

# AFT LOCAL CHAPTER: CONTRACTUAL AGREEMENTS

June 2014

*William Paterson  
University of New  
Jersey*

# WILLIAM PATERSON UNIVERSITY

## AFT LOCAL CHAPTER: CONTRACTUAL AGREEMENTS

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SD 1/26  
via fax

full agreement  
BDM

TO:           **CHERNOH SESAY, PROVOST AND  
EXECUTIVE VICE PRESIDENT**

FROM:       **LINDA DYE, PRESIDENT AFT**

DATE:       **2-12-97**

RE:           **PLEASE SEE IF THESE CHANGES MEET WITH YOU  
APPROVAL. PLEASE CALL AND LET ME KNOW ASAP.  
THANKS.**

Memorandum of Agreement  
Advisement and Registration Compensation

In order to promote amicable employer-employee relations, AFT Local 1796 and William Paterson College hereby agree that compensation for the new advisement and registration proposal shall be as follow:

1. Faculty Advisement Coordinators shall receive three credits each semester. Work shall be distributed among the coordinators on an equitable basis. Participation as a coordinator is voluntary and continuation in this capacity is by mutual agreement between the administrator in charge of the program and the coordinator.
2. Faculty Advisors shall receive one credit per semester for every 45 students they advise. Participation in this program is voluntary and continuation in this capacity is by mutual agreement between the administrator in charge of the program and the coordinator.
3. Faculty may also elect to do 23 students, for 1/4 credit.
4. If Faculty Advisors want to be compensated with overload, all credits shall be paid at the appropriate overload rate for the faculty member's academic rank.
5. Faculty Advisors may also elect, in consultation with the chair of the Department, to make their advisement credits a part of their regular teaching load.
6. There shall be no accrual of credits for released time.
7. Faculty Advisors are limited to a maximum of three advisement credits per semester.

8. The number of credits for advisement will be assigned to the department by the Provost. The distribution of credits among faculty advisors shall be determined by each Chairperson, with the agreement of the faculty member and in conjunction with the department by-laws.

9. Compensation for and training, workshops and other faculty development or administrative duties, not a part of the direct advising of students, shall be compensated at a rate of \$50.00 per contact hour or in the case of the Spring of 1997, 3 1/2 hours of workshops will be compensated at .22 of \$725.00

10. Faculty Advisement Coordinators shall receive three credits in the Summer of 1997 to refine and implement the program which is to begin in the Fall of 1997.

11. This Agreement shall govern compensation for Faculty Advisors and Coordinators starting in the Spring of 1997. This Agreement shall automatically be renewed unless either party shall give the other part written notice in June, 1998 to terminate, modify or amend this agreement.

*Richard Arroyo*  
For the College

April 23, 1997  
Date

*Linda Page*  
For the Union

4-23-97  
Date

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
Date

### Advisement Assignment for Part-time Faculty Letter of Agreement

In order to promote amicable employer-employee relations, AFT Local 1796 (the Union), William Paterson University (the University), the State of New Jersey (the State) and the Council of New Jersey State College Locals AFT-AFL-CIO (the Council) hereby agree as follows:

- 1) Regular part-time faculty serving as faculty advisors shall receive compensation for advisement training in an amount equal to the rate of 0.125 credits, and will be paid one-half credit per semester, paid at the full-professor overload rate, for every 23 students they advise.
- 2) Regular part-time faculty may not, except under special circumstances with permission from the Chairperson and Dean, advise more than 23 students.
- 3) With respect to the compensation of regular part-time faculty set forth above in paragraph 1, the parties agree to waive Article XXI H of the State-Union Agreement, which states, in pertinent part "Part-time employees shall be compensated in direct proportion to the percent of full-time workload..."
- 4) Service as a faculty advisor is strictly voluntary.
- 5) The number of credits for advisement will be assigned to the respective departments by the Provost. The distribution of credits among faculty advisors shall be determined by the Department Chairperson with the approval of the Dean, with the agreement of the faculty members and in conformity with department by-laws.
- 6) Advisement credits will not count toward teaching credits.
- 7) This Agreement shall become effective upon the signing of this agreement and shall remain in effect unless either party gives written notice to the other party that it wishes to terminate or renegotiate this agreement. Said notice will not be valid unless it is received by the other party on or before June 30 of the previous academic year.
- 8) This agreement shall not constitute a precedent and shall not be referred to with respect to any other matters between the parties, except to enforce the provisions of this agreement.
- 9) This Agreement shall not serve to amend, modify, or change the existing terms of the State-Union Agreement between the parties, with the exception of the waiver set forth in paragraph 3.

In witness of this Agreement, having read and understood the terms and having agreed to be bound by each of the terms of the Agreement, the parties affix their signatures below.

[Signature] 6-23-03 [Signature] 6/10/03  
For the University Date For the Union Date

[Signature] 10/14/03 [Signature] 6/10/03  
For the University Date For the Union Date

[Signature] 10/20/03 [Signature] 6/20/03  
For the State Date For the Council Date

**Agreement between The William Paterson University of New Jersey  
And AFT Local 1796 Pertaining to  
Guidelines for the Observation and Evaluation of Adjunct Instructors**

The purpose of the observation and evaluation of adjunct instructors is to support academic excellence through ensuring that course goals and student learning objectives are adhered to in all courses and sections, to provide the opportunity for dialogue regarding the progress of instruction and effective instructional techniques, and to provide a basis for both formative guidance of new faculty and summative evaluation on relevant criteria for decision regarding appointment.

Procedures for student input are required in all courses in the University, including those taught by full-time, tenured faculty; student evaluations are required of all non-tenured faculty, including those appointed on an adjunct basis, in all courses.

The following policies and procedures apply regarding observations and evaluations (except in studio and individual instruction courses, internships, clinical instruction, and other teaching relationships where the practical circumstances for conducting such observations and evaluations do not apply, e.g. first year seminar instruction):

1. Each adjunct faculty member shall be observed by a full-time faculty member designated by the department or program consonant with the criteria used to observe and evaluate full time faculty.
2. Observations of adjunct faculty shall take place once for each distinct preparation during the first semester and at least once in each of any subsequent semesters of employment and for each additional new preparation up to two years of renewed appointment;
3. Following appointment in two consecutive academic years, each adjunct faculty member shall be observed by a full-time faculty member designated by the department or program at least once every three years and, where applicable, for each additional new preparation.
4. If on the basis of an initial observation or given extraordinary circumstances, an additional follow-up observation may be required at the request of the department chair or program coordinator, after consultation with the respective college dean. Adjunct faculty shall have the right to Union representation if there is disagreement regarding the requirement for an additional evaluation under "extraordinary circumstances."
5. The adjunct faculty member will be provided with a copy of any written evaluation within ten days of an observation and will be permitted the opportunity to reply in writing to the observer's comments and evaluation.

6. Student evaluations will be conducted every semester in each class taught by adjunct faculty using the departmentally developed form for untenured faculty and faculty seeking any promotional opportunity. At the end of each semester in which evaluations have been taken and subsequent to the submission of final grades, the analysis of the student evaluations including student comments will be provided to adjunct faculty.
7. Further procedures for the observation and evaluation of courses taught online by adjunct faculty members will be defined consonant with these guidelines and the procedures developed for the observation and evaluation of untenured faculty in the online environment.
8. Adjunct faculty may request additional observations under special circumstances (e.g. applying for a part-time or full-time position at WPU or another university).
9. The procedures for observations of adjunct faculty shall be re-examined if the ratio of full-time faculty to adjunct faculty, based on the analysis of Teaching Credit Hours and faculty head count, significantly increases.

Agreed:

  
\_\_\_\_\_  
For the University


October 30, 2007  
Date

  
\_\_\_\_\_  
For the University

October 30, 2007  
Date

  
\_\_\_\_\_  
For the AFT

11/1/07  
Date

  
\_\_\_\_\_  
For the AFT

11/1/07  
Date



**Agreement between William Paterson University and AFT Local 1796**

**Regarding**

**Departmental Assessment Initiatives**

**February 12, 2009**

**Preamble**

The Administration and the AFT Local 1796 recognize that the Assessment of Student Learning Outcomes (Standard 14, *Characteristics of Excellence in Higher Education: Eligibility Requirements and Standards of Accreditation*, Middle States Commission on Higher Education, 2002) and of Institutional Effectiveness (Standard 7) are essential components to accreditation in the upcoming decennial review (2010-2011) by the Middle States Commission on Higher Education.

In order to ensure compliance with accreditation standards at the time of the next decennial review, faculty involvement is needed to ensure that:

1. All course descriptions and syllabi are current and contain appropriate statements of student learning outcomes; and,
2. All course-level statements of student learning outcomes are related to program-level descriptions of desired student learning outcomes; and,
3. Assessments of student learning outcomes are conducted regularly with instruments chosen by faculty for that purpose; and,
4. All information gathered in the assessment of student learning outcomes is shared collegially and used responsibly in the process of continually improving teaching and learning; and,
5. The process of such improvement is open and transparent and shared with the constituent of the University Community.

The University recognizes the need to devote resources, even in a time of scarcity, to support the work of academic departments to complete these tasks.

**Agreement on Departmental Assessment Coordinators**

While encouraging all faculty members to engage in the process of program review and assessment, the University will create a pool of separately budgeted faculty development and released time opportunities for departmental assessment coordinators to develop and coordinate new initiatives in assessment of student learning outcomes and to update existing plans and methodologies.

Specifically, the University will allocate funds for the purpose of enabling faculty to participate in conferences and workshops related to assessment; provide release time and overload opportunities for departmental assessment coordinators, in consultation through the appropriate committees, councils, and administrative units, to develop and implement plans and or to update existing plans. Such release time shall be provided on a short term (e.g., one-semester-only) basis, and be subject to review and recommendation of renewal or reallocation by appropriate deans, in consultation with the department chair, to the Provost. This stage of activity is referred to below as "Initiation Stage." Once a

departmental assessment program has been established (activities enumerated below completed), assessment activities shall be considered an ongoing part of the work of the department. This stage of activity is referred to as "Maintenance Stage" (see below).

#### Initiation Stage

Compensation for a Departmental Assessment Coordinator at the stage of initiation shall be no more than three (3) credits onload or overload in one academic year in a cycle no more frequent, in the case of Major Review, than to coincide with preparation for decennial Middle States Accreditation Review (during or just prior to the period of Self-Study) or with a specialized accreditation review; except when, in extraordinary circumstances, it may be required at a different interval by the administration of the University. It shall not apply in cases where assessment processes involve the accreditation of an entire college rather than specific departmental programs. In extraordinary cases, after consultation between the Dean of the respective College, the Department Chair, and the Provost, additional credits may be given for special extension projects of limited scope within the framework of assessment to ensure completion of all enumerated tasks. These will not exceed one (1) credit per semester for one (1) additional academic year.

A faculty member shall be chosen to provide leadership to a department committee in the initiation phase of program assessment in a department, to work with the committee, and in consultation with department colleagues and with the College Assessment Coordinator, and with Director of Institutional Research and Assessment as needed, with the following responsibilities:

- (a) to create, review, and/or revise statements of Student Learning Outcomes in departmental course outlines; and,
- (b) to create review, and/or revise statements of Student Learning Outcomes for each academic program within the purview of the department; and,
- (c) to create, review, and/or revise charts and illustrations of the relations between statements of Student Learning Outcomes as expressed in descriptions of courses and programs, and in University-wide documents; and,
- (d) to create, review, and/or revise instruments for measurement and assessment of student learning outcomes; and,
- (e) to create, review, and/or revise processes for the use of assessment data and its interpretation for the purpose of program improvement.

#### Implementation

The administration and the Union will review in Spring 2009 the status of departmental assessment initiatives and determine the following:

1. If a department is at the initial stage of development and, consequently, a departmental assessment coordinator should be assigned to conduct the activities described above with the agreed upon compensation, and authorize the department to do so; or,
2. If a department has already completed the initial stage of development and whether or not the department assessment coordinator was compensated for activities (a-e) necessary to attain a second stage (maintenance).
3. Where the initiation process was completed without the departmental assessment coordinator receiving appropriate compensation, such compensation will be provided retroactively to the faculty member responsible and to the semester of completion.

The announcement of specific assignment of credits resulting from this review will be made by March 30, 2009.

Maintenance Stage

The ongoing process of the assessment of student learning outcomes in the maintenance stage should be conducted collegially under the auspices of the appropriate departmental committee(s). Such activities shall not be separately compensated; however, the activities will be documented and may be recognized for purposes of consideration as service in retention and reappointment, promotion, range adjustment, and other processes, and faculty involved with the maintenance of departmental assessment activities shall be given opportunities as they arise for professional development in the area of assessment through support for travel to conferences and for research in assessment.

College-wide Coordination

At this time, the College of Business and the College of Education have college-wide coordinators who fulfill the responsibilities related to their specialized accreditation processes. Should circumstances change or should the workload change due to special requirements specifically for the Middle States Accreditation process, the Administration and Union will negotiate compensation.

Agreed:



For the University

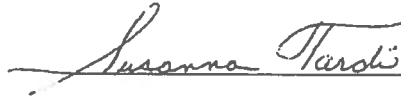
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Date



2-24-09

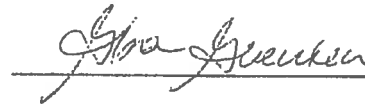
Date



For the Union

2/24/09

Date



2/24/09

Date

Agreement between William Paterson University and AFT Local 1796

Regarding

Federally mandated Certification in the Protection of Human Subjects in Research

Preamble

University policies and procedures require compliance with Federal law in the conduct of research involving human subjects and such research is subject to the review of the Institutional Review Board directly under the supervision of the Office of Sponsored Programs, which is responsible for ensuring compliance.

Human subjects research training is provided by the Office of Sponsored Programs, which has central responsibility for assuring the certification of individuals under University policies and procedures.

Currently, only the following two classifications of employees are required to obtain human subjects certification under the aegis of the Office of Sponsored Programs, and required to give evidence of said certification: (1) employees awarded ART funding or external grand funding to conduct human subjects research during employment with the University and/or using University resources; (2) faculty members engaged in classroom instruction, supervision of independent studies, or practicum involving students who are conducting human subjects research.

Agreement

In the interests of amicable employer-employee relations and to provide clear and equitable guidelines for the conduct and supervision of human subject research in programs sponsored through the William Paterson University of New Jersey, the University and AFT Local 1796 therefore agree that:

1. employees who apply for ART funding or external grand funding or otherwise conduct human subjects research during employment with the University and/or while using University resources, shall be *required* to submit confirming evidence of ongoing certification through the completion of the University-identified and contracted vehicle of the CITI Course in the Protection of Human Subjects in Research without monetary compensation; and
2. faculty members engaged in classroom instruction, supervision of independent studies, or practicum involving students who are conducting human subjects research and have not previously been certified, shall be compensated 0.125 credits upon completion of the certification, provided that the requirement is attested to by the Dean of the respective College and evidence of the successful completion is presented prior to initiation of the classroom

was this reviewed annually  
- separate from ART



instruction, independent study supervision, and/or practicum involving students conducting human subjects research;

3. access to the certification vehicle be provided by the University for the length of contract with CITI at no cost to University employees so *required* to completed ongoing certification and that no additional compensation be attached to these activities so *required*; and
4. *where no requirement* for certification of a faculty member *exists*, no compensation shall be provided for the voluntary completion of certification or lack thereof; but

Further,

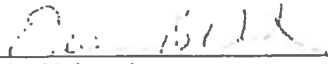
5. This agreement sets no precedent for training and certification regarding any other protocol pertaining to faculty research and teaching; and
6. This agreement commences June 1, 2006; and
7. This agreement shall be reviewed annually for currency and may be opened for discussion and revision by either party between April 15 of any year and the end of the academic year.

Agreed:

 _____	 _____
For the University	For the AFT

12-18-06  
\_\_\_\_\_  
Date

1/30/07  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the University

  
\_\_\_\_\_  
For the AFT

12/13/06  
\_\_\_\_\_  
Date

1/30/07  
\_\_\_\_\_  
Date

12/5/2006

**AGREEMENT**  
**Between the William Paterson University of New Jersey and**  
**AFT Local 1796**  
**Regarding Assigned Released Time Program (ART)**

**Preamble**

In order to promote amicable employer-employee relations and provide for mutual understanding among faculty, librarians, and administrators; and to ensure equity in providing enhanced support for faculty research, scholarship, and creative expression; the William Paterson University after consultation with the AFT Local 1796 will promulgate the following University Assigned Release Time Program (ART) program for the period beginning with the consideration of awards to become effective September 2008 hence:

**Purpose**

All tenured and tenure-track faculty members shall have the right to participate in research and creative activities, and to apply for released time to support these activities through an Assigned Release Time Program (ART). The purpose of these awards is to encourage the highest standards of research, scholarship, and creative expression and the continual professional growth and development of faculty members and librarians.

