

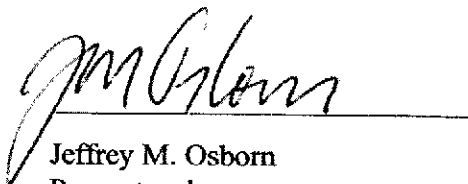
Memorandum of Agreement #130

Electronic Submission of Sabbatical, Range Adjustment,
and Career Development Fund 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 to the following amendment to MOAs #51, 84, 89, 99, 101, and 111:

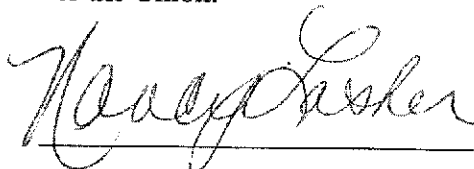
1. Beginning November 15, 2020, the College will implement electronic application processes for sabbaticals, career development funds, and performance-based multiple range adjustments. These applications will be handled via Interfolio's Reappointment, Promotion, and Tenure online system, which is labeled "Faculty Process" at TCNJ.
2. The Office of Academic Affairs will be responsible for the application and operation of Faculty Process in a manner consistent with provisions in MOAs #51, 84, 89, 99, 101, and 111.
3. Eligible faculty and staff will request applications, via online forms posted on the Office of Academic Affairs website, five (5) or more business days in advance of the respective submission date. The Office of Academic Affairs will create application cases in Faculty Process within three (3) business days of receiving the online request.
4. Applicants will not be penalized for any potential complications arising from network delays or other unforeseen technical issues. Academic Affairs, in conjunction with the College's Division of Information Technology and Interfolio's Scholar Services, 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 application and the next level of review of its decision.
5. The Office of Academic Affairs will generate training materials for using Faculty Process, and in conjunction with the College's Division of Information Technology and Interfolio's Scholar Services, provide user support for application submission and review.

For the College:



Jeffrey M. Osborn
Provost and
Vice President for Academic Affairs
The College of New Jersey

For the Union:



Nancy Lasher
President
TCNJFT, Local 2364, AFT

October 30, 2020

Date

October 30, 2020

Date