

Memorandum of Agreement #67

Pursuant to Appendix II, Article IV.A.5. of the *Agreement* between the State of New Jersey and the Council of New Jersey College Locals, AFT, AFL-CIO, The College of New Jersey (the College) and the College of New Jersey Federation of Teachers, Local 2364, AFT (the Union) agree on the following principles and procedures governing the election of member to and operation of the Career Development Committee (CDC).

This agreement replaces MOA # 8, dated April 7, 1978.

1. **Composition of Career Development Committee –**
The ten members of the CD committee will be chosen as follows:
 - A. One member each appointed by the College and the Union.
 - B. One member elected from and by each of the following full-time AFT bargaining unit groups:
 - 1) School of Art, Media, and Music
 - 2) School of Business
 - 3) School of Culture and Society
 - 4) School of Education
 - 5) School of Engineering
 - 6) School of Science
 - 7) School of Nursing and the Library
 - 8) Professional Staff
2. **Election Committee –**
 - A. The CD Election Committee shall be composed of one member appointed by the College and one member appointed by the Union.
 - B. The CD election committee will conduct the election of CDC members.
 - C. The CD election committee will meet whenever either party requests a meeting.
3. **Election Procedure –**
 - A. 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.
 - B. After receiving the names of volunteers, the CD Election Committee shall verify the eligibility of each candidate and prepare an election ballot.
 - C. The election ballot will be distributed to the appropriate bargaining unit group, allowing at least 2 weeks to return the ballots, and insuring anonymity of individuals casting a vote.
 - D. The CD Election Committee shall count the ballots and verify the election. Unit members will be invited to observe this process.
 - E. With exception of the first year of this new MOA, the CD election shall take place during the first week in May.
 - F. The first election under this new MOA will take place during the month of January, 2006 in order to have the new CD committee in place for the January 2006 funding cycle.
4. **Terms of Service - CDC members will be elected following these guidelines –**
 - A. 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.
 - B. The regular membership term on the CDC is two years.

- C. For the first two years of this new agreement, the following membership terms will apply:
- School of Art, Media, and Music..... one year term – ending June 2007
 - School of Business..... two year term – ending June 2008
 - School of Culture and Society one year term – ending June 2007
 - School of Education..... two year term – ending June 2008
 - School of Engineering one year term – ending June 2007
 - School of Science two year term – ending June 2008
 - School of Nursing and the Library one year term – ending June 2007
 - Professional Staff..... two year term – ending June 2008
- D. All full-time faculty, either probationary or tenured, shall be eligible to serve on the CD committee.
- E. The Professional Staff CDC member shall be elected from among those holding multi-year contracts or concurrent faculty rank.
5. **Election of a Chairperson** - The Chairperson of the CDC shall be elected by the CD committee members at the first meeting of the committee, normally at the beginning of the fall semester. The Chair shall serve for a one year term.
6. **CDC Responsibilities** - The CDC shall have the following responsibilities:
- A. Prepare and distribute to all eligible AFT unit members a "Request for CD Proposals." This shall be done three times during each academic year, typically in September, January and April.
 - B. Develop and inform eligible AFT unit members of the criteria to be used when CD proposals are reviewed.
 - C. Meet in order to review the proposals submitted.
 - D. Make a recommendation to the President concerning the funding of approved proposals.
 - E. Provide appropriate feedback to applicants for CD funding.
 - F. Review and monitor the CD budget.
 - G. Maintain the Career Development website.

Date: Jan 05, 2006
 L.S. Ralph Edelbael
 Ralph Edelbach, *President*
TCNJ Federation of Teachers

Date: 1/05/06
 L.S. Stephen Briggs
 Stephen Briggs, *Provost*
The College of New Jersey