**Scope of Awards**

Commencing in 2008-2009, the Assigned Released Time Program (ART) will provide all tenure-track faculty members with the opportunity to receive allocations of 3 credit hours per semester based on established criteria to ensure the legitimacy and equity of the award recommendations and awards. Awards will be considered annually to begin the subsequent Academic Year following the parameters set below, distinguishing between (a) first and second year tenure-track faculty, and (b) third year and beyond tenure-track and tenured faculty. All proposals that are recommended by the University ART Committee as meeting the criteria for award level and receiving final approval by the Provost shall be funded.

**(a) First and Second Year, Tenure-Track**

All new tenure track faculty members will be allocated three (3) hours of Assigned Released Time for Research per semester during their first two academic years. At the beginning of each academic year, each new faculty member will submit a research agenda describing research activities and goals for dissemination of results. The research agenda will be reviewed by the Department Chair and be subject to the approval of the College Dean. This provision assumes successful reappointment of a faculty member to their second year; however, such assumption does not entail a guarantee of such reappointment.

**(b) Third Year and Beyond, Tenure-Track and Tenured**

Assigned released time for research for faculty members will be awarded for one to four semesters (3 TCHs per semester) subject to review by the Department Chair, review and recommendation by the College Dean which will then be forwarded to the University ART Committee for review and recommendations. The recommendations of the University ART Committee will be forwarded to the Provost for review and final recommendation. Guidelines for the award of 1-4 semesters will be developed by the Administration, in consultation with the Union. Initial criteria and guidelines and/or any changes to the criteria and/or guidelines will be provided to the Union before being published, and will be disseminated at least thirty (30) days prior to the deadline for the submission of applications. The award of ART does not imply the reappointment of faculty members and librarians still untenured.

#### **University ART Committee: Composition**

The University ART Committee will comprise one (1) faculty member elected by and from each College, two (2) at-large faculty elected by and from full-time tenured and tenure-track faculty, and one (1) librarian elected by the library faculty; one (1) Union observer, *ex officio* (non-voting), and the Dean of the Graduate Studies and Research, *ex officio* (non-voting), who will serve as Committee Chair. Elected members shall serve for one year and be eligible for re-election in any succeeding year.

#### **Application Process**

The candidate will submit an application and proposal (including the number of semesters of release time requested), to be reviewed by the respective Department Chair and forwarded to the appropriate College Dean for review and recommendation. The Dean may provide comment on the proposals intended to be recommended, and recommend the award level as presented by the candidate, modify the award level or make a determination not to recommend any funding. Any proposals with Dean's comment, non-recommendation for approval, or recommendation at a different level of award other than that for which the candidate applied shall be provided to the candidate prior to being forwarded to the next level of review. The applicant may comment in writing regarding the Dean's comments or recommendation within one week from the negotiated calendar date by which the Dean must notify candidates not recommended or recommended for a different level of award than that for which he/she applied. (The ART Calendar will be negotiated between the Administration and the Union.) All materials, unless voluntarily withdrawn by the applicant, shall proceed for review and discussion by the University ART Committee. The University ART Committee shall review and discuss all proposals and make recommendations to the Provost for final review and recommendation according to the established criteria for award. If the award outcome differs from the award requested, the Provost shall provide reasons to the applicant for the difference.

#### **Reporting Requirements and Proposal Modifications**

Faculty members receiving Assigned Released Time for Research will submit a progress report describing the status of research activity appended to their Annual Faculty Achievements report. The status report submitted after the first year may include modifications to the project during the second year. If a faculty member determines that he/she cannot complete the research activity as described in the proposal, he/she must notify the Department Chair, the College Dean and the Dean of the Graduate Studies and Research (Chair of the University ART Committee) in a timely manner so that the ART proposal can be modified.

#### **Relinquishment**

If a faculty member determines that he/she cannot complete the research activity, he/she must notify the Department Chair and College Dean in a timely manner so that the ART award can be suspended and a full teaching schedule be restored for the remaining period of the award. Failure to report relinquishment may include consequences up to suspension of the right to apply for the next subsequent award.

#### **Modification**

If a faculty member determines that he/she cannot complete the research activity as described in the proposal, he/she must notify the Department Chair, the College Dean and the ART Committee Chair in a timely manner so the ART award can be modified.

#### **Subsequent ART Funding**

Subsequent applications for assigned released time for research will be subject to receipt of status reports for previous ART awards, and the evaluation of the results or progress achieved during the previous award(s).

**Restriction of Overload**

Normally, faculty members will not be permitted to teach overload during the period of assigned released time for research, except where fractional credits are given for initiatives promoting student success (e.g., teaching First-Year Seminar, advisement, etc.) Additional exceptions under extraordinary and emergency circumstances must be approved by the College Dean and the Provost. In such circumstances, the Union shall be provided with a list of the names of the candidates awarded and the reason/s for the "extraordinary and emergency circumstances."

**Pilot Program**

The University Assigned Release Time Program (ART) program commencing in 2008-2009 will be piloted for a period of two years with annual consultation at which time either the Administration or the Union may request modifications. If such modification is requested, the Administration and Union will negotiate in good faith under the spirit of this agreement. Unless such modification is deemed fatal and accord cannot be reached, this Agreement will stand. Any award beyond the scope of the pilot program will be honored. ART final reports prior to 2008 will not be considered in the application and review process.

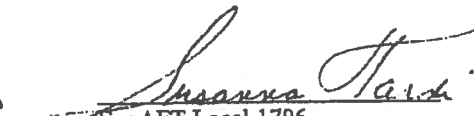
**This agreement sets no precedent for the negotiation of any future agreements.**

  
\_\_\_\_\_  
For the University

4-16-07  
Date

  
\_\_\_\_\_  
For the University

4/16/07  
Date

  
\_\_\_\_\_  
For AFT Local 1796

4-16-07  
Date

  
\_\_\_\_\_  
For AFT Local 1796

4.16.07  
Date



Assigned Release Time Program

Memorandum of Understanding

William Paterson University and AFT Local 1796

In order to clarify the administration of the current pilot program for the award of Assigned Released Time to faculty and professional librarians, the Administration of William Paterson University and the AFT Local 1796 express and agree upon the following principles of award as implicit in the original agreement on the pilot program:

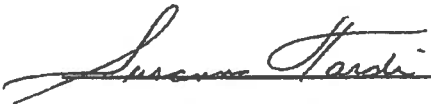
- A. The "ART Guidelines" state that ART awards are for "one course or three credits, whichever is greater, in each of from one (1) to four (4) consecutive semesters" during the pilot period 2008-2010. The intent of the restriction is that faculty may not bank ART awards on a credit basis to be used as multiples during any one semester (e.g., six credits in one semester) or hold them beyond the period of approval (e.g., beyond Spring 2010 if the award period begins in 2008).
- B. The award of a Sabbatical Leave (or any Educational Leave) takes precedence over the assignment of an ART award: ART may only be used in an award semester when a faculty member is not on leave. Credits not used in an award semester may not be applied in another semester or in a semester beyond the award period.
- C. In any given award cycle, a maximum of three credits or one course is allowed per semester. Awards must be completed in consecutive semesters, except with permission of the Associate Vice President and Dean of Graduate Studies and Research, provided that the total amount or period of the award is not exceeded. (Note: "Semester" is defined as Fall or Spring portion of the Academic Year.)

Further, the Administration and the AFT Local 1796 agree to incorporate in subsequent iterations of an ART Program such mutual understandings in the main body of the Agreement concerning the administration of the program.

Agreed:

  
\_\_\_\_\_

Provost and Senior VPAA

  
\_\_\_\_\_

President, AFT Local 1796

4/29/08  
\_\_\_\_\_

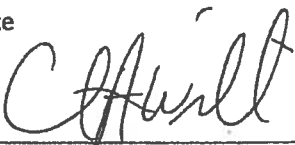
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4/29/08  
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Date

  
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4/29/2008  
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**Guidelines for the Application and Award of Assigned Released Time for Research  
(ART)  
Third-Year Faculty and Beyond, Tenure-Track and Tenured  
Pilot 2008-2010**

**Overview:**

Tenure-Track and Tenured Faculty members with two or more consecutive years of cumulative full-time service at the University may submit applications for and be awarded Assigned Released Time for Research of one course or three-credits, whichever is greater, in each of from one (1) to four (4) consecutive semesters, according to the established criteria (outlined below in "Scope of Award"), based on an application and supporting documents (outlined below in "Application"), review and recommendation of the Dean of the respective College, de novo review and recommendation of the elected University ART Committee according to the procedures (outlined below in "Procedures"), and final review and approval of award by the Provost and Senior Vice President or his/her designee, according to established timelines. Faculty may not be awarded, nor may they accept, ART awards for separate projects that would overlap or run concurrently. Award of ART to untenured faculty members or librarians does not imply or entail reappointment of the faculty member or librarian in any subsequent semester or academic year; and a non-reappointment decision affecting a semester of future award shall annul approval of the award beyond the period of appointment. Faculty receiving ART credits in any given semester may not accept overload teaching assignments during the same semester.

**Scope of Award:**

Awards are based on the evaluation of the amount of time reasonably necessary for a faculty member pursuing the project to complete the project or portion of the project for which released time is requested above and beyond the usual and reasonable amount of faculty time devoted to research and creative expression as part of his or her practice of a discipline. Considerations of the merit and value of the research and/or creative activity as an expression of the academic judgment of those reviewing and recommending the award may result in a positive or negative recommendation, to fund or not to fund. Recommendations regarding the length of the award involve a number of factors:

Awards of one semester may be made for relatively short and self-contained projects that could reasonably be completed in that period of time; awards over multiple semesters may be made based on the degree of complexity of the project, timeline of research and production, and other factors represented in the "Research Plan" submitted as part of the "Application" and the academic judgment of individuals and or committees reviewing the applications. No specific kinds or categories of research and/or creative activity in themselves provide definitive examples on which to base a formula or formulas for the scope of awards; hence, the project-specific "Research Plan" is critical to consideration of the amount and length of the award. Applicants may include letters from publishers, producers, colleagues, and other persons with expertise in the field pursued as evidence

to support the requested award, subject to the evaluation in consideration of the whole project.

**Application:**

A copy of the application form is attached. Components of the application are those listed in the attached form.

**Procedures**

A call for applications for ART shall be issued annually by the administration at the beginning of the Fall semester. Each applicant shall indicate the number of semesters of released time requested (at three credits or one course per semester, whichever is greater).

Applications shall be submitted to the Dean of the College in which the faculty member is a voting member of a department, or in the case of a Librarian to the Director of the Library, by an agreed upon date in the Fall Semester (November 2, in the case of the year 2007). The Dean or Director shall indicate recommendation or non-recommendation of the application, or recommendation for a different number of semesters than requested, and provide comments on the application. A copy of the Dean's or Director's recommendations and comments shall be provided to the applicant, who may make a written response to the comments. Review of the Dean's comments and the faculty member's response are not intended for making proposal revisions and appeals, or individuals negotiating any aspects of the ART program including process, procedures, and conditions.

An applicant may make a written response to the Dean's comments within one week of receiving the Dean's comments.

Regardless of the recommendation or non-recommendation of the application by the Dean and/or Director, the completed application shall proceed to the University ART Committee for consideration.

No more than one application in a given year may be made by a candidate; applicants may not be awarded and may not accept an award that overlaps with any other ART award. (For additional regulations concerning awards, see "Agreement...Regarding Assigned Released Time Program.") An application deadline for submission of applications to the Provost's Office shall be established annually (December 14 in the case of 2007).

Only completed applications, including a signed "Assurances Page" and the Dean's or Director's recommendation and comments and candidate's response, shall be considered by the ART Committee. The ART Committee shall not request completion of incomplete applications after the submission deadline. Each applicant is responsible for ensuring that his or her application is complete on submission. He or she may, however, submit supplementary evidence such as letters of acceptance or intent, contracts, or like material

relevant to understanding the merit of the proposed project or the timeline for completion, subsequent to the application deadline. (In addition, a candidate may withdraw his/her application at any point in the process without compromising future eligibility for an award.)

The University ART Committee shall be composed of an elected representative, with vote, from each of the Colleges and the Library, and two at-large members (faculty or librarian), with vote; a Union-appointed observer, without vote, and the Associate Vice President and Dean for Graduate Studies and research, *ex officio*, without vote. The election of Faculty/Librarian representatives on the Committee shall be conducted by the Faculty Senate. The Committee shall make recommendations on the award of ART to the Provost as early as possible in the Spring semester and, in any case, no later than March 1. The Provost will review the recommendations and may request a meeting with the committee regarding the rationale for the recommendations. If the award outcome approved by the Provost differs from the recommendations of the Committee, the Provost shall provide reasons to the applicant for the difference.

There shall be no appeal of the final ART Award other than in the case of a violation of process in the conduct of review and deliberation.

#### **Calendar 2007-2008**

Call for Applications:	September 2007
Applications Due to College Dean or Library Director:	November 2, 2007
Completed Applications due the Provost's Office:	December 14, 2007
Committee Deliberations:	December 2007 to February 2008
Announcement of Awards:	March 14, 2008.

## AGREEMENT

Between the William Paterson University of New Jersey and  
AFT Local 1796  
Regarding Assigned Release Time Program (ART)

### **Preamble**

In order to promote amicable employer-employee relations and provide for mutual understanding among faculty, librarians and administrators; and to ensure equity in providing enhanced support for faculty research, scholarship and creative expression; the William Paterson University after consultation with the AFT Local 1796 will promulgate the following University Assigned Release Time Program (ART) for the period beginning with the consideration of awards to become effective September 2010 hence:

### **Purpose**

All tenured and tenure-track faculty members shall have the right to participate in research and creative activities, and to apply for release time to support these activities through an Assigned Release Time Program (ART). The purpose of these awards is to encourage the highest standards of research, scholarship and creative expression and the continual professional growth and development of faculty members and librarians.

### **Scope of Awards**

The Assigned Release Time Program (ART) will provide all tenure-track faculty members with the opportunity to receive allocations of three (3) credit hours per semester based on established criteria to ensure the legitimacy and equity of the award recommendations and awards. Proposals will be considered annually to begin the subsequent Academic year following the parameters set below, distinguishing between (a) first and second year tenure-track faculty, and (b) third year and beyond tenure-track and tenured faculty. All proposals that are recommended by the University ART Committee as meeting the criteria for award level and receiving final approval by the Provost shall be funded.

#### **(a) First and Second Year, Tenure-Track**

All new tenure track faculty members will be allocated three (3) credit hours of Assigned Release Time for research per semester during their first two academic years. At the beginning of each academic year, each new faculty member will

submit a research agenda describing research activities and goals for dissemination of results. The research agenda will be reviewed by the Department Chair and be subject to the approval of the college Dean. This provision assumes successful reappointment of a faculty member to their second year; however, such assumption does not entail a guarantee of such reappointment.

**(b) Third Year and Beyond, Tenure-Track and Tenured**

Assigned release time for research for faculty members will be awarded for three (3) credit hours of Assigned Release Time per semester subject to review by the Department Chair and review and recommendation by the College Dean. Applications will then be forwarded to the University ART Committee for review and recommendations. The recommendations of the University ART Committee will be forwarded to the Provost for review and final recommendation. The award of ART does not imply the reappointment of faculty members and librarians still untenured.

Awards are based on the evaluation of the amount of time reasonably necessary for a faculty member pursuing the project to complete the project or portion of the project for which release time is requested above and beyond the usual and reasonable amount of faculty time devoted to research and creative expression as part of his or her practice of a discipline. Considerations of the merit and value of the research and/or creative expression is based on the academic judgment of those reviewing and recommending the award, and may result in a positive or negative recommendation.

Recommendations regarding the length of the award involve a number of factors:

Awards of one semester may be made for relatively short and self-contained projects that could reasonably be completed in that period of time. Awards over multiple semesters may be made based on the degree of complexity of the project, timeline of research and production, and other factors represented in the Proposal submitted as part of the ART Application (Article #1, attached), as well as the academic judgment of individuals and/or committees reviewing the applications. No specific kinds or categories of research and/or creative activity in themselves provide definitive examples on which to base a formula or formulas for the scope of awards; hence, the project-specific "Proposal" is critical to consideration of the amount and length of the award.

