fall term. It is understood that such consultation and assistance may not always require the Chair's presence on campus.
- In situations in which it appears that an individual faculty member has not or shall not meet their obligations in a timely manner, the Program Chair shall advise the Dean appropriately.

Additional Duties for FRST Chair:

- Serve as the first level of appeal in all matters relating to the academic activities of the program, its faculty, and its students. This would include, but is not limited to, such matters as appeals regarding FRST withdrawal and dismissals, competency 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.
- Facilitate the placement by Tutoring Center staff of students into appropriate FRST courses.
- Work with FRST-Writing and FRST-Math Associate Chairs to recruit adjunct instructors for FRST courses.
- Ensure that FRST instructors fully understand the basic skills competency requirements and communicate these to their students.
- 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.
- Recruit faculty from throughout the University to teach F-designated courses and work with them to design effective assignments.
- Present applications for F-designation to a subcommittee (consisting of the FRST Chair, a FRST program member, and two (2) other faculty who teach F-designated courses) for their review and approval and transmit recommendations and votes of the First-Year Experience Advisory Council to the appropriate persons, including the Dean of General Studies.
- Coordinate review of F-designated courses.
- Facilitate the maintenance of records of currently approved F-designated courses in coordination with General Studies staff.
- Serve on the First-Year Experience Advisory Council to help develop appropriate common programs for the freshmen students, e.g., fall Convocation program, guest speakers, etc.

- IV. GRADUATE DEGREE PROGRAM CHAIRS: Stockton University has both stand-alone graduate degree programs without a companion undergraduate Program (e.g. DPT) and graduate degree programs linked to an undergraduate program (e.g., BSW and MSW in Social Work). In cases where there are both undergraduate and graduate degree programs within an overall program (administrative) unit, the program faculty and designated faculty leaders are equal partners in the educational mission, working together, when relevant, toward shared goals.



- A. **ELIGIBILITY:** It is understood by the parties that eligibility to serve as a Graduate Degree Chair is limited to tenured faculty members of a degree program who are in good standing and who satisfy any specific criteria established by any outside accrediting agency.
- B. **COMPENSATION:** Chairs of graduate degree programs are grouped in four (4) tiers based on weighted averages assigned by the following formula: 0.5 (headcount) + 0.5 (SCH). At the time of the signing of this Agreement, Graduate Program Chairs were classified into the following tiers based on data gathered in fall 2020, listed in order from smallest to largest:

Table 3: Graduate Program Tiers

<b>Tier 1: (weighted average 1-10)</b>	<b>Tier 2: (weighted average 11-20)</b>	<b>Tier 3: (weighted average 21-30)</b>	<b>Tier 4: (weighted average 31 and above)</b>
<ul style="list-style-type: none"> <li>- M.A. in Counseling (COUN)</li> <li>- M.A. in Holocaust &amp; Genocide Studies (MAHG)</li> <li>- M.S. in Data Science and Strategic Analytics (DSSA)</li> <li>- Professional Science Master's in Environmental Science (PSM)</li> <li>- M.A. in American Studies (MAAS)</li> <li>- Doctor of Nursing Practice (DNP)*</li> </ul>	<ul style="list-style-type: none"> <li>- M.S. in Nursing (MSN)</li> <li>- M.A. in Instructional Technology (MAIT)</li> <li>- M.A. in Criminal Justice (MACJ)</li> </ul>	<ul style="list-style-type: none"> <li>- Ed.D. in Organizational Leadership (EDOL)</li> <li>- M.S. in Communication Disorders Program (MSCD)</li> </ul>	<ul style="list-style-type: none"> <li>- Master of Social Work (MSW)</li> <li>- M.S. in Occupational Therapy (MSOT)</li> <li>- Master of Business Administration (MBA)</li> <li>- Doctor of Physical Therapy (DPT)</li> <li>- Master of Arts in Education (MAED)</li> </ul>

\*Still a new program as of fall of 2020.

Table 4: Graduate Chair Compensation Tier

Tier 1	Eight (8) TCH and a summer stipend of two (2) TCH at the senior rank per year.
Tier 2	Ten (10)* TCH + summer stipend of two (2) TCH at the senior rank per year.
Tier 3	Eleven (11)* TCH + summer stipend of three (3) TCH at the senior rank per year.
Tier 4	Twelve (12) TCH + summer stipend of four (4) TCH at the senior rank per year.

\*Chairs who receive a TCH that is not evenly divisible by four (4) shall have the option to carry forward two (2) TCH to the second year of a three-year term to be used for a course release in the second year of the term.

