

Memorandum of Agreement #103

ELECTRONIC SUBMISSION OF PROMOTION APPLICATIONS

In order to promote amicable employer-employee relations, The College of New Jersey (the College) and The College of New Jersey Federation of Teachers, Local 2364, AFT (the Union), hereby agree as follows:

As of Fall 2015, the College will implement an electronic submission process for promotion applications. Electronic submission of applications will take place using document management software approved by the College and the Union.

Responsibilities:

The College (Office of Academic Affairs) will be responsible for ensuring applicants' ability to electronically upload certain required documents as specified below.

The College (Office of Academic Affairs) will provide training for applicants, committee members and Deans on how to submit and access electronic files.

The College's Division of Information Technology will provide technical support as well as user support (online and live via help desk) for promotion application submission and review.

Procedures:

The College (Office of Academic Affairs) will populate groups in document management software for faculty members who submit notice of intent to file for promotion, for Departmental Promotion and Reappointment Committees (PRC), for Deans, for the College Promotion Committee (CPC), for the Provost and for the President within 3 business days following the due date for the notice of intent to file for promotion.

Applicants for promotion will be required to submit as PDF documents items A-G, I, and J, as described in the TCNJ Promotion and Reappointment Document. Items H and K could be submitted in hard copy according to the instructions specified in the TCNJ Promotion and Reappointment Document or uploaded electronically.

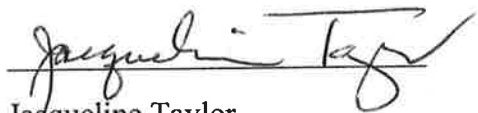
Access to electronic promotion applications will be limited to the time periods during which each group (Departmental PRC or CPC) or individual (applicant, Dean, Provost and President) is responsible to play an active role in the promotions process as outlined in § IV. A. of The Application Process for Promotion. No individual or group will be able to access application materials if an applicant decides to withdraw his or her application before the specified time for review of applications by that individual or group.

Instructions on how to submit required materials, review them and upload recommendations will be clearly indicated in the online "help" or other documentation accompanying the software used for electronic submission of applications.

Applicants will not be penalized for any potential complications arising from network delays or other unforeseen technical issues. Information Technology will investigate and document reports of complications attributed to technical issues resulting in problems such as missed deadlines, unreadable documents, etc. Academic Affairs will use this information to determine whether the applicant will be permitted to correct the problem, and will inform the applicant and the next level of review of its decision.

For the College:

For the Union:



Jacqueline Taylor
*Provost and Vice President for Academic Affairs
The College of New Jersey*



John Krimmel
*President
TCNJFT, Local 2364, AFT*

08-24-2015
Date

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Date