**University ART Committee: Composition**

The Faculty Senate Elections Council will be responsible for conducting the election for members of the University ART Committee. Such election shall be completed by November 30. Faculty members eligible for nomination are restricted to those who are

not seeking an ART award for the award period under consideration. The Union shall be entitled to appoint an observer to the Committee, pursuant to Article IX D of the Collective Bargaining Agreement.

Specifically, the ART Committee will be comprised of one (1) faculty member elected by and from full-time tenured and tenure-track faculty from each College, two (2) at-large faculty elected by and from full-time tenured and tenure-track faculty, and one (1) librarian elected by the library faculty; one (1) Union observer, *ex officio* (non-voting), and the Dean of the Graduate Studies and Research, *ex officio* (non-voting), who will serve as Committee Chair. Elected members shall serve for one year and be eligible for re-election in any succeeding year, providing that they are not applying for ART in that year.

#### **Application Process**

The ART calendar will be negotiated between the Administration and the Union.

The candidate will submit an ART Application which includes a Proposal and the number of semesters of release time requested, to be reviewed by the respective Department Chair and forwarded to the appropriate College Dean for review and recommendation (for a faculty member, to the Dean of the College in which a faculty is a voting member or, for a librarian, to the Director of the Library).

No more than one application in a given year may be made by a candidate. No more than one project per application will be accepted. Applicants may not be awarded and may not accept an ART award that overlaps with any other award. Additionally, ART awards may not be banked.

The Dean may provide comment on the proposals intended to be recommended at the award level as requested by the candidate, but must provide comments on proposals for which the award level was modified or not recommended. Any proposal with the Dean's comments, non-recommendation for approval, or recommendation at a different level of award other than that for which the candidate applied shall be provided to the candidate prior to being forwarded to the next level of review. The applicant may comment in writing regarding the Dean's comments or recommendation within one week from the negotiated calendar date by which the Dean must notify candidates not recommended or recommended for a different level of award than that for which he/she applied. All materials, unless voluntarily withdrawn by the applicant, shall proceed for review and discussion by the University ART Committee. (A candidate may withdraw his/her application at any point in the process without compromising future eligibility for an award.)

Only complete applications submitted by the deadline, including a signed "Assurance Page" and the Dean's or Director's recommendation and comments and the candidate's response, shall be considered by the ART Committee. Each applicant is responsible for ensuring that his or her application is complete on submission. Incomplete applications will not be considered.

The University ART Committee shall review and discuss all proposals and make recommendations to the Provost no later than March 1 for final review and recommendation. The Provost will review the recommendations and may request a meeting with the Committee regarding the rationale for the recommendations. If the award outcome differs from the award requested, the Provost shall provide reasons to the applicant for the difference.

There shall be no appeal of the final ART award other than in the case of a violation of process in the conduct of review and deliberation.

The ART Application was developed by the Administration in consultation with the Union. Any changes to the process will be negotiated with the Union before being published, and will be disseminated at least thirty (30) days prior to the deadline for the submission of applications.

#### **Reporting Requirements and Proposal Modifications**

Faculty members receiving ART in or subsequent to the 2008 – 2009 academic year must submit with their application either: a one-page (maximum) Final Report on their most recent award if the term of the ART award has ended (please see ART Final Report guidelines, Article #2, attached), OR a one page (maximum) Progress Report if the term of the ART award has not ended. A Progress Report or Final Report on ART awards must be included in each recipient's Individual Faculty Achievement Report.

Please note that, if a candidate is applying for ART for the first time since the 2008 – 2009 academic year, inclusion of a Final Report or a Progress Report is not a criterion for consideration for an ART award, and the ART Committee shall not consider it as such.

For multi-year awards, the Progress Report submitted after the first year may include modifications to the project during the second year, which requires that the faculty member notify the Department Chair, the College Dean and the Dean of the Graduate Studies and Research (Chair of the University ART Committee).

#### **Relinquishment**

If a faculty member determines that he/she cannot complete the research activity, he/she must notify the Department Chair and College Dean in a timely manner so that



the ART award can be suspended and a full teaching schedule can be restored for the remaining period of the award. Failure to report relinquishment may include consequences up to suspension of the right to apply for the next subsequent award.

### Subsequent ART Funding

Subsequent applications for ART will be subject to receipt of Final Reports or Progress Reports, whichever is applicable, for faculty members who have received previous ART awards, as well as the evaluation of the results or progress achieved during the previous award(s).

### Restriction of Overload

Faculty members will not be permitted to engage in overload activities during the ART award period, except where fractional credits are given for initiatives promoting student success (specifically, First-Year Seminar, Independent Study, Thesis Supervision and Academic Advisement). Additional exceptions under extraordinary and emergency circumstances must be approved by the College Dean and the Provost. In such circumstances, the Union shall be provided with a list of the names of the candidates awarded and the reason(s) for the "extraordinary and emergency circumstances."

This agreement sets no precedent for the negotiation of any future agreements.

  
\_\_\_\_\_

For the University

4/1/10  
\_\_\_\_\_

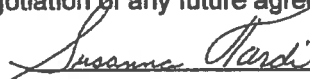
Date

  
\_\_\_\_\_

For the University

4.1.10  
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Date

  
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For AFT Local 1796

3/31/10  
\_\_\_\_\_

Date

  
\_\_\_\_\_

For AFT Local 1796

3/31/10  
\_\_\_\_\_

Date

**ART Agreement: Article #1**

**William Paterson University  
Assigned Released Time for Research (ART) 2010  
for awards beginning in the Academic Year 2011 – 2012  
Process, Application, and Assurance Page**

**ART Applications are available at:**  
[http://ww2.wpunj.edu/faculty/teaching\\_research\\_grants.html#research](http://ww2.wpunj.edu/faculty/teaching_research_grants.html#research)

**Who may apply:** Faculty and Librarians Third Year and Beyond, who are Tenure Track or Tenured.

**Applications are due to the Dean of the College or Director of the Library on November 5, 2010. Completed applications are due in the Office of the Provost, Raubinger 100, by 4:30 p.m. on Friday, December 10, 2009. Please submit 9 copies (1 original, 8 copies) of all materials.**

**Completed applications include:**

- Cover Page
- Proposal
- Completed and signed Assurance
- Supportive materials
- Dean's Comments
- Response to Dean's Comments

Only complete applications, submitted by the deadline, will be reviewed by the committee.

**An ART Proposal Writing Workshop will be held on Thursday, October 14, 2010, in Raubinger Hall, Room 101.**

Please RSVP to Meg Gunther, email: [guentherm@wpunj.edu](mailto:guentherm@wpunj.edu), or call extension 2583.

**IMPORTANT DATES:**

<b>Workshop:</b>	<b>Thursday, October 14, 2010</b>	<b>Location: Raubinger 101</b>
<b>Applications to Dean:</b>	<b>Friday, November 5, 2010</b>	<b>(Due no later than this date)*</b>
<b>Dean's Comments to Candidates:</b>	<b>Friday, December 3, 2010</b>	
<b>Applications with candidate's response to Dean's Comments to Provost's Office:</b>	<b>Friday, December 10, 2010</b>	<b>(Due no later than 4:30 pm)*</b>

**\* Late applications will not be accepted**

**WILLIAM PATERSON UNIVERSITY**  
**ASSIGNED RELEASED TIME FOR RESEARCH (ART) APPLICATION 2010,**  
**for awards beginning in the Academic Year 2011 – 2012**  
Deadline: All applications are due in the Dean's Office on Friday, November 5, 2010.

**COVER PAGE**

1. Last/First Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Department: \_\_\_\_\_ Phone Extension #: \_\_\_\_\_

2. Number of credits requested per semester: \_\_\_\_\_ 2a. Number of Semesters: \_\_\_\_\_  
2b. Semester project ending: \_\_\_\_\_

3. DESCRIPTIVE TITLE OF PROJECT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List all Co-Authors/Co-PI for proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Project abstract: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. PROPOSAL: (Please limit narrative to a total of 3 pages)**

**A. STATEMENT OF THE PROJECT:** Provide detailed information that would allow a generalist a full understanding of the project; what you intend to do.

- a. Indicate the number of credits of released time being requested per semester (1-3)
- b. Indicate the length of time needed for this project (1-4 semesters)

**B. STATEMENT OF PROCEDURES:** Procedures should include a detailed work plan with semester/dates for your proposed activities for each year: what will be done, when, and how it will be accomplished. Detail the actual time line or work plan, and/or sequence of work.

**C. SIGNIFICANCE:** Describe how the project will contribute to the discipline or the profession and its potential to serve the goals of the department, college, University, and/or professional goals of the applicant. Include plans for dissemination of results/outcomes on campus, if needed, and as required.

**D. BACKGROUND:** If this project was previously funded through ART, please 1) discuss the importance of continuing this project; 2) describe progress, outcomes, and results to date; 3) forecast the length of time you will need to reach your goal with this project.

**7. SUPPORTIVE MATERIALS:**

A. Submit **9 copies** of the application and all materials, **except** the Assurance Page (**1 original and 8 copies**).  
**SUBMIT ORIGINAL ASSURANCE PAGE WITH YOUR ORIGINAL APPLICATION ONLY.**

B. All material must be submitted at the same time of application.

C. Attach an up-to-date CV of no more than 3 pages.

D. Were you awarded ART in, or subsequent to, the 2008 – 2009 academic year? Yes \_\_\_\_\_ No \_\_\_\_\_\*

- o If no, you have completed this section of the application and may proceed to the Assurance Page.\*
- o If yes, and the term of your ART award has ended, you must submit a one-page (maximum) Final Report with this application.
- o If yes, and the term of your ART award has NOT ended, you must submit a one-page (maximum) Progress Report with this application; it must also be included as part of your Year-End Annual Faculty Achievement Report.\*

\* Please note that inclusion of a Final Report or a Progress Report, if it is not applicable to you, is not a criterion for consideration in this award process and the ART committee shall not consider it as such.

**PLEASE NOTE - Conditions of Receiving ART:** The Assurance Page must be completed and submitted along with proposal. During the ART award period, the faculty member agrees not to engage in overload teaching at WPU or elsewhere. Any exception must be approved by the Dean of the College and the Dean of Graduate Studies and Research and reported to the Union.

**WILLIAM PATERSON UNIVERSITY**  
**APPLICATION FOR ASSIGNED RELEASED TIME FOR RESEARCH (ART) 2010,**  
**for awards beginning in the Academic Year 2011 – 2012**

***ASSURANCE PAGE***

All applications are due in the Provost's Office on Friday, December 10, 2010, no later than 4:30 pm.

The signatures below should be obtained prior to submission of the application so that this Assurance Page may be submitted along with the rest of your ART application.

1. **Assurance:** I understand that, should I be granted this award, I will be required to submit a written Final Report at the conclusion of the project, as well as annual progress reports for multi-term awards as part of the Faculty Achievements Report. My application demonstrates how the project serves the goals of the department, college and/or my professional goals. In addition, I may be requested to disseminate the results of my work to the University Community. By signing below, I agree to the review of my proposal by the IRB or IACUC Committee. The ART award is contingent upon recommendation by appropriate committee and final approval by the Provost/Designee.

2. My proposal involves \_\_\_\_\_ human subjects (IRB), or animal subjects (IACUC) \_\_\_\_\_  
(Yes / No) (Yes / No)

\_\_\_\_\_  
**Applicant Name (Print Name)                      Applicant Name (Signature)                      Date**

3. **Department Chairperson:** Chairperson's signature indicates acknowledgement not approval of proposal:

\_\_\_\_\_  
**Chairperson (Print Name)                      Chairperson (Signature)                      Date**

4. **Dean of College:** Please use the following page to provide a recommendation for this proposal including a recommendation for award level. Proposals not recommended or recommended for a lower number of credits should be accompanied by comments.

\_\_\_\_\_  
**Dean (Print Name)                      Dean (Signature)                      Date**

**WILLIAM PATERSON UNIVERSITY  
APPLICATION FOR ASSIGNED RELEASED TIME FOR RESEARCH (ART) 2010  
for awards beginning in the Academic Year 2011 – 2012**

**Recommendation of the Dean of the College**

Dean: \_\_\_\_\_

Applicant: \_\_\_\_\_

**This project is:**

\_\_\_\_\_ Recommended

\_\_\_\_\_ Not Recommended

\_\_\_\_\_ # of credits requested each semester

\_\_\_\_\_ # of credits recommended each semester

\_\_\_\_\_ Award Level (1, 2, 3, 4 semesters)

**Comments\*:**

\*Comments are required if the proposal is not being recommended at the level requested.

**ART Agreement Article #2**  
**ASSIGNED RELEASED TIME FOR RESEARCH (ART)**

**Final Report Guidelines**

**THE FINAL ART REPORT:**

For single-year awards and for multi-year awards that have ended, The Final Report should be submitted at the conclusion of the semester in which the final ART award was used, but no later than the end of the fiscal year (June 30).\*

The Final Report should be a concise, one-page (maximum) summary addressing the items covered in the Final Report Checklist. The Final Report should be submitted in typed form or may be sent via e-mail to the Office of the Associate Vice President for Graduate Studies & Research.

Final Reports address the objectives of the approved proposal in terms of the outline provided and the known or anticipated outcomes and impacts of the project.

The Final Report Cover Sheet must be completed and returned with the report. All reports are compared to the approved proposals to determine accuracy and to assist with preparing letters of acknowledgment. The Final Reports are especially important in maintaining and evaluating the ART program and for integrating your work into the Year-End Annual Faculty Achievement Report.

An ART award recommended for the upcoming year can be made use of only after it is determined that the Final Report of the previous ART award has been received.\* Faculty members who fail to submit Final Reports by the deadline (June 30th of that fiscal year) may delay or forfeit the use of future ART awards.

**INTEGRITY OF THE APPROVED ART PROPOSAL:**

You may not deviate from the approved project without written permission from the Office of the Associate Vice President and Dean of Graduate Studies.

**FINAL REPORT CHECKLIST:**

1. COVER SHEET is completed, including Abstract, Signature, and date.
2. Report covers each of the following categories:
  1. SIGNIFICANCE OF THE PROJECT: How has the project contributed to the field? To research? To pedagogy?
  2. NATURE OF THE PROJECT: How would you describe the kind of research, project or activities in which you are engaged?
  3. OUTCOMES: What were the results of this project, i.e., presentation, performance, study completed, book chapter, article?
  4. ASSESSMENT OF THE PROJECT AND PROGRESS TO DATE: Did you accomplish what you set out to do? Why or why not? Did this time contribute to teaching improvement? How much progress did you make?

\* For multi-year awards that have not ended, a one-page (maximum) Progress Report must be submitted at the conclusion of the semester in which the ART award was used, but no later than the end of the fiscal year (June 30). It must also be included as part of the applicant's Year-End Annual Faculty Achievement Report.

**ASSIGNED RELEASED TIME FOR RESEARCH (ART)**

**Final Report Cover Sheet**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Semester(s) of ART: \_\_\_\_\_

Released Time Hours Awarded: \_\_\_\_\_ #Used: \_\_\_\_\_

Project Title: \_\_\_\_\_

**Summary of Project/Abstract:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

✓

**Agreement Re: Academic Chairpersons' Duties and  
Compensation**

**WILLIAM PATERSON UNIVERSITY**

In order to build amicable relations between the Union and the University and to foster a highly professional environment for our employees, the Union and the University hereby agree to the following with regard to Chairpersons of Academic Departments:

The "Duties and Responsibilities of Chairpersons," (See Attachment A.) is the foundation of the work responsibilities expected of chairpersons of academic departments. Accordingly, based on the formula stated below (See Attachment B.), compensation has been determined for each department.

The formula added the number of full time faculty plus 1/4 of the adjunct faculty and weighted it by multiplying it by the number of major plus graduate students. [Example: Music Department - 17.5 full time plus 1/4 of 45 adjuncts = 28.75 times 238 undergraduate majors and zero graduate students for a weighted factor of 7,080.5.] All departments received a rank order from one (highest weight) to 27 (lowest weight). See the "Compensation for Departmental Chairpersons" chart for a full list of departments and their weighted scores.

The use of adjunct faculty in this formula is specifically for the purpose of helping to determine a weighted workload for each department and is not to be used as a precedent for any other negotiations.

The Union and the University agree that the following department chairpersons (Group A) will receive 21 credits each academic year for being department chairperson:

Curriculum and Instruction  
Communications  
English  
Psychology  
Sociology

Each semester, each department chairperson in Group A will teach at least one course of three credits or greater. No more than nine credits per semester can be taken as released time. The balance will be awarded as overload compensation.



