

Memorandum of Agreement #149
Between
The College of New Jersey
And
The College of New Jersey Federation of Teachers, Local 2364, AFT
Regarding
Reappointment and Promotion Review Process for
Clinical Specialists and Lecturers

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.

WHEREAS, the College and the Union previously entered into Memorandum of Agreement (MOA) number 126 regarding establishment of clinical specialists and lecturers at the College; and

WHEREAS, paragraphs 10.d. and 15 in MOA 126 left for future negotiation a process by which “the Senior Clinical Specialist/Senior Lecturer and Master Clinical Specialist/Master Lecturer titles may be earned;” and

WHEREAS, the College and Union previously agreed upon a Reappointment and Promotion Document (RPD) that governs review and promotion of tenure-track and tenured faculty, and work together to keep the RPD revised as necessary or desired;

NOW, THEREFORE, the College and the Union hereby agree to this reappointment and promotion review process for clinical specialists/lecturers as follows:

1. Eligibility: All clinical specialists/lecturers who would meet the minimum requirements at the time the promotion would take effect are eligible to apply for promotion. Credit for prior years of professional experience (if any) are assigned by the dean at the point of hire and documented in the original employment contract. The minimum qualifications by rank are:
 - a. Senior Clinical Specialist/Senior Lecturer: An earned master’s degree from an accredited institution in an appropriate field of study and five (5) years of professional experience, at least three (3) of which must have been at the rank of clinical specialist/lecturer at TCNJ.
 - b. Master Clinical Specialist/Master Lecturer: An earned master’s degree from an accredited institution in an appropriate field of study and ten (10) years of professional experience, at least three (3) of which must have been at the rank of senior clinical specialist/senior lecturer at TCNJ.
2. Bases and Standards for Evaluation: the bases and standards for faculty teaching and service are specified in the “Faculty – Teaching” and “Faculty – Service” sections of the RPD (currently, sections 2.2. and 2.4.).

3. Service Expectations for Promotion: Clinical specialists and lecturers who seek only reappointment are not required to meet faculty service expectations. Likewise, those whose initial appointment was as a senior clinical specialist/senior lecturer, and who seek only reappointment, are not required to meet faculty service expectations. However, those seeking promotion to senior clinical specialist/senior lecturer or to master clinical specialist/master lecturer are expected to contribute faculty service as outlined in the RPD and specified below.

4. Intent to Apply: Clinical specialists and lecturers who intend to seek promotion must submit notice of their intention to their department chair, dean, and Academic Affairs by February 15, or the soonest business day thereafter, of the calendar year in which they will submit their application materials. Academic Affairs, in conjunction with Human Resources (HR), will confirm eligibility and provide written notice of the same no later than March 15, or the soonest business day thereafter.

5. Standard Application for Reappointment and/or Promotion: Clinical specialists and lecturers seeking promotion must submit an abbreviated version of the Standard Application for Reappointment and/or Promotion (see RPD, section 7, for a fuller description). Elements of this application include:

- a. Cover Page, HR Eligibility Letter, and all Hiring and Reappointment Offer Letters
- b. Table of Contents
- c. Professional Development Essay
 - i) The essay allows the candidate to interpret and explain the significance of the record as presented in the application. It enables the candidate to reflect deliberately on their professional development in the area of teaching and of service, and should include specific examples of excellent teaching and its effectiveness in achieving learning outcomes and in preparing students for life after college and careers, and the scope of service, including length of time and major outcomes. The essay should also include a description of how the candidate believes they have fulfilled the appropriate qualifications for reappointment and/or promotion, as well as a discussion of future goals and aspirations. An effective presentation is clear, concise, accurate, and balanced.
 - ii) The Professional Development Essay typically ranges from two (2) to three (3) single-spaced pages, and should use a 12-point font with one-inch margins. Essays may not exceed four (4) single-spaced pages. ***The Professional Development Essay is optional for clinical specialists and lecturers (of any rank) who seek reappointment only.***
- e. Evaluation Letters/Reports
- f. Standardized Curriculum Vita
 - i) Overview of Accomplishments Since Last Reappointment/Promotion Review. Using single spacing, a 12-point font, and *no more than the 1st page*, provide a bulleted list of your most important teaching and service accomplishments *since* your last reappointment review or promotion application. ***This overview is optional for clinical specialists and lecturers (of any rank) who seek reappointment only.***
 - ii) Academic and Professional Employment. Indicate dates, employer, title, and brief job description as appropriate, beginning with the most recent experience. Indicate whether full-time or part-time experience.