### C. RESPONSIBILITIES:

In collaboration with the Dean and other program and School administrators and staff, the Graduate Chair coordinates the efforts of the faculty to carry out the mission of the program through the following activities:

- Serve as the point of contact of the program for the Dean, Associate or Assistant Dean, Director of Graduate Studies, and other School and University personnel. Assist with the transmittal of information, as appropriate, from the School Dean, Office of Graduate Studies, relevant Undergraduate Program Chairs, and other officials of the University to members of the program.
- Convene at least two (2) 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 minutes and recommendations and, except in unusual circumstances, transmit a copy of these to the Dean.
- As required, meet with the Dean and the Office of Enrollment Management to discuss goals and objectives for the program and budgetary requests and review progress of the graduate program and enrollment.
- As needed, meet with other Graduate Program Chairs to coordinate goals and objectives and review progress of graduate education.
- Work with the Office of Enrollment Management and program faculty to recruit, admit, and retain students, including developing and updating marketing materials, providing appropriate information for the graduate website and other online resources, assuring program participation in open houses and other recruitment events, and leading the faculty participation in the admissions process. Work to review applications and render a decision in a timely manner.
- Respond to Office of Enrollment Management requests for admissions and other materials; utilize University Relations and Marketing (URM) to request that they develop requested materials.
- Meet with URM and submit requests for the following: to update program website(s), develop and publish brochures, produce videos, and more.
- Coordinate advising and assign advising responsibilities to ensure that all advising obligations are met, including graduation certifications and honors, in a timely manner.
- Maintain, and where appropriate, expand local partnerships, student placement, and other opportunities, in conjunction with staff who have responsibilities in these areas.
- In the case of graduate programs not associated with an undergraduate program, consistent with applicable University Policies and Procedures, lead the program in fulfilling its personnel (PRC) responsibilities in a timely fashion.
- Coordinate the personnel process for all current faculty and ensure all requirements of the program and Program Review Committee (PRC) are met according to the deadlines established by the annual Personnel Calendar, including convening the PRC.
- Coordinate the recruitment and hiring of program faculty (including adjuncts).
- Transmit all personnel recommendations for program staffing needs to the Dean.
- Serve as the primary point of contact for all students enrolled in program courses.
- Understand and ensure program compliance with all State and locally-negotiated agreements.
- On behalf of the program, act as, or appoint liaisons as needed, with other programs, other University units, and external constituencies, including

representing the program in arranging articulation agreements with other institutions and representing the program to donors, potential donors, and partners.

- Ensure that all external degree program reporting requirements are met; coordinate and complete any reports needed for achievement and maintenance of program accreditation and other external requirements.
- Prepare an annual report that summarizes program activity and achievement of its mission and goals and that presents the program goals for the upcoming year. A copy of the annual report shall be forwarded to the Dean and program faculty prior to June 15 of each academic year.
- Coordinate the completion of a Program Self-Study every six years. With the approval of the Dean, the program may delegate the responsibilities for developing the Self-Study to a person other than the Chair.
- Serve as steward of program records, ensuring their completeness as they are passed on to the Chair's successor.
- In situations in which it appears that an individual faculty member has not or shall not meet their obligations in a timely manner, the program chair shall advise the Dean appropriately.
- Inform the Dean as to when the Chair shall be available during July and August for completing relevant responsibilities, as described here, and preparation for the fall term. It is understood that such consultation and assistance may not always require the Chair's presence on campus.

V. ASSOCIATE CHAIRS: Shared governance for the life cycle of programs is governed by [University Procedure 2040](#), which includes various levels of review, including that of the [Faculty Senate Standing Committee on Academic Programs and Planning](#). This involves identifying and defining different types of academic programs and establishing the process through which new and existing programs may apply for designation as a track, concentration, certificate, minor, and major. Compensation for faculty who oversee an academic unit housed within a "program," whether labeled track, concentration, or other name, is determined by workload instead of title. As of this MOA, those compensated for such work shall be designated Associate Chairs, as their work most closely aligns with and supports that of undergraduate or graduate Program Chairs. These exist in the following academic units:

B.S. in Health Science (BSHS): Pre-Communication Disorders  
Business B.S. (BUSN): Accounting  
Business B.S. (BUSN): Business Analytics  
Business B.S. (BUSN): Finance  
Business B.S. (BUSN): Management  
Business B.S. (BUSN): Marketing  
Chemistry (CHEM): Biochemistry and Molecular Biology (BCMB)  
Environmental Science (ENVL): Geology (GEOL)  
FRST Writing  
FRST Math  
FRST Critical Thinking  
M.A. in Education (MAED): Special Education Certificate  
Nursing (NRS4): Accelerated (NUAC)

New academic units within programs that are eligible for this type of leadership position may be added upon consultation between the Administration and the Union.

- VI. **ELIGIBILITY:** Eligibility to serve as an Associate Chair is limited to tenured faculty members who are in good standing and who satisfy any specific criteria established by any outside accrediting agency.
- VII. **COMPENSATION:** Associate Chairs shall be compensated by tier according to headcount. However, an Associate Chair who serves concurrently as Chair of Business Studies or as Chair of First-Year Studies shall oversee their own track without additional compensation.

