

# Memorandum of Agreement # 99

## Career Development and Five-Year Review for Tenured Faculty Program

The College of New Jersey

November 17, 2014

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In order to promote amicable employer-employee relations, Local 2364, AFT ("the Union") and The College of New Jersey ("the College") hereby agree to the following terms and conditions whereby the Career Development (CD) and Five-Year Review (FYR) program will be implemented for full-time faculty and librarians.

### PREAMBLE

The Career Development Program and Five-Year Review of Tenured is intended to enhance the natural dedication of individual faculty members and librarians to pursue a vigorous program of continuing professional development subsequent to tenure at The College of New Jersey. The process affirms the College's commitment to the teacher-scholar model and is structured to aid faculty members and librarians in the development of a positive program of professional growth and career development.

Every five years, the individual tenured faculty member/librarian shall engage in an in-depth, meaningful self-study to reflect on the manner in which she/he may best advance her/his own professional growth. Participation in this program serves to satisfy the requirements of N.J.S.A. 18A:60-10, Appendix II "Career Development Program for all Full-Time Employees" (*Agreement, State of NJ and Council of NJ State College Locals, AFT, AFL-CIO – 2011 to 2015*), MOA #62 (June 26, 2006) and replaces the Career Development Program agreement between The College and the Union. (November 13, 1997)

The FYR builds on the annual submission of the Faculty or Librarian Professional Activities Form and C.V. as described in MOA 62 or MOA 86, respectively. All parties recognize that a program of genuine career development should be positive in nature and is best achieved in an atmosphere of mutual trust and cooperation. This career development program is not intended to constitute a replacement for or waiver of rights of any individual accruing under Title 18A of the Revised New Jersey Statutes. No personnel actions involving punitive procedures shall be based on, or in any way use the results of, materials produced for the career development program.

Faculty members and librarians may use this self-study as a springboard for seeking funds from the Career Development Program and other institutional funds that may be made available. When considering two or more proposals of comparable merit, the Career Development Committee will give preference to proposals that result from a Five-Year Review occurring within the past 12 months and that have the endorsement of the individual's Departmental PRC and the Dean.

All materials generated for and by this process will be in electronic form.

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### The Career Development Process –

#### A. Composition of Career Development Committee (CDC) –

The ten members of the CDC will be chosen as follows:

1. One member each appointed by the College and the Union.
2. One member elected from and by each of the following full-time AFT bargaining unit groups:
  - a. School of Arts and Communication
  - b. School of Business
  - c. School of Education
  - d. School of Engineering
  - e. School of Humanities and Social Sciences
  - f. School of Science
  - g. School of Nursing, Health and Exercise Science and the Library
  - h. Professional Staff

**B. Career Development Election Committee(CDEC) -**

1. The CDEC will be composed of one member appointed by the College and one member appointed by the Union.
2. The CDEC will conduct the election of CDC members following the established schedule and also fill any unexpected openings on the CDC as they might arise.
3. The CDEC will meet whenever either party requests a meeting.

**C. CDC Election Procedure-**

1. A notice of a vacancy on the CDC will be sent to the appropriate AFT bargaining unit groups soliciting the individuals willing to stand for election.
2. After receiving the names of volunteers, the CD Election Committee will verify the eligibility of each candidate and prepare an election ballot.
3. The CDC election ballot will be distributed to the appropriate bargaining unit group/s, allowing at least 2 weeks to return the ballots, and insuring anonymity of individuals casting a vote.
4. The CDEC will count the ballots and verify the election. Unit members will be invited to observe this process.

**D. Terms of Service – CDC members will be elected following these guidelines-**

1. Elections to any fill any vacancies on the CDC will take place in the spring of the year, with the new term of those elected beginning the following fall.
2. The regular membership term on the CDC will be two years.
3. All full-time faculty, either probationary or tenured, will be eligible to serve on the CD committee.
4. The Professional Staff CDC member will be elected from among those holding multi-year contracts.

**E. Election of a Chairperson -** The chairperson of the CDC will be elected by the CD committee members at the first meeting of the committee, normally at the beginning of the fall semester. The CDC chair will serve for a one year term.