- iii) Educational Background
 - (1) Degrees and diplomas, including dates, institutions and areas of specialization
 - (2) Title of dissertation and name of supervisor (if applicable)
 - (3) Post-doctoral fellowships or advanced professional certifications (if applicable)
- iv) Academic or Professional Honors, Prizes, and Awards. Provide type of honor, conferring authority/organization, and date of honor. Do not include honors, prizes, and awards received by your (the candidate's) students or mentees.
- v) Teaching Record
 - (1) A. Delivery of instruction for courses taught at TCNJ
 - (a) List by course, noting which semesters each was offered and course enrollments (based on final class roster)
 - (b) Discuss the quality of your teaching effectiveness. Summarize and refer to supporting documentation, such as Student Teaching Evaluations (Standard Application section H), Peer Reviews of Teaching (Standard Application section I), Course Syllabi (Standard Application section J), and other supporting evidence (Standard Application section L). Candidates should provide supporting documentation for the most recent five (5) years during which they have taught at TCNJ. ***This discussion is optional for clinical specialists and lecturers (of any rank) who seek reappointment only.***
 - (c) Discuss your contributions to the College Core program such as First Year Seminar (if applicable). ***This discussion is optional clinical specialists and lecturers (of any rank) who seek reappointment only.***
 - (2) B. New courses, curricula, or pedagogies developed at TCNJ
 - (3) C. Independent studies and other non-classroom modes of instruction. Provide evidence of success in an appendix (or appendices)
 - (4) D. External curricular grants, including those awarded, those resubmitted with revision, and those submitted but declined
 - (5) E. TCNJ curricular grants awarded
 - (6) F. Participation in professional conferences or workshops related to teaching in your discipline. Indicate sponsoring group, topic, date, place, and extent of participation. Discuss the impact on the candidate's teaching. ***This discussion is optional for clinical specialists and lecturers (of any rank) who seek reappointment only.***
- xii) Record of Service to the College Community

Indicate those assignments which involved significant service, briefly describing your role and the nature of your work. Provide evidence of quality and length of service, position on committees or sub-committees, major outcomes or accomplishments and/or significant consistent contributions.

 - (1) C. Departmental committees or formal assignments
 - (2) D. School or library committees or formal assignments
 - (3) E. College committees or formal assignments
 - (4) F. Other forms of significant service, including faculty sponsorship of student-run organizations. Incidental items (such as talks to campus organizations, lecturing in a colleague's class, participation in campus groups or events) that are a routine part of the life of the College need not be listed unless there is some exceptional aspect.

(5) This section (xii) is optional for clinical specialists and lecturers (of any rank) who seek reappointment only.

xiii) Record of Outside Service

(1) A. Leadership roles in or significant contributions to a professional organization, including formal office, membership in a task force or accrediting team, and so on. Please provide information on the membership size of the organization and other relevant details to provide background.

(2) D. Contributions to the surrounding community. Mention only those that involved significant service related to your professional expertise, briefly describing your role and the nature of your work, and its connection to your professional expertise.