The Union and the University agree that the following department chairpersons (Group B) will receive 18 credits (nine in each semester) each academic year for being department chairperson:

- Art
- Nursing
- Music
- Biology
- Exercise and Movement Science
- Accounting and Law
- Special Education
- History

Each semester, each department chairperson in Group B will teach at least one course of three credits or greater. No more than nine credits per semester can be taken as released time. Any balance will be awarded as overload compensation.

The Union and the University agree that the following department chairpersons (Group C) will receive 15 credits (six in one and nine in the other) each academic year for being departmental chairperson:

- Marketing and Management
- Mathematics
- Computer Science
- Economics and Finance
- Languages and Cultures
- Political Science
- Community Health

Each semester, each department chairperson in Group C will teach at least one course of three credits or greater. No more than nine credits per semester can be taken as released time. Any balance will be awarded as overload compensation.

The Union and University agree that the following department chairpersons (Group D) will receive 12 credits (six credits each semester) each academic year for being departmental chairperson:

- Communication Disorders
- Environmental Science and Geography
- Philosophy
- A.A.A.C.S.
- Anthropology
- Chemistry and Physics
- Women's Studies

Each semester, each department chairperson in Group D will teach at least one course of three credits or greater. No more than nine credits per semester can be taken as released time. Any balance will be awarded as overload compensation.

Chairpersons, under this agreement, retain all faculty rights privileges and responsibilities, including voting in departments and the right to serve on personnel committees, as provided for in The Agreement.

For William Paterson University

Shirley Jessay

Date August 13, 1998

[Signature]

Date 8/13/98

For AFT Local 1796

<sup>AWB</sup>  
L Dye

Date August 13, 1998

Rew Bari

Date August 13, 1998

(Attachment A)

## WILLIAM PATERSON UNIVERSITY

### ROLES AND RESPONSIBILITIES DEPARTMENT CHAIRPERSONS

The Department Chairperson is a faculty member with assigned responsibility to provide academic and administrative leadership to an academic department. S/he is elected and recommended by the department faculty to the President or his/her designee (Provost and Executive Vice President or College Dean) for appointment consideration. During an individual's tenure as chair, s/he retains all the rights and privileges of a faculty member as contained in the union (AFT/State) Agreement. The Chairperson reports to the College Dean. S/he provides appropriate leadership for the advancement of academic excellence and the effective functioning of the department which includes the implementation of university, college and department policies.

In cooperation and consultation with his or her faculty members, the Department chair:

- 1) leads the department in developing and implementing immediate and long-range departmental goals and objectives (in concert with faculty input) to meet university and college goals and objectives;
- 2) leads the department in coordinating the development of a yearly plan of course offerings, including the development of the annual course (teaching) schedule for each faculty member, based on the academic needs of students and in consultation with the faculty;
- 3) leads the department in coordinating the development and enhancement of departmental curricula and initiatives for the improvement of instruction;
- 4) encourages and assists faculty to improve professionally through study, research, creative activity, service and participation in professional activities;
- 5) leads the department in promoting inter-departmental cooperation and interdisciplinary initiatives;
- 6) coordinates activities within the department that go beyond the delivery of instruction, such as assessment, writing, critical thinking, and diversity initiatives;
- 7) maintains active communication with university administration, the WPU community, alumni, and related external bodies (e.g., for purposes of certification practica and internships);
- 8) participates in college and university deliberations and contributes to policy formation in his/her role as faculty;
- 9) monitors, with faculty advisors and program coordinators, the academic progress of student cohorts;

- 10) coordinates and supervises departmental advisement, registration, and other retention initiatives in collaboration with the faculty;
- 11) in consultation with the faculty recommends the appointment of departmental graduate coordinators to the College Dean and supervises their activities;
- 12) in his or her role as a faculty member, assures that the provisions of the union (AFT/State) Agreement at the departmental level, including those relating to recommendations for retention, tenure, and promotion, be followed;
- 13) coordinates all search and screening committee processes, including the selection of the search committee, works closely with the Office of Employment Equity and Diversity and the Office of Human Resources to ensure conformity to the WPU Employment Process Guidelines and Diversity Plan;
- 14) forwards departmental recommendations to the Dean for hiring full-time, part-time and adjunct faculty;
- 15) serves as fiscal officer for the department; prepares and monitors the departmental budget, and reports to the department on the status of the budget at least twice a year, minimally in September and May;
- 16) oversees the maintenance of accurate and up-to-date faculty and student records;
- 17) prepares reports in cooperation with the department faculty, including the annual departmental report, as requested by the President or his/her designees, and appropriate outside agencies;
- 18) hires and monitors the evaluation of adjunct faculty per the union (State/AFT) Agreement and university policy (i.e., Faculty and Professional Staff Handbook);
- 19) supervises and evaluates civil service staff, student workers, and graduate assistants;
- 20) reviews and forwards requests for permission to travel for professional purposes and for allocation of departmental travel funds per departmental by-laws and guidelines and University policy;
- 21) reviews and forwards all faculty proposals for awards and leaves as per the union (AFT/State) Agreement and University policy;
- 22) supervises the resolution of student grievances and grade appeals, following established departmental, college, and university-wide procedures;
- 23) convenes department meetings on a regular basis (approximately once a month during the academic year);

24) arranges for representation for the department at official university functions such as convocation and commencement ceremonies; and

25) performs other traditional duties and responsibilities as assigned by the President or his/her designee (Provost and Executive Vice President or College Dean) in conformance with the union (State/AFT) Agreement.

Department Chairpersons are appointed to serve three-year terms and can be reappointed based on the recommendation of the faculty to the President or his/her designee (Provost and Executive Vice President or College Dean). No departmental by-laws shall limit the tenure of a chair to one term only. Regular elections for department chairs shall be conducted in a timely manner in anticipation of the expiration of the existing term and recommendations forwarded to the President or his/her designee (Provost and Executive Vice President or College Dean) by March 31 of that year. The initiation and verification of the completion of the process shall be the responsibility of the College Dean. The election in each department shall be conducted according to the terms of departmental by-laws and the union (State/AFT) Agreement.

The President or his/her designee (Provost and Executive Vice President or College Dean) may ask a chairperson to resign (i) for cause or (ii) if the President or his/her designee (Provost and Executive Vice President or College Dean) has received a petition, with written reasons for removal, from 2/3 of the department faculty, requesting the chairperson's resignation. If the request is denied, the President or his/her designee (Provost and Executive Vice President or College Dean) shall give the department his or her reasons for the rejection within 30 days. Before removal, a Chairperson shall be accorded due process according to determined procedure. Chairpersons wishing to resign may do so by informing in writing the department faculty and the President or his/her designee (Provost and Executive Vice President or College Dean).

**Confirmation of Review of the Roles and Responsibilities of Department Chairpersons**

The following is to be completed following the election of a faculty member to the role of Department Chair and on the recommendation from the Dean of the College to the Provost and Executive Vice President.

**By the Dean**

I have reviewed and discussed the provisions of the document "Roles and Responsibilities of Department Chairpersons" with Professor \_\_\_\_\_ of the Department of \_\_\_\_\_, on \_\_\_\_\_, 19\_\_\_\_, and recommend his/her appointment as Department Chair for the term \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
(Dean's Signature)

\_\_\_\_\_  
(College)

**By the Recommended Faculty Member**

I have read, understood and accept the roles and responsibilities of the Department Chairperson as expressed in the document "Roles and Responsibilities of Department Chairpersons," at William Paterson University.

\_\_\_\_\_  
(Faculty Member's Signature)

\_\_\_\_\_  
(Department)

\_\_\_\_\_  
(Date)

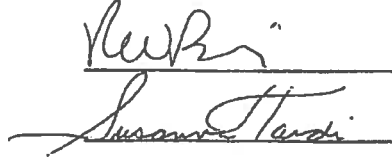
**Final Agreement  
May 8, 2001**

**William Paterson University  
Compensation for Supervision of Thesis and Independent Study**

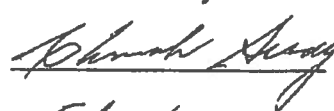
The University and the Union agree that:

- A. Overload compensation for one-on-one thesis and/or independent study supervision requires a minimum of 800 minutes of student contact per student.
1. The rate of compensation for the supervision of graduate thesis, undergraduate honors thesis, or independent study shall be 1.17 credits times the current overload rate per student per 800 minutes of student contact.
  2. Compensation for supervision of students writing a master's or honor's thesis or involved in an independent study shall be on an overload basis only.
  3. No faculty, librarian or professional staff member will be approved to participate in more than a total of 3 independent study and/or thesis supervision assignments per semester.
  4. Where the department or program provides for supervising graduate theses through a seminar course, compensation will consist of the allocation of student credit hours (3 to 4) for the course, times one-and-one-third (1.33) on-load or overload depending on programmatic need.
- B. The schedule of compensation shall become effective with the Spring Semester 2001, opening January 16, 2001. This program applies to the Fall, Spring and Summer sessions.
- C. The total period of compensation for supervision of a single student project shall be defined by the number of student credits for which a student registers, not to exceed two semester courses or 6-8 credits, whichever is greater.
- D. No compensation will be awarded without official approval according to applicable University policy and approval by the involved Department Chairperson, Program Director (where applicable), and the Dean of the College in which the faculty member is based.
- E. The University and the Union agree to review this policy and implementation by January 30, 2002 or at any date thereafter with thirty days prior notice.

For the Union

  
\_\_\_\_\_  
Susan Stardi  
5/17/01

For the University

  
\_\_\_\_\_  
5/17/01

Emergency Low-Enrollment Agreement  
(Addendum to the Independent Study and Master's Thesis Agreement)  
Between AFT Local 1796 ("the Union")  
and William Paterson University ("the University")

In order to promote amicable employer-employee relations and to support the common goal of student success and academic excellence the Union and the University agree to temporarily extend the agreement on compensation for Independent Study to cover essential low-enrolled courses offered under their existing course numbers. The content of said Independent Studies will be consistent with approved department course outlines.

Whereas current fiscal circumstances require careful management of course offerings, including the cancellation of low-enrolled courses; and

Whereas the practice of assigning Independent Study designation to a course of study for one or two students in substitution for a regularly numbered and titled course is not in keeping with normal academic policy and does not accurately reflect the student's course of study on the transcript;

Therefore, effective immediately and until the end of the Spring Semester 2004, the agreement on per capita compensation shall be extended to cover such low-enrolled courses to be offered to one or two students under regular course numbers and titles, in exception to normal practice and policy, as deemed necessary upon recommendation of the Chair and approval of the Dean; and,

*was this renegotiated?*


The rate of compensation will be as specified in the traditional Independent Study and Master's Thesis agreement (i.e. 1.17 credits per 800 contact minutes per student).


Such courses may only be taught on an overload basis and ART grantees will be permitted to teach such courses.

The University each semester will provide to the Union a list of such courses offered and obtain agreement in writing with individual faculty for each course so offered; and,

This agreement will expire on June 30, 2004 unless extended by mutual agreement. The parties will review this agreement to make a determination in April 2004.

 6-29-03  
for the University Date

 Susanna Tardi 6/10/03  
for the Union Date

 10/14/03  
for the University Date

 6/20/03  
for the Union Date





**LOCAL 1796 WILLIAM PATERSON UNIVERSITY**

HUNZIKER HALL - ROOM 100  
300 POMPTON ROAD, WAYNE NJ 07470-2103  
973.720.2988 - FAX: 973.720.2057  
email: [aft@aft-local-1796.org](mailto:aft@aft-local-1796.org)  
<http://www.aft-local-1796.org>

LINDA GAZZILLO DIAZ, Ed.D., ATC  
Vice President of Negotiations/Chief Negotiator


*Freshman Seminar*

Letter of Agreement

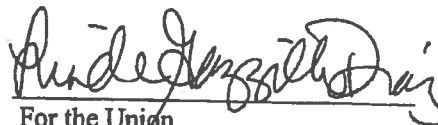
In order to promote amicable employer-employee relations, AFT Local 1796 and William Paterson University hereby agree as follows:

- 1) Given that Freshman Seminar consists of 1450 hours of student contact time rather than 800 hours of student contact time, compensation for William Paterson University employees teaching Freshman Seminar will increase from 1 credit to 1.5 credits.
- 2) Also, employees teaching Freshman Seminar will be compensated an additional 0.5 credits for advisement of up to 23 students in Freshman Seminar, and an additional 0.25 credits for every full day session of Freshman Seminar training.
- 3) This Agreement shall not constitute a precedent and shall not be referred to with respect to any other matters between the parties, except to enforce the provisions of this agreement.
- 4) This Agreement shall become effective September 1, 2003 and shall remain in effect unless either party gives written notice to the other party that it wishes to terminate or renegotiate this agreement. Said notice will not be valid unless it is received by either party on or before June 30<sup>th</sup> of the previous academic year.

  
\_\_\_\_\_  
For the University

  
\_\_\_\_\_  
For the Union

  
\_\_\_\_\_  
For the University

  
\_\_\_\_\_  
For the Union

7-15-03  
\_\_\_\_\_  
Date

7/15/03  
\_\_\_\_\_  
Date



**LOCAL 1796 WILLIAM PATERSON  
UNIVERSITY**

HUNZIKER HALL - ROOM 100  
300 POMPTON ROAD, WAYNE NJ 07470-2103  
973.720.2888 - FAX: 973.720.2057  
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<http://www.aft-local-1796.org>

LINDA GAZZILLO DIAZ, Ed.D., ATC  
Vice President of Negotiations/Chief Negotiator

TO: Allison Boucher, Director of Employee Relations

FROM: Linda Gazzillo Diaz, Ed.D., ATC,  
AFT Local 1796 Vice President of Negotiations

DATE: November 11, 2004

RE: Correction to Freshman Seminar Letter of Agreement

As per our conversation in spring 2004, the Union and Administration recognized that the Freshman Seminar Letter of Agreement contains an error. Item (1) in the agreement should be corrected as follows:

(1) Given that Freshman Seminar consists of ~~1450~~ 1200 hours of student contact time rather than 800 hours of student contact time, compensation for William Paterson University employees teaching Freshman Seminar will increase from 1 credit to 1.5 credits.

Since the Union and Administration has previously agreed that this error must be changed in the agreement, I am submitting this memo along with the agreement with the understanding that the Administration will accept this correction and include the correction as part of University policy.

*Banner Project  
Compensation*

Memorandum of Understanding

To promote amicable employer-employee relations, the AFT Local 1796 (the "Local") and William Paterson University (the "University") agree to the following concerning AFT professional staff serving on the Banner implementation team who have met unusual work time requirements and have performed extraordinary work activities on a limited basis necessitating work time beyond the general work week.

1. In accordance with N.J.A.C. 4A:3-5.6, it is the University's usual practice to permit flexible work schedules or time off up to hour for hour for employees designated as "NL" who have met unusual work requirements at the discretion of the supervisor.
2. Under the limited circumstances set forth herein, the University will make a one-time payment to Core Team members and Project Leaders from the Student, Finance, and Human Resources Banner Project teams of \$1000 and \$2500 respectively, in lieu of time off. This payment will occur after the completion of implementation of their respective projects. For payroll purposes, such employees will be paid for hours equivalent to the payments above divided by the individual's daily rate.
3. Employees involved with the Banner implementation only who are not Core Team Members or Project Leaders and have met the unusual work requirements with the knowledge and/or approval of their supervisor, may request in writing, accompanied by supporting documentation, compensatory time off up to hour for hour. These requests must be submitted to the Director of Employee Relations, Allison Boucher, for consideration no later than October 1, 2004. No cash compensation will be paid to these employees.
4. This agreement does not set a precedent, nor will it be used as such for any purpose.
5. These matters will not be pursued in any forum.
6. This agreement does not in any way modify or supplement the Agreement between the State of New Jersey and the Council of New Jersey State College Locals, AFT, AFL-CIO.
7. The parties agree to the form and substance of this agreement.

