

## **Memorandum of Agreement #140**

### **Electronic Submission of Faculty/Librarian Professional Activities Forms and Curriculum Vitae Data**

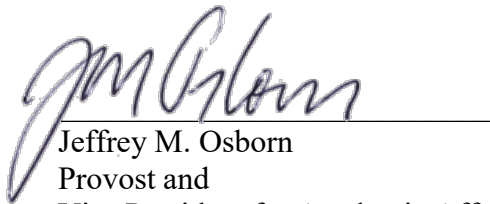
In order to promote amicable employer-employee relations, The College of New Jersey (the College) and The College of New Jersey Federation of Teachers, Local 2364, AFT (the Union), hereby agree to:

1. The College and the Union previously entered into Memorandum of Agreement (MOA) #100 and MOA #102 regarding the annual implementation of the Faculty Professional Activities Form (FPAF) and the Librarian Professional Activities Form (LPAF), respectively.
2. MOA #100 and MOA #102 are hereby rescinded and shall be of no force and effect as of the date of this MOA.
3. The objectives of the FPAF/LPAF are as follows:
  - a. The FPAF (as defined in MOA #62) and the LPAF (as defined in MOA #86) are intended as workload planning tools, and will be used to confirm that each faculty member/librarian is meeting the basic TCNJ workload requirements. The FPAF/LPAF is not intended to be a comprehensive record of all professional activities.
  - b. The FPAF/LPAF also serves as a mechanism for annual conversations among faculty members/librarians and academic leaders about professional activity and development. Consultation among faculty members/librarians and their dean should result in an agreed-upon workload plan that is equitable across all faculty members/librarians.
  - c. The College and the Union agree that the FPAF/LPAF is not to be used in any reappointment, tenure, or promotion process, or any other way not explicitly described in MOA #62 and MOA #86.
4. Beginning January 3, 2022, the College will implement annual electronic collection of the FPAF/LPAF and Curriculum Vitae (CV) data. This collection will be handled via Interfolio's Faculty 180 online system, which is labeled "Faculty Process" at TCNJ.
5. By May 1, faculty members and librarians will submit, respectively, their annual FPAF or LPAF, as well as review and update as appropriate those sections of the Faculty180 system that document their CV data covering activities during the past year (e.g., teaching/librarianship activities, scholarly/creative/professional activities, and service activities).
6. By June 1, the dean informs the faculty member/librarian of approval of the FPAF/LPAF workload or indicate need for further development of the workload plan. In cases where the FPAF/LPAF is not approved by the dean, the dean will work with the faculty member or librarian, in consultation with the chair/coordinator, to further develop the workload plan and come to an agreeable and equitable solution. In the event that a faculty member or librarian and their dean are not able to reach accord on a workload plan, that will be

noted when the FPAF/LPAF is forwarded to the provost. At this time, the faculty member or librarian will be provided with their dean's written explanation of why their FPAF/LPAF is not being approved. Any response the faculty member or librarian chooses to make will also be forwarded with the dean's comments.

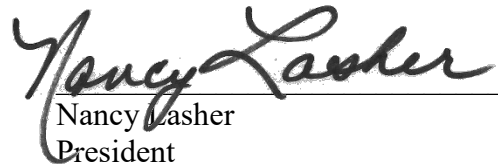
7. By June 15, the dean forwards all approved FPAFs/LPAFs to the Office of Academic Affairs and informs the provost of workload plans in need of further review. If the provost needs to meet with any faculty member or librarian, the provost will consult with the Union in situations where a faculty member's or librarian's FPAF/LPAF is not being approved by a dean prior to any meeting with the faculty member or librarian.
8. By June 30, all FPAFs/LPAFs and updates of overall workload activities during the past year (e.g., teaching/librarianship activities, scholarly/creative/professional activities, and service activities) will be finalized in Faculty Process.
9. Faculty members/librarians will not be penalized for 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 faculty member or librarian will be permitted to correct the problem, and will inform the faculty member or librarian of its findings and the basis for its decision.
10. 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 FPAF/LPAF and CV data submission.

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

February 1, 2022  
Date

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