(3) This section (xiii) is optional for clinical specialists and lecturers (of any rank) who seek reappointment only.

h. Student Feedback on Teaching

i. Peer Reviews of Teaching. This section contains all original Peer Reviews of Teaching. Paragraph 13 of MOA 126 specifies “Clinical specialists/lecturers will be evaluated through the established peer evaluation process on an annual basis.” Applicants must have a minimum of three (3) peer reviews from the preceding three (3) academic years at the time of their application.

j. Course Syllabi

l. Teaching Materials

n. Service Materials

o. Other Materials [optional]

6. Scholarly/Professional/Creative Activity: Scholarly/professional/creative activity is neither required nor expected from clinical specialists/lecturers of any rank. In addition, service activity tied to scholarly/professional/creative activity, such as membership on the Sabbatical or SOSA Councils, is not expected or appropriate for clinical specialists/lecturers of any rank. Thus, items in the RPD’s Standard Application that do not appear above have been intentionally excluded and are not evaluated for clinical specialists/lecturers.

7. Reappointment: The procedures described herein also apply to clinical specialists/lecturers of any rank seeking only reappointment via new contract.

a. Clinical specialists/lecturers on two-year contracts must submit their reappointment packet (Paragraph 4 above) by September 15, or the soonest business day thereafter, during the second academic year of their contract.

b. Clinical specialist/lecturers on three-year contracts must submit their reappointment packet by September 15, or the soonest business day thereafter, during the third academic year of their contract.

7. Timeline: the reappointment and promotion process for clinical specialist/lecturers will follow relevant dates in the promotion timeline that appears in the RPD (currently, timeline 6.2). Application packets are due September 15, or the soonest business day thereafter.

8. Department/Program Personnel Review Committee (PRC): The department/program PRC is responsible to collaborate with the clinical specialist/lecturer to facilitate the peer reviews of teaching, as described in the RPD (currently, section 3.2.3). The department/program PRC is also responsible for the review of the applicant's materials as described in the RPD (currently, section 5.2.6), and for meeting the relevant review/evaluation deadlines specified in the RPD's promotion timeline (currently, timeline 6.2).

9. Packet Review Process and Timeline:

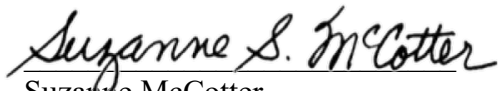
- a. The promotion and reappointment applicant's packet, following its review by the PRC, will then be reviewed by the dean, the college-wide promotion and tenure committee (CPTC), the provost, and the president, and, in the event the president recommends the applicant for reappointment and/or promotion, that recommendation will be submitted to the board of trustees for final action. This promotion and reappointment review process will follow the promotion review process described in the RPD (currently, section 5) and use the RPD's promotion timeline (currently, timeline 6.2).
- b. The reappointment applicant's packet, following its review by the PRC, will be reviewed by the dean, who will convey their recommendation to the provost. The provost will convey their recommendation to the president, and the president in turn convey their recommendation to the board of trustees for a final decision. This reappointment review process will use the RPD's promotion timeline (currently, timeline 6.2).

10. Non-Recommendation for Promotion: Clinical specialists/lecturers whose promotion applications are not recommended for promotion may, at the discretion of the College, be recommended for reappointment to a two- or three-year contract as specified in MOA126, paragraph 10.

11. Withdrawal of Promotion Application: An applicant for promotion may, at any time in the process, withdraw the application for promotion without prejudice. An application is withdrawn by submitting a letter to the chair of the PRC or CPTC, dean, provost, or president, depending upon the stage of the application process. Applicants who withdraw their promotion application may request continuing review of their application for reappointment.

12. Salary Increase: Applicants approved for promotion will advance four (4) ranges to the step that is closest to the salary of the next highest step in their current range, which will become effective at the start of the next academic year.

For the College:

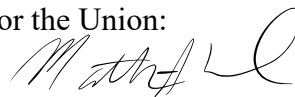


Suzanne McCotter
Interim Provost and
Vice President for Academic Affairs
The College of New Jersey

July 24, 2024

Date

For the Union:



Matthew Wund
President
TCNJFT, Local 2364, AFT

July 25, 2024

Date