<i>[Signature]</i>	9-18-04
For the University	Date
<i>[Signature]</i>	9/18/04
For the University	Date
<i>[Signature]</i>	9/18/04
For the Union	Date
<i>[Signature]</i>	9/20/04
For the Union	Date

Agreement between William Paterson University and AFT Local 1796

Regarding

Article XXXIV, C and F of the Agreement July 1, 2003 – June 30, 2007

*On Line  
Course  
Compensation*

In the interests of maintaining amicable employer-employee relations the William Paterson University of New Jersey and the AFT Local 1796 agree:

1. That "Employees who develop an online course as a part of their approved workload shall receive an alternate assignment within load that is adequate for developing the course" (Article XXXIV, C) which is three (3) credits of alternate assignment each time the employee develops an online course; henceforth with prior approval of the respective College Dean;
2. That "Employees teaching an online course for the first time shall receive one additional credit" (Article XXXIV, F) refers only to the first time an employee in the bargaining unit teaches a course in the online modality;
3. That for the purpose of identifying employees affected by action of this Agreement "an online course" shall be identified by the official section designation for online presentation;
4. That the University will research the history of the presentation of courses online and identify affected employees, and share such information with the AFT Local 1796; and,
5. That retroactively to the adoption of the Agreement, June 1, 2003, the University will compensate affected employees at the then current overload rate for one credit for the semester in which the employee taught in an online modality for the first time and three credits for the semester for development of each online course through the term of the Agreement concluding June 30, 2007.

This agreement sets no precedent for any future negotiation beyond the dates stated herein.

*[Signature]* For the University      *Suzanne Tardi* For the AFT

10-12-06 Date      10/12/06 Date

*[Signature]* For the University      *[Signature]* For the AFT

10/12/06 Date      10/12/06 Date

Guidelines for Compensation for Department Chairpersons  
for the Summer 1999

Compensation for Department Chairpersons for Summer 1999 shall be based on the following guidelines:

A. For responsibilities in conjunction with the August registration period, 1 credit hour will be granted for each department chairperson;

B. For responsibilities in conjunction with Summer Session I and Summer Session II, 1.5 credit hours will be granted to each department for each session.

C. Additional credits will be awarded for each summer session dependent upon the number of sections offered:

3 or fewer	=	0 credits
4 -11	=	1 credit
12-21	=	2 credits
22-32	=	3 credits
33-42	=	4 credits

D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):

0 -15	=	0 credits
16-21	=	1 credit
22 or more	=	2 credits

E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.

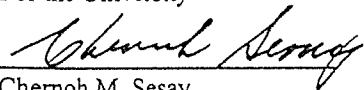
000-250	=	0 credits
251-500	=	1 credit
501-750	=	2 credits
751-1000	=	3 credits

F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

Among the numerous summer responsibilities of the Chairperson, the following are included:

1. Supervision of the department during the Summer Session;
2. Registration during August, four days and resulting schedule decisions during the following week;
3. Recruitment planning for 1999-2000;
4. Advisement of students;
5. Budget planning for the next year;
6. Service on College's student dismissal and probation appeals committees;
7. Facilities management;
8. Availability for participation in new student orientation activities for the equivalent of one working day.
9. Assignment of adjunct faculty;
10. Orientation of new full-time and adjunct faculty; and,
11. Revision of faculty schedules, based on final registration figures.

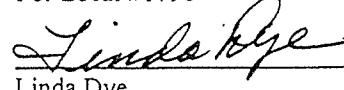
For the University



Chernoh M. Sesay  
Provost and Executive Vice President

4/16/99  
Date

For Local #1796



Linda Dye  
President

4/29/99  
Date

Guidelines for Compensation for Department Chairpersons  
for the Summer 2000

Compensation for Department Chairpersons for Summer 2000 shall be based on the following guidelines:

A. For responsibilities in conjunction with the August registration period, 1 credit hour will be granted for each department chairperson;

B. For responsibilities in conjunction with Summer Session I and Summer Session II, 1.5 credit hours will be granted to each department for each session.

C. Additional credits will be awarded for each summer session dependent upon the number of sections offered:

3 or fewer	= 0 credits
4 -11	= 1 credit
12-21	= 2 credits
22-32	= 3 credits
33-42	= 4 credits

D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):

0 -15	= 0 credits
16-21	= 1 credit
22 or more	= 2 credits

E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.

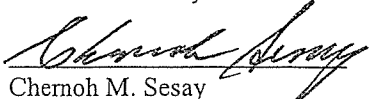
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251-500	= 1 credit
501-750	= 2 credits
751-1000	= 3 credits

F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

Among the numerous summer responsibilities of the Chairperson, the following are included:

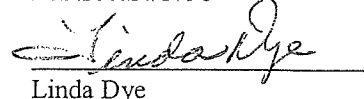
1. Supervision of the department during the Summer Session;
2. Registration during August, four days and resulting schedule decisions during the following week;
3. Recruitment planning for 2000-2001;
4. Advisement of students;
5. Budget planning for the next year;
6. Service on College's student dismissal and probation appeals committees;
7. Facilities management;
8. Availability for participation in new student orientation activities for the equivalent of one working day.
9. Assignment of adjunct faculty;
10. Orientation of new full-time and adjunct faculty; and,
11. Revision of faculty schedules, based on final registration figures.

For the University

  
Chernoh M. Sesay  
Provost and Executive Vice President

4/25/00  
Date

For Local #1796

  
Linda Dye  
President

4-25-2000  
Date

	Su 1 Gen'l Chair Duties	Su 2 Gen'l Chair Duties	August Registration	Su 1 Sections 002	SU 11 Sections 002	SU 11 Sections 003	SU 11 Credits 003	Full Time Faculty (FTE)	Faculty Credits	Number of Majors Fall 99	Major Credits	Total This Proposal	No. Add'l. Crs.
AACS	1.5	1.5	1	13	2	13	2	6	0	24	0	8	(2)
Accounting & Law	1.5	1.5	1	6	1	4	1	11	0	335	1	7	
Anthropology	1.5	1.5	1	5	1	8	1	6	0	21	0	6	(1)
Art	1.5	1.5	1	17	2	15	1	19.5	2	329	1	10	
Biology	1.5	1.5	1	13	2	13	2	22	2	261	1	11	
Chemistry/Physics	1.5	1.5	1	6	1	8	1	8	0	24	0	6	
Communication	1.5	1.5	1	23	3	15	2	22	2	836	3	14	(1)
Communication Disorders	1.5	1.5	1	1	0	2	0	5.5	1	5	0	5	
Community Health	1.5	1.5	1	6	1	5	1	8	1	113	0	7	(1)
Computer Science	1.5	1.5	1	10	2	9	1	6	1	336	1	9	(2)
Curriculum & Instruction	1.5	1.5	1	17	2	14	2	22	2	529	2	12	
Economics & Finance	1.5	1.5	1	12	2	6	1	8	0	1	0	6	
English	1.5	1.5	1	10	1	7	1	31.25	3	473	2	11	(2)
Environ. Sci & Geography	1.5	1.5	1	2	0	2	0	6	0	51	1	5	(1)
Exer. & Movement Science	1.5	1.5	1	12	2	11	2	12	0	389	1	9	
History	1.5	1.5	1	8	1	8	1	18	1	241	1	8	(1)
Languages & Cultures	1.5	1.5	1	19	2	24	3	13	0	66	0	9	
Marketing & Management	1.5	1.5	1	18	2	14	2	12	0	882	3	11	
Mathematics	1.5	1.5	1	12	1	10	1	16	1	113	0	7	
Music	1.5	1.5	1	7	1	6	1	19	1	263	1	8	(1)
Nursing	1.5	1.5	1	4	1	3	0	21.5	2	322	1	8	
Philosophy	1.5	1.5	1	5	1	5	1	9	0	26	0	6	(1)
Political Science	1.5	1.5	1	3	0	5	1	12	0	103	1	5	(1)
Psychology	1.5	1.5	1	20	2	13	2	17.5	1	643	2	11	(1)
Sociology	1.5	1.5	1	15	2	16	1	18.5	1	730	3	11	(1)
Special Education	1.5	1.5	1	2	0	6	1	9	0	289	1	6	
Women's Studies	1.5	1.5	1	8	1	4	1	3.5	0	0	0	6	

Guidelines for Compensation for Department Chairpersons  
for the Summer 2001

Compensation for Department Chairpersons for Summer 2001 shall be based on the following guidelines:

A. For responsibilities in conjunction with the August registration period, 1 credit hour will be granted for each department chairperson;

B. For responsibilities in conjunction with Summer Session I and Summer Session II, 1.5 credit hours will be granted to each department for each session.

C. Additional credits will be awarded for each summer session dependent upon the number of sections offered:

3 or fewer	= 0 credits
4 -11	= 1 credit
12-21	= 2 credits
22-32	= 3 credits
33-42	= 4 credits

D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):

0 -15	= 0 credits
16-21	= 1 credit
22 or more	= 2 credits

E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.

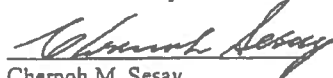
000-250	= 0 credits
251-500	= 1 credit
501-750	= 2 credits
751-1000	= 3 credits

F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

Among the numerous summer responsibilities of the Chairperson, the following are included:

1. Supervision of the department during the Summer Session;
2. Registration during August, not more than four days, and resulting schedule decisions during the following week;
3. Recruitment planning for 2001-2002;
4. Advisement of students;
5. Budget planning for the next year;
6. Service on College's student dismissal and probation appeals committees;
7. Facilities management;
8. Availability for participation in new student orientation activities in July for the equivalent of one working day.
9. Assignment of adjunct faculty;
10. Orientation of new full-time and adjunct faculty; and,
11. Revision of faculty schedules, based on final registration figures.

For the University



Chernoh M. Sesay  
Provost and Executive Vice President

4/4/01  
Date

For Local #1796



Linda Dye  
President

4-11-01  
Date



Guidelines for Compensation for Department Chairpersons  
for the Summer 2002

Compensation for Department Chairpersons for Summer 2002 shall be based on the following guidelines:

A. For responsibilities in conjunction with the August registration period, 1 credit hour will be granted for each department chairperson;

B. For responsibilities in conjunction with Summer Session I and Summer Session II, 1.5 credit hours will be granted to each department for each session.

C. Additional credits will be awarded for each summer session dependent upon the number of sections offered:

3 or fewer	= 0 credits
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E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.

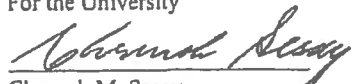
000-250	= 0 credits
251-500	= 1 credit
501-750	= 2 credits
751-1000	= 3 credits
1001-1250	= 4 credits

F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.


Among the numerous summer responsibilities of the Chairperson, the following are included:

1. Supervision of the department during the Summer Session;
2. Registration during August, not more than four days, and resulting schedule decisions during the following week;
3. Recruitment planning for 2002-2003;
4. Advisement of students;
5. Budget planning for the next year;
6. Service on College's student dismissal and probation appeals committees;
7. Facilities management;
8. Availability for participation in new student orientation activities in July for the equivalent of one working day.
9. Assignment of adjunct faculty;
10. Orientation of new full-time and adjunct faculty; and,
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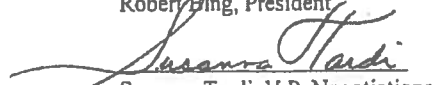
For the University

  
Chernoh M. Sesay  
Provost and Executive Vice President

For Local #1796

  
Robert Ding, President

  
Date

  
Susanna Tardi, V.P. Negotiations

  
Date

DEPARTMENT	SU 1 Gen'l Chair Duties	SU 2 Gen'l Chair Duties	August Registration	SU 1 Sections 022	Cl. 022	SU 11 Sections 023	SU 11 Credits 023	Full Time Faculty (FTE)	Faculty Credits	Number of Majors Fall 01	Major Credits	Tot. This Proposal
AACS	1.5	1.5	1	11	1	9	1	8	0	22	0	6
Accounting & Law	1.5	1.5	1	12	2	12	2	11	0	324	1	9
Anthropology	1.5	1.5	1	6	1	5	1	6	0	25	0	6
Art	1.5	1.5	1	9	1	8	1	22	2	418	1	9
Biology	1.5	1.5	1	15	2	12	2	22	2	266	1	11
Chemistry/Physics	1.5	1.5	1	7	1	6	1	9	0	34	0	6
Communication	1.5	1.5	1	21	2	12	2	21	1	920	3	12
Communication Disorders	1.5	1.5	1	3	0	4	1	6	0	NA	0	5
Community Health	1.5	1.5	1	10	1	5	1	9	0	62	0	6
Computer Science	1.5	1.5	1	8	1	5	1	8	0	364	1	7
Economics & Finance	1.5	1.5	1	13	2	6	1	11	0	NA	0	8
Educational Leadership	1.5	1.5	1	0	0	2	0	2	0	NA	0	4
Elem. & Early Childhood	1.5	1.5	1	8	1	14	2	10	0	353	1	8
English	1.5	1.5	1	11	1	9	1	31	3	472	2	11
Environ. Sci & Geography	1.5	1.5	1	1	0	2	0	7	0	50	0	4
Exer. & Movement Science	1.5	1.5	1	6	1	9	1	13	0	393	1	7
History	1.5	1.5	1	9	1	9	1	18	1	280	1	8
Languages & Cultures	1.5	1.5	1	23	3	29	3	14	1	88	0	11
Marketing & Management	1.5	1.5	1	22	3	22	3	11	0	1116	4	14
Mathematics	1.5	1.5	1	14	2	10	1	16	1	147	0	8
Music	1.5	1.5	1	7	1	24	3	19	1	232	1	10
Nursing	1.5	1.5	1	4	1	0	0	22	2	314	1	7
Philosophy	1.5	1.5	1	6	1	5	1	10	0	38	0	6
Political Science	1.5	1.5	1	4	1	6	1	12	0	102	0	6
Psychology	1.5	1.5	1	23	3	16	2	17	1	709	2	12
Sec. & Middle School Educ.	1.5	1.5	1	9	1	7	1	14	0	203	0	6
Sociology	1.5	1.5	1	17	2	14	2	20	1	742	3	12
Special Education	1.5	1.5	1	7	1	9	1	9	0	309	1	7

DEPARTMENT

	Su 1 Gen'l Chair Duties	Su 2 Gen'l Chair Duties	August Registration	Su 1 Sections 022	Su 1 Sections 023	SU 11 Credits 023	Full Time Faculty (FTE)	Faculty Credits	Number of Majors Fall 01	Major Credits	Total This Proposal
Women's Studies	1.5	1.5	1	8	1	0	3	0	23	0	5
											Revised 4/15/02.

Guidelines for Compensation for Department Chairpersons  
for the Summer 2004

Compensation for Department Chairpersons for Summer 2004 shall be based on the following guidelines:

A. For responsibilities in conjunction with the August registration period, 1 credit hour will be granted for each department chairperson;

B. For responsibilities in conjunction with Summer Session I and Summer Session II, 1.5 credit hours will be granted to each department for each session.

C. Additional credits will be awarded for each summer session dependent upon the number of sections offered:

3 or fewer	= 0 credits
4 -11	= 1 credit
12-21	= 2 credits
22-32	= 3 credits
33-42	= 4 credits

D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):

0 -15	= 0 credits
16-21	= 1 credit
22 or more	= 2 credits

E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.

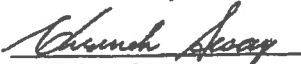
000-250	= 0 credits
251-500	= 1 credit
501-750	= 2 credits
751-1000	= 3 credits
1001-1250	= 4 credits

F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

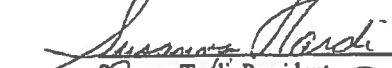
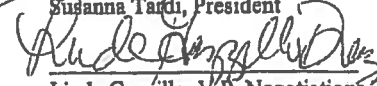
Among the numerous summer responsibilities of the Chairperson, the following are included:

1. Supervision of the department during the Summer Session;
2. Registration during August, not more than four days, and resulting schedule decisions during the following week;
3. Recruitment planning for 2004-2005;
4. Advisement of students;
5. Budget planning for the next year;
6. Service on College's student dismissal and probation appeals committees;
7. Facilities management;
8. Availability for participation in new student orientation activities in June/July for the equivalent of one working day.
9. Assignment of adjunct faculty;
10. Orientation of new full-time and adjunct faculty; and,
11. Revision of faculty schedules, based on final registration figures.

