ELECTRONIC SUBMISSION OF REAPPOINTMENT AND PROMOTION APPLICATIONS

This MOA replaces MOA 103, dated 24 August 2015.

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 Spring 2018, the College will implement an electronic submission processes for both reappointment and promotion applications; the former will include both formative and summative reviews. 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 candidates' ability to electronically upload certain required documents as specified below.

The College (Office of Academic Affairs) will ensure that there is sufficient and timely training provided to candidates, 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 application submission and review.

Procedures:

The College (Office of Academic Affairs) will populate groups in document management software for candidates, Departmental Promotion and Reappointment Committees (PRCs), Deans, the College Promotion and Tenure Committee (CPTC), the Provost, and the President as follows:
- For reappointment applications, at least thirty (30) calendar days prior to the respective submission dates specified in the TCNJ Reappointment and Promotion Document (RPD).
- For promotion applications, within 3 business days following the due date for the notice of intent to file for promotion.

Except as noted below, candidates will submit as PDF documents any checklist items required by the RPD for the review being undertaken. Teaching evaluations or examples of scholarly/creative/ professional work not available electronically may be submitted in hard copy.
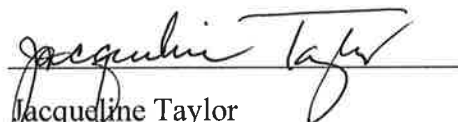
Access to electronic applications will be limited to the time periods during which each group (Departmental PRC or CPTC) or individual (candidate, Dean, Provost or President) is responsible for playing an active role in the review process as outlined in the RPD. In the case where a candidate for promotion decides to withdraw his or her application before the time specified for review by any given individual or group, that individual or group will not be given access to the application materials.

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

Candidates 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. When appropriate, the candidate will be permitted to correct the problem within one week of the resolution of the technical issue.

After the completion of promotion or reappointment reviews, all documents included in electronic applications will be archived by the College and will be retained in accordance with State of New Jersey and College records retention schedules.

For the College: For the Union:

Jacqueline Taylor (signature)   _John Krimmel (signature)_

Jacqueline Taylor   John Krimmel
Provost and Vice President for Academic Affairs   President
The College of New Jersey   TCNJFT, Local 2364, AFT

Date   Date

_2-28-18_   _02-27-18_