

Memorandum of Agreement #116

The Position of Clinical/Instructional Specialist

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 in regard to the positions of a clinical specialist or instructional specialist ("clinical/instructional specialist" hereafter):

1. The decision to employ clinical/instructional specialists should initiate at the department level and should consider any possible ancillary impact upon accreditation or possible effect on existing faculty who may be doing clinical work (in load).
2. Clinical/instructional specialists have the primary responsibility of classroom teaching or supervising teaching clinical experiences or internships and/or related field experiences. Duties and responsibilities shall not include scholarship, research, or creative activity.
3. Employees hired as clinical/instructional specialists will be informed in their appointment letter that service in this title will not count toward tenure should they subsequently be selected to fill a tenure-track position. With the exception of Article XIII Sections A, B.1—B.3, and J the remainder of Article XIII shall not apply to employees in this title.
4. The total number of clinical/instructional specialists appointed shall not exceed ten percent (10%) of the regular full-time faculty lines at The College of New Jersey. Prior to each academic year, the College shall consult with the Union regarding the number of planned clinical specialist appointments.
5. If a clinical/instructional specialist presents a request to the dean for approval for reimbursement for travel/conference attendance relative to their assignment at the College, such requests will be considered in accordance with College policy and Article XXIII of the Statewide Agreement. Denial of such requests shall not be grievable.
6. The provisions of the Statewide and Local Agreements with respect to faculty load will not be applicable to the clinical/instructional specialist.
7. The provisions of the Statewide Agreement related to benefits, sick leave and career development shall apply as appropriate to the clinical/instructional specialist.
8. The teaching load for the clinical/instructional specialist shall be up to 24 faculty weighted hours per academic year. The number of preparations shall be consistent with Article XII B.2 A and B (paragraph one only) of the Statewide Agreement. The remainder of that article shall not apply to the clinical/instructional specialist except in paragraph 10 below.
9. Salary ranges for clinical/instructional specialists can go from ranges 18-27.

10. Clinical/instructional specialists shall be appointed to an initial one-year appointment. Subsequent reappointment should be for two years. After the two-year reappointment, clinical/instructional specialists shall be reappointed to a three-year term. Subsequent reappointments shall be for four years and then five years. All subsequent contracts shall be for five full years.

Contracts tendered to clinical/instructional specialists shall list specific duties for those persons. If there any changes to those duties in a subsequent year, then the changes need to be communicated in writing prior to the start of the year.

Over and above satisfactory and successful performance, continued reappointment will also be based on continued programmatic need. In cases where there is no longer a programmatic need for the position or the skill-set and/or expertise of the clinical/instructional specialist in the position, individuals will be notified no later than February 1st of the previous academic year of their non-reappointment. In all such cases, the Union will be notified in a timely manner of non-reappointment based on a lack of programmatic need.

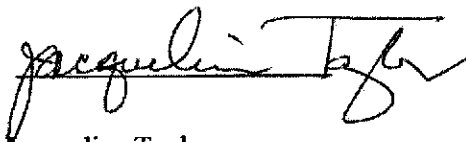
Clinical/instructional specialists may be hired to teach in winter and summer sessions and compensated pursuant to Article XI.C.6 for summer session and Article XII.B.3 for winter session.

11. The clinical/instructional specialist position does not include scholarship or service requirements of tenured and tenure-track faculty. Therefore this position can require academic credentials that differ from those of tenured or tenure-track faculty. Normal requirements for appointment as clinical/instructional specialist are a master's degree or equivalent relevant professional or post-secondary instructional experience in the relevant discipline.
12. Clinical/instructional specialists are not eligible for administrative reassigned time for functions that are not directly related to their job responsibilities. Their direct job responsibilities will be determined by the relevant dean or unit director.
13. In each term of the appointment, the College shall ensure that the clinical/instructional specialist is evaluated by the students in each course taught including experiential or field assignments according to the Statewide and Local Agreements regarding student feedback on teaching. The College will also expect that the clinical/instructional specialist will be evaluated by their peers on a regular basis. Should the College determine that it will continue the position after the expiration of the incumbent's appointment and the incumbent wishes to apply for a new appointment, the student evaluations and available peer observations and other performance-based criteria shall constitute a part of the review for a subsequent appointment.
14. The review process for initial appointment shall be consistent with the process used to hire all faculty. Every effort should be made to consider adjunct faculty at the College for the position of clinical/instructional specialist. If an appropriate vacancy exists and the incumbent is interested in a subsequent appointment, the College may, at its discretion offer the appointment to the incumbent without initiating a search.

If the College determines to conduct a search, an individual who is serving or has served as a clinical/instructional specialist may apply for that position and submit any and all documentation appropriate to that application.

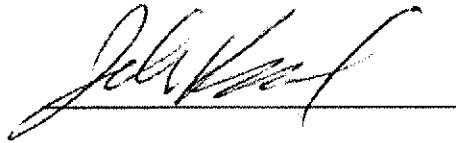
15. Procedures for promotion for clinical/instructional specialists will be developed through normal locally negotiated processes.
16. Each clinical/instructional specialist shall be provided with shared office space, an identifiable telephone number on which they may conduct College business, and a computer.
17. Academic departments and programs may invite the clinical/instructional specialist to participate in department meetings and curricular and other educational matters. However, the clinical/instructional specialist may not participate in any personnel matters.
18. This Agreement shall be automatically renewed from year to year unless either party shall serve to the other party written notice of its desire to modify this Agreement. Such notice shall be given no later than January 1 of the year in which the Agreement ends or of any succeeding year for which the Agreement is automatically renewed. During the pendency of any renegotiations of this Agreement, the terms of this Agreement shall remain in full force and effect until a new Agreement is reached.
19. The Council of New Jersey State College Locals shall honor this Agreement and shall provide a letter so stating. The College's obligations under this Agreement shall not arise until such time as it has received the letter from the Council.

For the College:



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

For the Union:



John Krimmel
President
TCNJFT, Local 2364, AFT

May 4, 2018
Date

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