For the University

  
Chernoh M. Sesay  
Provost and Executive Vice President

For Local #1796

 4/14/04  
Susanna Tardi, President Date  
 4/14/04  
Linda Gazzillo, V.P. Negotiations Date

DEPARTMENT	Su 1 Gen'l Chair Duties	Su 2 Gen'l Chair Duties	August Registration	Su 1 Sections 042	1 Jits 042	SU 11 Sections 043	SU 11 Credits 043	Full Time Faculty (FTE)	Faculty Credits	Number of Majors Fall 03	Major Credits	Ti Th Proposal
AACS	1.5	1.5	1	12	2	10	1	6	0	32	0	7
Accounting & Law	1.5	1.5	1	14	2	14	2	11	0	328	1	9
Anthropology	1.5	1.5	1	7	1	7	1	5	0	93	0	6
Art	1.5	1.5	1	15	2	8	1	22	2	427	1	10
Biology	1.5	1.5	1	14	2	12	2	19	1	324	1	10
Chemistry/Physics	1.5	1.5	1	9	1	8	1	9	0	27	0	6
Communication	1.5	1.5	1	22	3	10	1	20	1	1078	4	13
Communication Disorders	1.5	1.5	1	4	1	2	0	5	0	NA	0	5
Community Health	1.5	1.5	1	12	2	6	1	8	0	69	0	7
Computer Science	1.5	1.5	1	3	0	6	1	9	0	291	1	6
Economics & Finance	1.5	1.5	1	16	2	4	1	13	0	NA	0	7
Educational Leadership	1.5	1.5	1	2	0	4	1	2	0	NA	0	5
Elem. & Early Childhood	1.5	1.5	1	19	2	18	2	13	0	369	1	9
English	1.5	1.5	1	14	2	11	1	28	2	515	2	11
Environ. Sci & Geography	1.5	1.5	1	4	1	2	0	7	0	43	0	5
Exer. & Movement Science	1.5	1.5	1	9	1	6	1	14	0	415	1	7
History	1.5	1.5	1	10	1	9	1	16	1	321	1	8
Languages & Cultures	1.5	1.5	1	34	4	41	4	16	1	107	0	13
Marketing & Management	1.5	1.5	1	26	3	23	3	16	1	1143	4	15
Mathematics	1.5	1.5	1	15	2	11	1	14	0	167	0	7
Music	1.5	1.5	1	13	2	30	3	17	1	234	0	10
Nursing	1.5	1.5	1	12	2	9	1	20	1	391	1	9
Philosophy	1.5	1.5	1	6	1	5	1	8	0	29	0	6
Political Science	1.5	1.5	1	8	1	7	1	12	0	148	0	6
Psychology	1.5	1.5	1	29	3	14	2	16	1	793	3	13
Sec. & Middle School Educ.	1.5	1.5	1	5	1	5	1	13	0	232	0	6
Sociology	1.5	1.5	1	28	3	16	2	19	1	790	3	13
Special Education	1.5	1.5	1	13	2	11	1	10	0	299	1	8

DEPARTMENT	Su 1 Gen'l Chair Duties	Su 2 Gen'l Chair Duties	August Registration	Su 1 Sections 042	SU 11 Sections 043	SU 11 Sections 043	SU 11 Credits 043	Full Time Faculty (FTE)	Faculty Credits	Number of Majors Fall 03	Major Credits	Total Prorated
Women's Studies	1.5	1.5	1	10	1	6	1	3	0	30	0	6
												Revised 4/14/04

Guidelines for Compensation for Department Chairpersons  
for the Summer 2005

Compensation for Department Chairpersons for Summer 2005 shall be based on the following guidelines:

A. For responsibilities in conjunction with the August registration period, 1 credit hour will be granted for each department chairperson;

B. For responsibilities in conjunction with Summer Session I and Summer Session II, 1.5 credit hours will be granted to each department for each session.

C. Additional credits will be awarded for each summer session dependent upon the number of sections offered:

3 or fewer	=	0 credits
4 -11	=	1 credit
12-21	=	2 credits
22-32	=	3 credits
33-42	=	4 credits

D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):

0 -15	=	0 credits
16-21	=	1 credit
22 or more	=	2 credits

E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.

000-250	=	0 credits
251-500	=	1 credit
501-750	=	2 credits
751-1000	=	3 credits
1001-1250	=	4 credits

F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

Among the numerous summer responsibilities of the Chairperson, the following are included:

1. Supervision of the department during the Summer Session;
2. Registration during August, not more than four days, and resulting schedule decisions during the following week;
3. Recruitment planning for 2005-2006;
4. Advisement of students;
5. Budget planning for the next year;
6. Service on College's student dismissal and probation appeals committees;
7. Facilities management;
8. Availability for participation in new student orientation activities in June/July for the equivalent of one working day.
9. Assignment of adjunct faculty;
10. Orientation of new full-time and adjunct faculty; and,
11. Revision of faculty schedules, based on final registration figures.

For the University

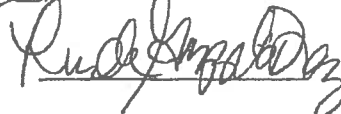
  
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Date: 4-25-05

For Local #1796

  
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Date 4/25/05

  
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Date 4/26/05

DEPARTMENT	Su 1 Gen'l Chair Duties	Su 2 Gen'l Chair Duties	August Registration	Su 1 Sections 053	SU 1 Credits 053	SU 11 Sections 054	SU 11 Credits 054	Full Time Faculty (FTE)	Faculty Credits	Number of Majors Fall 04	Major Credits	Total This Proposal
AACS	1.5	1.5	1	11	1	11	1	5	0	21	0	6
Accounting & Law	1.5	1.5	1	16	2	12	2	11	0	317	1	9
Anthropology	1.5	1.5	1	6	1	6.5	1	6.5	0	50	0	6
Art	1.5	1.5	1	15	2	5	1	21	1	410	1	9
Biology	1.5	1.5	1	14	2	10	1	18	1	323	1	9
Chemistry/Physics	1.5	1.5	1	11	1	8	1	9	0	21	0	6
Communication	1.5	1.5	1	25	3	9	1	21.5	2	991	3	13
Communication Disorders	1.5	1.5	1	2	0	2	0	6	0	NA	0	4
Community Health	1.5	1.5	1	12	2	2	0	8	0	89	0	6
Computer Science	1.5	1.5	1	1	0	0	0	8	0	206	0	4
Economics & Finance	1.5	1.5	1	15	2	5	1	14	0	289	0	8
Educational Leadership	1.5	1.5	1	0	0	4	1	3	0	NA	0	5
Elem. & Early Childhood	1.5	1.5	1	5	1	1	0	12.5	0	374	1	8
English	1.5	1.5	1	13	2	11	1	28	2	561	2	11
Environ. Sci & Geography	1.5	1.5	1	4	1	5	1	7	0	44	0	6
Exer. & Movement Science	1.5	1.5	1	16	2	10	1	13.5	0	420	1	8
History	1.5	1.5	1	8	1	7	1	20.5	1	362	1	8
Languages & Cultures	1.5	1.5	1	37	4	42	4	17.25	1	113	0	13
Marketing & Management	1.5	1.5	1	27	3	23	3	18.5	1	782	3	14
Mathematics	1.5	1.5	1	18	2	9	1	16	1	193	0	8
Music	1.5	1.5	1	14	2	18	2	17	1	236	0	9
Nursing	1.5	1.5	1	8	1	9	1	21.5	2	453	1	9
Philosophy	1.5	1.5	1	6	1	5	1	9	0	29	0	6
Political Science	1.5	1.5	1	9	1	6	1	13	0	158	0	6
Psychology	1.5	1.5	1	20	2	15	2	18	1	825	3	12
Sec. & Middle School Educ.	1.5	1.5	1	3	0	4	1	12	0	270	1	6



DEPARTMENT	Su 1 Gen'l Chair Duties	Su 2 Gen'l Chair Duties	August Registration	Su 1 Sections 053	SU 1 Credits 053	SU 11 Sections 054	SU 11 Credits 054	Full Time Faculty (FTE)	Faculty Credits	Number of Majors Fall 04	Major Credits	Total This Proposal
Sociology	1.5	1.5	1	22	3	17	2	19	1	790	3	13
Special Education	1.5	1.5	1	4	1	11	1	10	0	292	1	7
Women's Studies	1.5	1.5	1	10	1	6	1	3	0	40	0	6
												Revised 4/22/05

*the*

**Guidelines for Compensation for Department Chairpersons  
for the Summer 2006**

Compensation for Department Chairpersons for Summer 2006 shall be based on the following guidelines:

A. For responsibilities in conjunction with the August registration period, 1 credit hour will be granted for each department chairperson;

B. For responsibilities in conjunction with Summer Session I and Summer Session II, 1.5 credit hours will be granted to each department for each session.

C. Additional credits will be awarded for each summer session dependent upon the number of sections offered:

3 or fewer	= 0 credits
4 -11	= 1 credit
12-21	= 2 credits
22-32	= 3 credits
33-42	= 4 credits

D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):

0 -15	= 0 credits
16-21	= 1 credit
22 or more	= 2 credits

E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.

000-250	= 0 credits
251-500	= 1 credit
501-750	= 2 credits
751-1000	= 3 credits
1001-1250	= 4 credits

F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

Among the numerous summer responsibilities of the Chairperson, the following are included:

1. Supervision of the department during the Summer Session;
2. Registration during August, not more than four days, and resulting schedule decisions during the following week;
3. Recruitment planning for 2006-2007,
4. Advisement of students;
5. Budget planning for the next year;
6. Service on College's student dismissal and probation appeals committees;
7. Facilities management;
8. Availability for participation in new student orientation activities in June/July for the equivalent of one working day.
9. Assignment of adjunct faculty;
10. Orientation of new full-time and adjunct faculty; and,
11. Revision of faculty schedules, based on final registration figures.

For the University  
\_\_\_\_\_

For Local #1796  
*Suzanne Hardi*

Date 5/1/06

Date: \_\_\_\_\_

Date \_\_\_\_\_

WU 2006

DEPARTMENT	Su 1 Gen1 Chair Duties	Su 2 Gen1 Chair Duties	August Registration	Su 1 Sections 063	Su 1 Credits 063	SU 11 Sections 064	SU 11 Credits 064	Full Time Faculty (FTE)	Faculty Credits	Number of Majors Fall 05	Major Credits	Total This Proposal
1.0	1.5	1.5	1	11	1	9	1	4.5	0	21	0	6
1.5	1.5	1.5	1	13	2	13	2	11	0	364	1	9
1.5	1.5	1.5	1	9	1	6	1	6.75	0	49	0	6
1.0	1.5	1.5	1	20	2	8	1	22.5	2	369	1	10
1.0	1.5	1.5	1	16	2	14	2	18	1	355	1	10
	1.5	1.5	1	14	2	9	1	9	0	35	0	7
6	1.5	1.5	1	25	3	9	1	21	1	959	3	12
1.5	1.5	1.5	1	2	0	2	0	6	0	NA	0	45.00
	1.5	1.5	1	16	2	7	1	9	0	61	0	7
	1.5	1.5	1	2	0	1	0	8	0	149	0	4
1.5	1.5	1.5	1	16	2	7	1	12	0	269	1	8
3	1.5	1.5	1	2	0	4	1	2	0	NA	0	5
4	1.5	1.5	1	19	2	16	2	13.5	0	37.9	1	9
	1.5	1.5	1	13	2	12	2	28	2	611	2	12
	1.5	1.5	1	1	0	2	0	3	0	44	0	4
1.0	1.5	1.5	1	5	1	6	1	13	0	428	1	9
1.0	1.5	1.5	1	6	1	4	1	4	0	17	0	6
1.0	1.5	1.5	1	11	1	10	1	22.5	1	387	1	8
	1.5	1.5	1	45	4	50	4	17.25	1	102	0	13
6	1.5	1.5	1	22	3	18	2	15.5	1	782	3	13
1	1.5	1.5	1	19	2	9	1	16	1	183	0	8
1.5	1.5	1.5	1	14	2	18	2	19	1	243	0	9
1.0	1.5	1.5	1	13	2	9	1	21.75	2	430	1	10
1.5	1.5	1.5	1	6	1	5	1	9	0	28	0	6
	1.5	1.5	1	1	0	2	0	3	0	24	0	4
5	1.5	1.5	1	14	2	10	1	13	0	151	0	7

Su 2

DEPARTMENT	Su 1 Gen'l Chair Duties	Su 2 Gen'l Chair Duties	August Registration	Su 1 Sections 063	Su 1 Credits 063	SU 11 Sections 064	SU 11 Credits 064	Full Time Faculty (FTE)	Faculty Credits	Number of Majors Fall 05	Major Credits	Total This Proposal
Psychology	1.5	1.5	1	23	3	16	2	20.75	2	788	3	14
Sec. & Middle School Educ.	1.5	1.5	1	24	3	4	1	10	0	231	1	8
Sociology	1.5	1.5	1	22	3	17	2	20.5	2	772	3	14
Special Education	1.5	1.5	1	17	2	14	2	10	0	138	1	9
Women's Studies	1.5	1.5	1	12	2	7	1	3.75	0	42	0	7

5/1/05

**Guidelines for Compensation for Department Chairpersons for Summer 2008**

- A. For duties consistent with the roles and responsibilities of Department Chairpersons as applicable to activities during Summer Session and the weeks between Summer Session and the beginning of the Academic Year, Department Chairperson shall receive compensation of not less than four credits, to be apportioned as follows:
1. One and a half (1.5) credits for the period between Commencement and July 1, 2008;
  2. One and a half (1.5) credits for the period between July 1, 2008, and the last day of Summer Session (August 12, 2008); and
  3. One (1.0) credit for duties between the last day of Summer Session and the beginning of the Academic Year on September 1, 2008.
- B. Additional credits will be awarded for each portion of the Summer Session (traditional Summer I, course beginning before July 1, and traditional Summer II, course beginning after July 1) dependent on the number of sections offered:
- |            |   |           |
|------------|---|-----------|
| 3 or fewer | = | 0 credits |
| 4-11       | = | 1 credit  |
| 12-21      | = | 2 credits |
| 22-32      | = | 3 credits |
| 33-42      | = | 4 credits |
| Etc.       |   |           |
- C. Additional credits will be awarded based on the number of FTE Faculty (determined by the Line Analysis of the preceding Fall Semester):
- |           |   |           |
|-----------|---|-----------|
| 0-15 FTE  | = | 0 credits |
| 16-21 FTE | = | 1 credit  |
| 22+ FTE   | = | 2 credits |
- D. One (1.0) additional credit will be awarded for any department in which the number of undergraduate majors exceeds 250, and one (1.0) credit will be awarded for each additional increment of 250 majors:
- |          |   |           |
|----------|---|-----------|
| 0-250    | = | 0 credits |
| 251-500  | = | 1 credit  |
| 501-750  | = | 2 credits |
| 751-1000 | = | 3 credits |
| Etc.     |   |           |
- E. Delegation of the role and responsibilities of the Department Chairperson during any period between Commencement and the beginning of the Fall Semester shall entail proportionate transfer of credits to the delegated and approved faculty substitute for that period.

For the University:

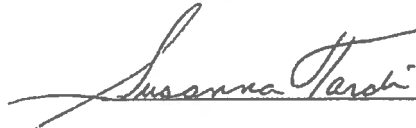


Edward B. Weil

Provost and Senior Vice President

for Academic Affairs

For AFT Local #1796:



Susanna Tardi

President

6.18.08

Date

*[Handwritten signature]*

6-18-08

6/20/08

Date

Guidelines for Compensation for Department Chairpersons  
for the Summer 2009

Compensation for Department Chairpersons for Summer 2009 shall be based on the following guidelines:

A. For responsibilities in conjunction with the August registration period, 1 credit hour will be granted for department chairperson;

B. For responsibilities in conjunction with Summer Session 3.0 credit hours will be granted to each department, to be charged as 1.5 credit hours for activities before July 1 and 1.5 credits for activities after July 1.

C. Additional credits will be awarded for each Summer Session dependent upon the number of sections offered (a) before July 1, and (b) after July 1.

3 or fewer	=	0 credits
4 -11	=	1 credit
12-21	=	2 credits
22-32	=	3 credits
33-42	=	4 credits

D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):


0 -15	=	0 credits
16-21	=	1 credit
22 or more	=	2 credits

E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.