**F. CDC Responsibilities –** The CDC will have the following responsibilities:

1. Prepare and distribute to all eligible AFT unit members a “Request for CD Proposals”. This will be done three times during each academic year, typically in September, January and April.
2. Develop and inform eligible AFT unit members of the criteria to be used when CD proposals are reviewed.
3. Call meetings as required in order to review proposals submitted.
4. Make a recommendation to the Provost concerning the funding of approved proposals. Include cc to the Deans on the award notification letters.
5. Provide appropriate feedback to applicants for CD funding.
6. Review and monitor the CD budget.
7. Maintain the Career Development website.

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**The Five-Year Review Process –**

**A. The Committee -**

1. FYR will be carried out by the Departmental PRC Committee. The creation of the Committee will follow guidelines stated in the Promotion and Reappointment document.
2. Members of the Departmental PRC Committee undergoing FYR, will recuse themselves from the Committee for the duration of their review.

## **B. Materials to be submitted to the Departmental PRC -**

### **The Five-Year Review will be based on the following:**

1. **The Individual Study** - on a five-year cycle, the faculty member/librarian will engage in a thorough and in-depth process of self-reflection, called individual study. The individual study will include the following two elements:
  - a. **Reflective essay** - no more than three (3) pages in length, describing the reviewee's growth and outcomes over the past five years in terms of her/his teaching or librarianship, scholarship, service, and, if applicable, academic advising and mentoring (*librarians do not advise or mentor students*). The discussion of the reviewee's scholarship shall include references to the appropriate Disciplinary Standards document.
  - b. **Plan for professional self-development** - brief outline of the reviewee's own professional objectives and future goals, how they might best be achieved, and what career development assistance might be appropriate.
2. **Curriculum Vitae** - listing the individual's efforts and accomplishments in the areas of teaching or librarianship, scholarship, service and (if applicable) academic advising and mentoring in the past five years. Faculty members/librarians will use the College's standard format for their CV.
3. **Peer Review of Teaching** - faculty members participating in the FYR will have at least two (2) teaching observations during the five (5) years prior to the review. The process for peer review of teaching will be the same as that described in the TCNJ Promotions and Reappointment Document, Appendix III: Peer Review of Teaching.
4. **Student Input** - assessment of teaching effectiveness will also include student course feedback summary sheets for the previous five years.
5. **FPAF/LPAF** - In keeping with the principle that "the FYR builds on the annual submission of the Faculty or Librarian Professional Activities Form and C.V. as described in MOA 62," all FPAFs or LPAFs for the past five years will be included in the dossier.

### **Procedures for submitting FYR materials:**

All FYR material will be submitted electronically to the Departmental PRC chairperson by September 15 for those individuals going through the review in the fall semester or February 15, for the spring. Departmental PRC chairperson will acknowledge receipt of materials to the reviewee in writing by either September 23 or February 23.

## **C. Consultation of the Faculty Member/Librarian with the Departmental PRC**

Based on the submitted materials, the Departmental PRC and individual reviewee will work toward a consensus plan of professional growth and development. The Departmental PRC will meet with the reviewee to discuss the submitted materials and engage the faculty member/librarian in a collegial and constructive conversation of how her/his future development can further the department's ability to deliver a first-rate educational experience and also enhance the faculty member's/librarian's scholarly activity.

1. The PRC will review the material submitted by the candidate and have a meeting with the reviewee.
2. Based on this meeting, the reviewee may, if requested by the PRC, revise the reflective essay to incorporate the perspective of the PRC, and write a final version of the professional development plan. The PRC will provide a letter signed by all members stating concurrence or non-concurrence with the analysis in the final reflective essay and professional development plan, citing evidence in support of their observations, to the reviewee, Department Chairperson and Dean.

3. The Dean will review the FYR dossier and the letter from the PRC. In the event a Dean does not concur with the PRC's conclusion, the Dean must meet with the reviewee by December 22 or May 22 to discuss the PRC letter in the interest of contributing to the individual's continued professional development. The Dean may elect to meet with the reviewee by the same dates if she/he concurs with the PRC's conclusion, to discuss the FYR.
4. The reviewee may revise the professional development plan to incorporate the perspective of the Dean within five (5) days of meeting with the Dean specified in point 4 above.
5. The Dean will provide a letter stating her/his concurrence or non-concurrence with the analysis in the reflective essay and the professional development plan, citing evidence in support of his/her observations, and provide to the Provost copies of all documents generated by the self-study. The Dean's response will also be transmitted to the reviewee and Department Chairperson.
8. The Provost will indicate receipt of FYR materials to individual reviewees.