At the time of the signing of this Agreement, Associate Chairs would be classified into the following tiers based on tentative data gathered in fall 2020:

Table 5: Associate Chair Program Tiers

<b>Tier One: (headcount 1 through 199)</b>	<b>Tier Two: (headcount 200 and above)</b>	<b>FRST:</b>
<ul style="list-style-type: none"> <li>- Business B.S. Analytics</li> <li>- BSHS Pre-CD</li> <li>- Chemistry Biochemistry and Molecular Biology</li> <li>- Environmental Science</li> <li>- Geology</li> <li>- MAED Special Education Certificate</li> <li>- NURS Accelerated Transcel*</li> </ul>	<ul style="list-style-type: none"> <li>- Business B.S. Accounting</li> <li>- Business B.S. Finance &amp; Financial Planning</li> <li>- Business B.S. Management</li> <li>- Business B.S. Marketing</li> </ul>	<ul style="list-style-type: none"> <li>- FRST Critical Thinking</li> <li>- FRST Writing</li> <li>- FRST Math</li> </ul>

Table 6: Associate Chair Compensation Tier

Tier 1	Four (4) TCH during the academic year. *Accelerated Nursing, because it is a year-round program, shall receive two (2) TCH of summer compensation at the senior rank per year.
Tier 2	Eight (8) TCH during the academic year at the senior rank per year.
FRST	<p>Critical Thinking: Five (5) TCH and a summer stipend of one (1) TCH at the senior rank per year.</p> <p>Math: Seven (7) TCH and a summer stipend of two (2) TCH at the senior rank per year.</p> <p>Writing: Eight (8) TCH and a summer stipend of three (3) TCH at the senior rank per year.</p>

- VIII. **RESPONSIBILITIES:** In collaboration with the Relevant Dean and other program and School administrators and staff, the program Associate Chair coordinates the efforts of the faculty to carry out the activities of the track through the following activities:
  - A. All Associate Chairs except FRST:
    - Serve as the point of contact of the track for the Dean, Associate or Assistant Dean, and other School and University personnel. Assist with the transmittal of information, as needed, from the Dean and other officials of the University to members of the track.
    - Conduct necessary meetings of the track faculty, keep records of its

deliberations, and communicate regularly to the Program Chair and the Relevant Dean or their designee.

- Lead the track faculty in creating a recommended teaching schedule for each academic term consistent with guidelines established by the Relevant Dean and the program and provide the recommended schedule to the Relevant Dean or their designee. Coordinate the scheduling of the track over a three-year cycle consistent with School and program needs as outlined by the Relevant Dean.
- Meet with the Program Chair and the Relevant Dean on an annual basis to set up goals and objectives for the year, discuss budgetary requests, and review the previous year's progress.
- Coordinate advising to ensure that all advising obligations are met in a timely fashion, including verifying graduation certifications.
- Coordinate track faculty participation in activities related to the recruitment of students, such as open houses and other on-campus recruitment events during the academic year.
- 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 assessment activities.
- 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.
- Assist in meeting program reporting requirements. This shall include, but not be limited to, the track portion of State-mandated, six-year Program Self-Study or accreditation requirements, annual program report, revisions in *University Bulletin*, and pertinent Admissions information. These are to be submitted to the Dean through the Program Chair.
- Serve as steward of track records and facilitate a smooth transition to the Associate Chair's successor.

B. Additional Responsibilities for MAED Special Education Associate Chair:

- Assist in meeting additional program reporting requirements related to the special education portion of the Program Self-Study (accreditation).
- Act as liaison to the NJ Department of Education, Special Education Unit, on matters related to program and licensure.

C. Responsibilities for FRST Associate Chairs:

- Meet with the FRST Program Chair 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.
- Serve as first point of contact for student issues, appeals, and complaints.
- Assist with orientation and registration of FRST students.
- Assist the FRST Program Chair in the scheduling of courses to ensure that instructional offerings and requirements are met by the faculty.
- Recruit and train faculty instructors for FRST classes. Identify staffing needs 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.
- Conduct necessary meetings of the appropriate faculty, keep records of its deliberations, and communicate regularly to the FRST Program Chair and the Dean or their designee.

- Lead the FRST-Writing, FRST-Math, or FRST-Critical Thinking associated faculty, respectively, in ongoing discussions of curricular issues to facilitate meeting missions and goals.
- 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.
- Explore outreach with high school English and Mathematics programs as appropriate.
- Assist in meeting FRST program reporting requirements and, in the case of the FRST-Writing Associate Chair, with Writing program requirements. This shall include, but not be limited to, the relevant portion of the six-year Program Self-Study, annual FRST report, and revisions in the *University Bulletin*.

D. Additional Responsibilities for FRST-Math and FRST-Writing:

- Assist FRST Program Chair and the Office of General Studies with placement of students.
- Coordinate and run professional development for new and adjunct faculty. This includes, but is not limited to, orientation, training, and formative evaluation of new and adjunct faculty.

**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. 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 the other party in writing no later than 30 days prior to June 30, 2023, 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 23<sup>rd</sup> day of December, 2020.

For: Stockton University

For: The Stockton Federation of Teachers





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Harvey Kesselman, President

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Rodger L. Jackson, President

Date: 12/23/2020

Date: 12/23/2020