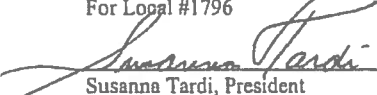
000-250	=	0 credits
251-500	=	1 credit
501-750	=	2 credits
751-1000	=	3 credits
1001-1250	=	4 credits

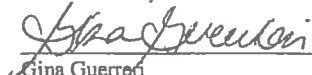
F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

For the University

  
Edward B. Weil  
Provost and  
Senior Vice President for Academic Affairs

For Local #1796

  
Susanna Tardi, President  
Date 4/21/09

  
Gina Guerri  
Date 4/21/09

DEPARTMENT	Chair Duties before July 1	Chair Duties after July 1	August Registration	Sections before July 1	Credits before July 1	Sections after July 1	Credits after July 1	Full Time Faculty (FTE)	Faculty Credits	Number of Majors Fall 08	Major Credits	Total This Proposal
AACS	1.5	1.5	1	6	1	1	0	3	0	20	0	5
Accounting & Law	1.5	1.5	1	12	2	11	1	11	0	388	1	8
Anthropology	1.5	1.5	1	2	0	7	1	7	0	42	0	5
Art	1.5	1.5	1	10	1	7	1	21	1	281	1	8
Biology	1.5	1.5	1	14	2	9	1	20	1	443	1	9
Chemistry	1.5	1.5	1	13	2	10	1	5	0	41	0	7
Communication	1.5	1.5	1	17	2	6	1	21.5	2	771	3	12
Communication	1.5	1.5	1	10	1	5	1	5	0	NA	0	6
Disorders												
Computer Science	1.5	1.5	1	2	0	2	0	7	0	117	0	4
Economics & Finance	1.5	1.5	1	22	3	18	2	12	0	350*	1	10
Educ. Leadership & Prof. Studies	1.5	1.5	1	9	1	6	1	8	0	NA	0	6
Elem. & Early Childhood	1.5	1.5	1	7	1	4	1	13	0	329	1	7
English	1.5	1.5	1		1	10	2	28	2	576	2	11
Environ. Science	1.5	1.5	1	8	1	6	1	3	0	30	0	6
Kinesiology	1.5	1.5	1	14	2	13	2	12	0	630	2	10
Geography & Urban Studies	1.5	1.5	1	6	1	8	1	4	0	26	0	6
History	1.5	1.5	1	9	1	9	1	20	1	333	1	8
Languages & Cultures	1.5	1.5	1	32	3	41	4	15.5	1	123	0	12
Marketing & Management	1.5	1.5	1	22	3	18	2	15	0	750*	2	11
Mathematics	1.5	1.5	1	18	2	10	1	15	1	196	0	8
Music	1.5	1.5	1	11	1	15	2	19.5	1	232	0	8
Nursing	1.5	1.5	1	18	2	10	1	21.5	2	345	1	10
Philosophy	1.5	1.5	1	5	1	4	1	8	0	41	0	6
Physics	1.5	1.5	1	6	1	5	1	3	0	0	0	6



DEPARTMENT	Chair Duties before July 1	Chair Duties after July 1	August Registration	Sections before July 1	Credits before July 1	Sections after July 1	Credits after July 1	Full Time Faculty (FTE)	Faculty Credits	Number of Majors Fall 08	Major Credits	Total This Proposal
Professional Sales	1.5	1.5	1	2	0	11	0	3	0	49	0	4
Political Science	1.5	1.5	1	5	1	11	1	13.5	0	124	0	8
Psychology	1.5	1.5	1	21	2	21	2	22	1	788	3	12
Public Health	1.5	1.5	1	10	1	8	1	8	0	94	0	6
Sec. & Middle School Educ.	1.5	1.5	1	5	1	1	0	10	0	184	0	5
Sociology	1.5	1.5	1	25	3	18	2	18	1	653	2	12
Special Education	1.5	1.5	1	16	2	16	2	11	0		0	8
Women's Studies	1.5	1.5	1	6	1	9	1	3	0	40	0	6

Guidelines for Compensation for Department Chairpersons  
for the Summer 2010

Compensation for Department Chairpersons for Summer 2010 shall be based on the following guidelines:

A. For responsibilities in conjunction with the August registration period, 1 credit hour will be granted for department chairperson;

B. For responsibilities in conjunction with Summer Session 3.0 credit hours will be granted to each department, to be charged as 1.5 credit hours for activities before July 1 and 1.5 credits for activities after July 1.

C. Additional credits will be awarded for each Summer Session dependent upon the number of sections commencing (a) before July 1, and (b) after July 1.

3 or fewer	=	0 credits
4 -11	=	1 credit
12-21	=	2 credits
22-32	=	3 credits
33-42	=	4 credits

D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):

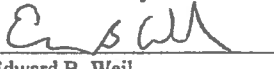
0 -15	=	0 credits
16-21	=	1 credit
22 or more	=	2 credits

E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.

000-250	=	0 credits
251-500	=	1 credit
501-750	=	2 credits
751-1000	=	3 credits
1001-1250	=	4 credits

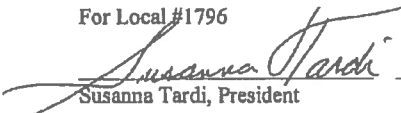
F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

For the University

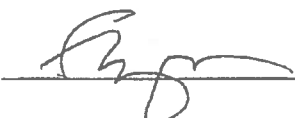
  
Edward B. Weil  
Provost and  
Senior Vice President for Academic Affairs

7/29/10  
Date

For Local #1796

  
Susanna Tardi, President

7/29/10  
Date

  
9-29-10  
Date

\_\_\_\_\_  
Date

DEPARTMENT	Chair Duties before July 1	Chair Duties after July 1	August Registration	Sections before July 1	Credits before July 1	Sections after July 1	Credits after July 1	Full Time Faculty (FTE)	Faculty Credits	Number of Majors Fall 08	Major Credits	Total This Proposal
AACS	1.5	1.5	1	6	1	2	0	3	0	20	0	5
Accounting & Law	1.5	1.5	1	18	2	14	2	10	0	407	1	9
Anthropology	1.5	1.5	1	8	1	2	0	7	0	53	0	5
Art	1.5	1.5	1	10	1	2	0	21	1	337	1	7
Biology	1.5	1.5	1	15	2	10	1	19	1	476	1	9
Chemistry	1.5	1.5	1	11	1	4	1	5	0	60	0	6
Communication	1.5	1.5	1	11	1	4	1	21	1	758	3	10
Communication Disorders	1.5	1.5	1	12	2	7	1	6	0	NA	0	7
Computer Science	1.5	1.5	1	3	0	1	0	7	0	118	0	4
Economics & Finance	1.5	1.5	1	22	3	17	2	11	0	350*	1	10
Educ. Leadership & Prof. Studies	1.5	1.5	1	3	0	7	1	8	0	NA	0	5
Elem. & Early Childhood	1.5	1.5	1	7	1	4	1	13	0	773	3	9
English	1.5	1.5	1	13	2	9	1	27	2	581	2	11
Environ. Science	1.5	1.5	1	3	0	3	0	3	0	44	0	4
Kinesiology	1.5	1.5	1	17	2	13	2	11	0	482	1	9
Geography & Urban Studies	1.5	1.5	1	6	1	8	1	4	0	31	0	6
History	1.5	1.5	1	11	1	9	1	20	1	348	1	8
Languages & Cultures	1.5	1.5	1	32	3	23	3	15	1	137	0	11
Marketing & Management	1.5	1.5	1	27	3	7	1	15	0	750*	2	10
Mathematics	1.5	1.5	1	17	2	8	1	15	1	215	0	8
Music	1.5	1.5	1	16	2	8	1	19	1	239	0	8
Nursing	1.5	1.5	1	15	2	13	2	21	1	383	1	9
Philosophy	1.5	1.5	1	5	1	3	1	8	0	55	0	6
Physics	1.5	1.5	1	6	1	6	1	3	0	0	0	6

DEPARTMENT	Chair Duties before July 1	Chair Duties after July 1	August Registration	Sections before July 1	Credits before July 1	Sections after July 1	Credits after July 1	Full Time Faculty (FTE)	Faculty Credits	Number of Majors Fall <sup>88</sup> 89	Major Credits	Total This Proposal
Professional Sales	1.5	1.5	1	2	0	0	0	2	0	55	0	4
Political Sciences	1.5	1.5	1	13	2	5	1	14	0	158	0	7
Psychology	1.5	1.5	1	30	3	17	2	22	2	808	3	14
Public Health	1.5	1.5	1	14	2	7	1	8	0	99	0	7
Sec. & Middle School Educ.	1.5	1.5	1	5	1	1	0	9	0	372	1	5
Sociology	1.5	1.5	1	29	3	13	2	17	1	688	2	12
Special Education	1.5	1.5	1	10	1	8	1	11	0	0	0	6
Women's Studies	1.5	1.5	1	8	1	5	1	3	0	42	0	6

**Guidelines for Compensation for Department Chairpersons  
for the Summer 2011**

Compensation for Department Chairpersons for Summer 2011 shall be based on the following guidelines:

A. For responsibilities in conjunction with the August registration period, 1 credit hour will be granted for department chairperson;

B. For responsibilities in conjunction with Summer Session 3.0 credit hours will be granted to each department, to be charged as 1.5 credit hours for activities before July 1 and 1.5 credits for activities after July 1.

C. Additional credits will be awarded for each Summer Session dependent upon the number of sections commencing (a) before July 1, and (b) after July 1.

3 or fewer	= 0 credits
4 -11	= 1 credit
12-21	= 2 credits
22-32	= 3 credits
33-42	= 4 credits

D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):

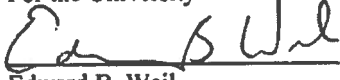
0-15	= 0 credits
16-21	= 1 credit
22 or more	= 2 credits

E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.

000-250	= 0 credits
251-500	= 1 credit
501-750	= 2 credits
751-1000	= 3 credits
1001-1250	= 4 credits

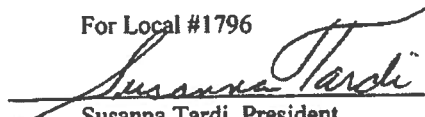
F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

For the University

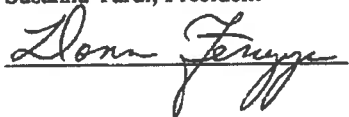
  
Edward B. Weil  
Provost and  
Senior Vice President for Academic Affairs

4/19/11  
Date

For Local #1796

  
Susanna Tardi, President

4/19/11  
Date

  
Donn Ferrigno

4/19/11  
Date

  
Date  
4-19-11

COMPENSATION FOR SUMMER CHAIRS 2011

DEPARTMENT	Chair Duties before July 1	Chair Duties after July 1	August Registration	Sections before July 1	Credits before July 1	Sections after July 1	Credits after July 1	Full Time Faculty (FTE)	Faculty Credits	# of Majors Fall 2010	Major Credits	Total This Proposal
Accounting & Law	1.5	1.5	1	13	2	7	1	11	0	437	1	8
African World Studies	1.5	1.5	1	6	1	0	0	3	0	17	0	5
Anthropology	1.5	1.5	1	6	1	4	1	7	0	55	0	6
Art	1.5	1.5	1	20	2	5	1	21	1	365	1	9
Biology	1.5	1.5	1	28	3	20	2	20	1	562	2	12
Chemistry	1.5	1.5	1	14	2	14	2	6	0	84	0	8
Communication	1.5	1.5	1	18	2	1	0	21	1	890	3	10
Comm. Disorders	1.5	1.5	1	12	2	6	1	5	0	56	0	7
Computer Science	1.5	1.5	1	2	0	0	0	7	0	144	0	4
Economics & Finance	1.5	1.5	1	25	3	17	2	12	0	350	1	10
Edu. Ldrship. & Prof Studies	1.5	1.5	1	7	1	5	1	10	0	NA	0	6
Elem. & Early Childhood	1.5	1.5	1	12	2	10	1	14	0	895	3	10
English	1.5	1.5	1	15	2	15	2	27	2	607	2	12
Environ. Science	1.5	1.5	1	4	1	6	0	4	0	56	0	5
Kinesiology	1.5	1.5	1	12	2	13	2	11	0	561	2	11
Geography & Urban Studies	1.5	1.5	1	5	1	3	0	4	0	28	0	5
History	1.5	1.5	1	15	2	11	1	21	1	368	1	9
Languages & Cultures	1.5	1.5	1	39	4	9	1	14	0	119	0	9
Marketing & Mgmt	1.5	1.5	1	25	3	7	1	15	0	750	2	10
Mathematics	1.5	1.5	1	21	2	14	2	15	0	220	0	9
Music	1.5	1.5	1	13	2	5	1	18	1	234	0	8
Nursing	1.5	1.5	1	21	2	6	1	16	1	398	1	9
Philosophy	1.5	1.5	1	4	1	2	0	8	0	50	0	5
Physics	1.5	1.5	1	10	1	10	1	3	0	0	0	6
Professional Sales	1.5	1.5	1	1	0	0	0	3	0	56	0	4
Political Science	1.5	1.5	1	16	2	8	1	14	0	185	0	7
Psychology	1.5	1.5	1	29	3	15	2	23	2	833	3	14
Public Health	1.5	1.5	1	11	1	8	1	7	0	75	0	6
Sec. & Middle School Edu	1.5	1.5	1	6	1	2	0	8	0	556	2	6
Sociology	1.5	1.5	1	34	4	12	2	18	1	94	2	13
Special Education	1.5	1.5	1	12	2	9	1	11	0	0	0	7
Women's & Gender Studies	1.5	1.5	1	7	1	5	1	3	0	42	0	6

Guidelines for Compensation for Department Chairpersons  
for Summer 2012

Compensation for Department Chairpersons for summer 2012 shall be based on the following guidelines:

- A. For responsibilities in conjunction with the August registration period, 1 credit hour will be granted for department chairperson:
- B. For responsibilities in conjunction with Summer Session 3.0 credit hours will be granted to each department, to be charged as 1.5 credit hours for activities before July 1 and 1.5 credits for activities after July 1.
- C. Additional credits will be awarded for each Summer Session dependent upon the number of sections commencing (a) before July 1, and (b) after July 1.

3 or fewer = 0 credits  
4-11 = 1 credit  
12-21 = 2 credits  
22-32 = 3 credits  
33-42 = 4 credits

- D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):

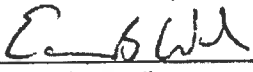
0-15 = 0 credits  
16-21 = 1 credit  
22 or more = 2 credits

- E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.

000-250 = 0 credits  
251-500 = 1 credit  
501-750 = 2 credits  
751-1000 = 3 credits  
1001-1250 = 4 credits

- F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

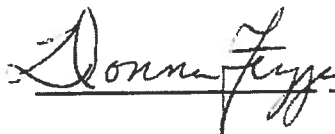
For the University

  
\_\_\_\_\_  
Edward B. Weil                      5/1/12  
Provost and                              Date  
Senior Vice President for Academic Affairs

  
\_\_\_\_\_  
Date                                      5-1-12

For Local #1796

  
\_\_\_\_\_  
Susanna Tardi, President              5/01/12  
Date

  
\_\_\_\_\_  
Date                                      5/01/12





**Guidelines for Compensation for Department Chairpersons  
for Summer 2013**

Compensation for Department Chairpersons for Summer 2013 shall be based on the following guidelines:

A. For responsibilities in conjunction with the August registration period, 1 credit hour will be granted for department chairperson;

B. For responsibilities in conjunction with Summer Session, 3.0 credit hours will be granted to each department, to be charged as 1.5 credit hours for activities before July 1 and 1.5 credits for activities after July 1.

C. Additional credits will be awarded for each Summer Session dependent upon the number of sections commencing (a) before July 1, and (b) after July 1.

3 or fewer	=	0 credits
4 -11	=	1 credit
12-21	=	2 credits
22-32	=	3 credits
33-42	=	4 credits

D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):


0-15	=	0 credits
16-21	=	1 credit
22 or more	=	2 credits

E. For any department in which the advisees in the undergraduate major number more than 250, one additional credit hour will be awarded. For each additional 250 students or part thereof an additional credit will be given.