#### **D. Notification Timeline**

1. Tenured faculty members and librarians will have a FYR on a rotating basis so that faculty members/librarians within a department will come up for review every five (5) years starting from their most recently completed promotion or tenure process.
2. The College (Human Resources) will produce a FYR tentative schedule for the next five (5) academic years within 60 days of the signing of this agreement, to be reviewed by the College (Academic Affairs) and Union. In all future years, the College (Human Resources) will provide an updated FYR schedule for the next full academic year for the Union to review no later than February 1. The College (Academic Affairs) and Union will agree to the final schedule for the next academic year by February 15.
3. By March 1, the College (Academic Affairs) will notify each faculty member/librarian scheduled for a FYR in the next academic year along with the PRC, Department Chairperson, Dean, and Academic Affairs as to the semester in which their FYR will be conducted.

#### **Five-Year Review Time Schedule**

1. The College and Union will discuss how to complete the required number of FYRs in a given year in the most efficient and least disruptive way as soon as possible after this MOA is signed. This may require dividing the list of those to be reviewed either in a school or department in one year into a "fall" and "spring" contingent. These decisions will be made as soon as possible after a final list of all currently-employed individuals to go through the FYR process in each of the next five (5) years is compiled.
2. The College (Human Resources) will, by February 15, provide the Departmental Promotion and Reappointment Committee (PRC), the Dean, and the Department Chairperson with the names of all individuals in their department who will have a FYR the next academic year and the semester in which it will take place. The final list of candidates scheduled for a FYR for the upcoming academic year will be reviewed and agreed to by the College (Academic Affairs) and the Union.
3. All faculty members/librarians will participate in the FYR process every five (5) years starting from their most recently completed promotion or tenure process.
4. Each scheduled activity is to take place no later than the date/s specified. If the specified date is a day when the College is "closed", the activity is to be completed by the next day it is "open." Activities may take place prior to the specified date.

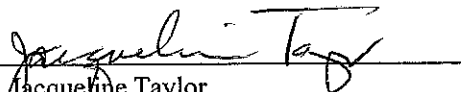
Step	Fall Cohort	Spring Cohort	Activity	Reference
1	Jan 19		College (Human Resources) will produce 5-year projected FYR schedule for current tenured faculty and librarians within 60 days of the signing of this agreement.	
	Feb 1		In future years, the FYR schedule will be updated by the College (Human Resources) no later than February 1 and the Union will be provided with a copy of the schedule by that date.	
	Feb 8		College (Academic Affairs) and Union review and agree to a FYR schedule for upcoming academic year. Departmental PRCs elected	
2	Feb 15	Feb 15	College (Academic Affairs) provides Deans, Department Chairperson, tenured faculty and librarians with a five (5) year FYR schedule	
3	Sep 15	Jan 15	Candidate submits FYR materials in electronic form to Departmental PRC	
4	Sep 23	Jan 23	Departmental PRC chair acknowledges receipt of materials to candidate	
5	Oct 21	March 21	Departmental PRC meets with candidate to discuss findings/recommendations	
6	Nov 7	April 7	Candidate submits revised materials, if any, to Departmental PRC	
7	Dec 14	April 14	Departmental PRC submits final report to candidate, DPC and Dean	
8	Dec 22	May 22	Dean meets with candidate if appropriate	
9	Jan 10	June 10	Dean provides response to candidate, Departmental PRC chair, Department Chairperson and Provost	
10	Jan 15	June 15	Provost confirms receipt of material to candidate	

\* - If 2 dates are shown, the first date pertains to reviews taking place in the fall semester and the second to those occurring in the spring.

\*\* - Each required response shall be in electronic form such as email

For the College:

For the Union:



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



Ralph Edelbach  
President  
TCNJFT, Local 2364, AFT

11/19/2014

Date

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Date