000 to 250	=	0 credits
251 to 500	=	1 credit
501 to 750	=	2 credits
751 to 1000	=	3 credits
1001 to 1250	=	4 credits


F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

For the University


  
\_\_\_\_\_  
Stephen Hahn  
Associate Provost

5-17-13  
Date

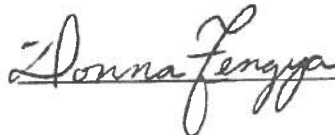
For Local #1796

  
\_\_\_\_\_  
Susanna Tardi, President  
AFT Local 1796

5/16/13  
Date

  
\_\_\_\_\_  
John Rolding  
Associate Vice President for Human Resources

5-9-13  
Date

  
\_\_\_\_\_  
Donna Ferguson

5/16/13  
Date

COMPENSATION FOR SUMMER CHAIRS 2013

SUMMER 2013 CHAIR COMPENSATION

DEPARTMENT	Chair Duties before July 1	Chair Duties after July 1	August Registration	Sections before July 1	Credits before July 1	Sections after July 1	Credits after July 1	Full Time Faculty (FTE)	Faculty Credits	# of Majors Fall 2011	Major Credits	Total This Proposal
Accounting & Law	1.5	1.5	1	22	3	10	1	12	0	432	1	9
African world Studies	1.5	1.5	1	1	0	3	1	3	0	7	0	5
Anthropology	1.5	1.5	1	8	1	5	1	7	0	61	0	6
Art	1.5	1.5	1	11	1	1	0	20	1	345	1	7
Biology	1.5	1.5	1	18	2	12	2	20	1	679	2	11
Chemistry	1.5	1.5	1	13	2	10	1	6	0	84	0	7
Communication	1.5	1.5	1	14	2	5	1	23	1	960	3	11
Comm. Disorders	1.5	1.5	1	14	2	2	0	7	0	89	0	6
Computer Science	1.5	1.5	1	1	0	0	0	7	0	172	0	4
Economics & Finance	1.5	1.5	1	39	4	33	4	14	0	308	1	13
Edu. Ldship. & Prof Studies	1.5	1.5	1	6	1	5	1	9	0	NA	0	6
Elem. & Early Childhood	1.5	1.5	1	8	1	5	1	15	1	842	3	10
English	1.5	1.5	1	21	2	20	2	30	2	534	2	12
Environ. Science	1.5	1.5	1	3	1	4	1	4	0	103	0	6
Kinesiology	1.5	1.5	1	22	3	13	2	12	0	614	2	11
Geography & Urban Studies	1.5	1.5	1	4	1	3	1	3	0	20	0	6
History	1.5	1.5	1	20	2	13	2	21	1	296	1	10
Languages & Cultures	1.5	1.5	1	19	2	5	1	16	1	146	0	8
Marketing & Mgmt	1.5	1.5	1	33	4	11	1	18	1	1092	3	13
Mathematics	1.5	1.5	1	22	3	13	2	15	0	237	0	9
Music	1.5	1.5	1	25	3	17	2	19	1	267	1	11
Nursing	1.5	1.5	1	19	2	0	0	24	2	405	1	9
Philosophy	1.5	1.5	1	11	1	7	0	8	0	49	0	5
Physics	1.5	1.5	1	8	1	1	1	3	0	84	0	6
Professional Sales	1.5	1.5	1	2	0	0	0	4	0	80	0	4
Political Science	1.5	1.5	1	11	1	9	1	13	0	180	0	6
Psychology	1.5	1.5	1	29	3	19	2	24	2	947	3	14
Public Health	1.5	1.5	1	14	2	6	1	8	0	109	0	7
Sec. & Middle School Edu	1.5	1.5	1	6	1	1	0	8	0	415	1	6
Sociology	1.5	1.5	1	41	4	8	1	19	1	676	2	12
Special Education & Council	1.5	1.5	1	23	3	13	2	13	0	NA	0	9
Women's & Gender Studies	1.5	1.5	1	6	1	3	0	3	0	27	0	5

5/29/2013 REV 2

Guidelines for Compensation for Department Chairpersons  
for Summer 2014

Compensation for Department Chairpersons for Summer 2014 shall be based on the following guidelines:

- A. For responsibilities in conjunction with the late summer (August) registration activities, 1 credit hour will be granted for department chairperson:
- B. For responsibilities in conjunction with Summer Session 3 0 credit hours will be granted to each department, to be charged as 1.5 credit hours for activities before July 1 and 1.5 credits for activities after July 1.
- C. Additional credits will be awarded for each Summer Session dependent upon the number of sections commencing (a) before July 1, and (b) after July 1.

3 or fewer = 0 credits  
4-11 = 1 credit  
12-21 = 2 credits  
22-32 = 3 credits  
33-42 = 4 credits

- D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):


0-15 = 0 credits  
16-21 = 1 credit  
22 or more = 2 credits

- E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.

000-250 = 0 credits  
251-500 = 1 credit  
501-750 = 2 credits  
751-1000 = 3 credits  
1001-1250 = 4 credits


- F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

For the University

  
\_\_\_\_\_  
Warren Sandmann                      6-25-14  
Provost and                                      Date  
Senior Vice President for Academic Affairs

For Local #1796

  
\_\_\_\_\_  
Susanna Tardi, President                      6/25/2014  
Date

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

COMPENSATION FC SUMMER CHAIRS 2014

SUMMER 2014 CHAIR COMPENSATION												
DEPARTMENT	Chair Duties before July 1	Chair Duties after July 1	August Registration	Sections before July 1	Credits before July 1	Sections after July 1	Credits after July 1	Full Time Faculty (FTE)	Faculty Credits	# of Majors Fall 2013	Major Credits	Total This Proposal
Accounting & Law	1.5	1.5	1	15	2	13	2	12	0	485	1	9
African World Studies	1.5	1.5	1	1	0	2	0	3	0	9	0	4
Anthropology	1.5	1.5	1	12	2	5	1	7	0	46	0	7
Art	1.5	1.5	1	16	2	4	0	20	1	319	1	8
Biology	1.5	1.5	1	17	2	6	1	20	1	741	2	10
Chemistry	1.5	1.5	1	10	1	8	1	6	0	93	0	6
Comm. Disorders	1.5	1.5	1	11	1	0	0	7	0	105	0	5
Communication	1.5	1.5	1	15	2	8	1	24	2	968	3	12
Computer Science	1.5	1.5	1	1	0	1	0	7	0	211	0	4
Economics & Finance	1.5	1.5	1	36	4	33	4	14	0	328	1	13
Edu. Ldship. & Prof Studies	1.5	1.5	1	5	1	5	1	9	0	NA	0	6
Elem.&Early Childhood	1.5	1.5	1	7	1	5	1	14	1	853	3	10
English	1.5	1.5	1	18	2	13	2	30	2	515	2	12
Environ. Science	1.5	1.5	1	3	0	4	1	5	0	72	0	5
Geography & Urban Studies	1.5	1.5	1	5	1	0	1	3	0	17	0	5
History	1.5	1.5	1	21	2	10	1	20	1	261	1	9
Kinesiology	1.5	1.5	1	29	3	13	2	12	0	620	2	11
Languages & Cultures	1.5	1.5	1	19	2	5	1	14	1	127	0	8
Marketing & Mgmt	1.5	1.5	1	33	4	11	1	18	1	683	2	12
Mathematics	1.5	1.5	1	22	3	13	2	14	0	219	0	9
Music	1.5	1.5	1	25	3	17	2	18	1	272	1	11
Nursing	1.5	1.5	1	19	2	0	0	19	1	413	1	8
Philosophy	1.5	1.5	1	10	1	7	1	7	0	275	1	7
Physics	1.5	1.5	1	10	1	4	1	3	0	N/A	0	6
Political Science	1.5	1.5	1	7	1	5	1	12	0	191	0	6
Professional Sales	1.5	1.5	1	4	1	0	0	4	0	90	0	5
Psychology	1.5	1.5	1	30	3	19	2	25	2	971	3	14
Public Health	1.5	1.5	1	13	2	9	1	8	0	116	0	7
Sec. & Middle School Edu	1.5	1.5	1	6	1	1	0	9	0	410	1	6
Sociology	1.5	1.5	1	31	3	3	0	19	1	800	3	11
Special Education & Counseling	1.5	1.5	1	22	3	16	2	13	0	NA	0	9
Women's & Gender Studies	1.5	1.5	1	7	1	3	0	3	0	29	0	5
May 15, 2014 - Final												

Guidelines for Compensation for Department Chairpersons  
for Summer 2015

Compensation for Department Chairpersons for Summer 2015 shall be based on the following guidelines:

- A. For responsibilities in conjunction with the late summer (August) registration activities, 1 credit hour will be granted for department chairperson:
- B. For responsibilities in conjunction with Summer Session 3.0 credit hours will be granted to each department, to be charged as 1.5 credit hours for activities before July 1 and 1.5 credits for activities after July 1.
- C. Additional credits will be awarded for each Summer Session dependent upon the number of sections commencing (a) before July 1, and (b) after July 1.

3 or fewer = 0 credits  
4-11 = 1 credit  
12-21 = 2 credits  
22-32 = 3 credits  
33-42 = 4 credits

- D. Additional credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):


0-15 = 0 credits  
16-21 = 1 credit  
22 or more = 2 credits

- E. For any department in which the advisees in the undergraduate major number more than 250, 1 additional credit hour will be awarded for each additional 250 students or part thereof an additional credit will be given.

000-250 = 0 credits  
251-500 = 1 credit  
501-750 = 2 credits  
751-1000 = 3 credits  
1001-1250 = 4 credits

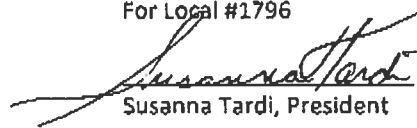
- F. For summer work, no Department Chairperson may receive less than the minimum compensation of 4 credit hours.

For the University

 5-20-15  
\_\_\_\_\_ Date

Warren Sandmann  
Provost and  
Senior Vice President for Academic Affairs

For Local #1796

 5/20/15  
\_\_\_\_\_ Date

Susanna Tardi, President

 5-20-15  
\_\_\_\_\_ Date

\_\_\_\_\_ Date

Guidelines for Compensation for Department Chairpersons for Summer 2016

1. Compensation for Department Chairpersons for Summer 2016 shall be based on the following guidelines:

A. Credits will be awarded for each Summer Session dependent upon the number of sections commencing (a) before July 1, and (b) after July 1.

3 or fewer	= 0 credits	4-11	= 1 credit
12-21	= 2 credits	22-32	= 3 credits
33-42	= 4 credits		

B. Credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):

0-15	= 0 credits
16-21	= 1 credit
22 or more	= 2 credits

C. For any department in which total undergraduate majors number more than 250, 1 additional credit hour will be awarded. For each additional 250 students, or part thereof, an additional credit will be awarded.

000-250	= 0 credits	251-500	= 1 credit
501-750	= 2 credits	751-1000	= 3 credits
1001-1250	= 4 credits		

D. For summer work, Department Chairpersons will not receive less than the minimum compensation of 4 credit hours.

2. Responsibilities and duties of a Department Chairperson during Summer 2016 shall include, but not be limited to:

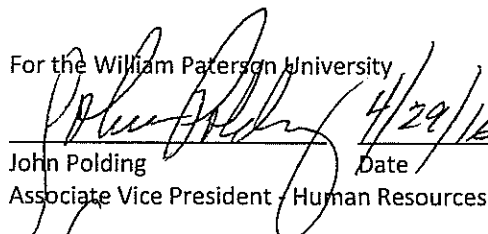
A. The roles and responsibilities as listed in the Faculty and Professional Staff Handbook, which may be accessed using the following link: <http://www.wpunj.edu/human-resources/faculty-and-professional-staff-handbook/roles-and-responsibilities-department-chairperson.dot>

B. For Management, coordination and oversight of the full Summer Session, 3.0 credit hours will be granted to each department chairperson, to be charged as 1.5 credit hours for activities before July 1 and 1.5 credits for activities after July 1.

C. For management, coordination and oversight of late summer (August) departmental activities, following Summer Session 1 credit hour will be granted to each department chairperson.

D. During the 14 week period beginning on May 23, 2016 and ending on August 31, 2016, a department chairperson is required to perform the duties prescribed herein for 12 weeks; 2 weeks may be used as vacation, as requested of and approved by the respective Dean.

For the William Paterson University

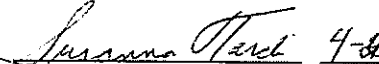
  
John Polding  
Associate Vice President / Human Resources

4/29/16  
Date

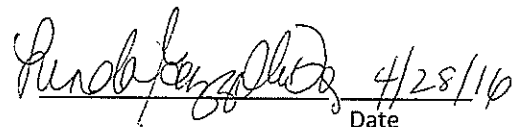
4/28/16

Date

For AFT Local #1796

  
Susanna Tardi, President

4-28-16  
Date

  
Date

Guidelines for Compensation for Department Chairpersons for Summer 2017

1. Compensation for Department Chairpersons for Summer 2017 shall be based on the following guidelines:

A. Credits will be awarded for each Summer Session dependent upon the number of sections commencing (a) before July 1, and (b) after July 1.

3 or fewer	= 0 credits	4-11	= 1 credit
12-21	= 2 credits	22-32	= 3 credits
33-42	= 4 credits		

B. Credits will be awarded based upon the number of FTE Faculty (determined by the previous Fall):

0-15	= 0 credits
16-21	= 1 credit
22 or more	= 2 credits

C. For any department in which total undergraduate majors number more than 250, 1 additional credit hour will be awarded. For each additional 250 students, or part thereof, an additional credit will be awarded.

000-250	= 0 credits	251-500	= 1 credit
501-750	= 2 credits	751-1000	= 3 credits
1001-1250	= 4 credits		

D. For summer work, Department Chairpersons will not receive less than the minimum compensation of 4 credit hours.

2. Responsibilities and duties of a Department Chairperson during Summer 2017 shall include, but not be limited to:

A. The roles and responsibilities as listed in the Faculty and Professional Staff Handbook, which may be accessed using the following link: <http://www.wpunj.edu/human-resources/faculty-and-professional-staff-handbook/roles-and-responsibilities-department-chairperson.dot>

B. For Management, coordination and oversight of the full Summer Session, 3.0 credit hours will be granted to each department chairperson, to be charged as 1.5 credit hours for activities before July 1 and 1.5 credits for activities after July 1.

C. For management, coordination and oversight of late summer (August) departmental activities, following Summer Session 1 credit hour will be granted to each department chairperson.

D. During the 14 week period beginning on May 22, 2017 and ending on September 1, 2017, a department chairperson is required to perform the duties prescribed herein for 12 weeks; 2 weeks may be used as vacation, as requested of and approved by the respective Dean.

For the William Paterson University

Allison Boucher-Jarvis  
Vice President - Human Resources

Date

8/3/2017

For AF Local #1796

Susanna Tardi, President

Date

8/3/2017

Date

Date


**Memorandum of Understanding  
Between The William Paterson University of New Jersey  
And  
AFT Local 1796  
Addendum to the  
Guidelines for Compensation for Department Chairpersons for Summer 2019**


In order to promote amicable employer-employee relations, AFT Local 1796 and William Paterson University hereby agree to the following Chairperson Summer responsibilities:


- Chairs will email all majors in their respective departments to make them aware that they, the chairs, and in some cases, the chairs and assistant chairs, are responsible for advising during the summer, and that all email inquiries will be addressed within 48 hours, Monday through Thursday and in accordance with WP Summer Hours. In larger departments with assistant chairs, some advisement responsibilities may be shared by the chair and the assistant chair. These responsibilities shall be addressed between the chair and assistant chair in writing, and shared with the respective dean.
- Chairs will assume responsibility for reaching out to other academic departments for permits and overrides for their majors who need them to build a fall schedule.
- Chairs will maintain an on campus “presence” and will respond will to all emails from students, colleagues and administrators within 48 hours, Monday through Thursday and in accordance with WP Summer Hours.
- Summer Registration: Chairs must personally attend the August registration in order to qualify for the one credit of compensation provided in the Local Summer Chair Compensation Agreement. Regarding August registration, under extenuating circumstances, the chair can provide a faculty volunteer who will be compensated at the usual rate of compensation for faculty attending summer registrations. In this case, the Chair will identify the faculty volunteer to the respective dean, and will not receive the one credit of compensation. In-person registration events in June and July will be attended by a chair or a faculty volunteer. The Chair assumes responsibility to identify to the respective college dean, a faculty volunteer who will be compensated at the usual rate of compensation for faculty attending summer registrations.
- Chairs are entitled to vacation. Prior to the last week in August, chairs shall identify a faculty volunteer to serve as acting chair and be the contact person to address time sensitive emergencies only. However, if a chair takes vacation in the last week of August, the chair shall make the faculty volunteer (acting chair) aware that responsibilities also include responding to all student, colleague, and administrative inquiries within 48 hours (excluding weekends). “Out of office” reply shall be active and clearly provide the contact information for chair replacement volunteers. Prior to taking vacation, the chair shall provide the name of the volunteer acting chair to the respective dean.




- Chairs will make every good faith effort to participate in four (4) Professional Development Workshops in summer 2019. When possible, workshops will be held on in-person registration days before or after registration, or on 4 Thursdays from 9:00 am-10:30 am, to be announced as soon as possible to the signing of this MOU.
- If a chair does not fulfill any duties or responsibilities, the dean of the respective college shall be responsible for contacting the chair and notifying them of the infraction.
- This MOU will be assessed by the Administration and the Union prior to the start of the academic year. If modifications for subsequent summers are necessary, chairs will be notified before signing their faculty load module for the subsequent academic year.

  
 For the University      3/24/2019  
 Date

  
 For the University      3.26.19  
 Date

  
 For the Union      3/24/19  
 Date

  
 For the Union      3/26/19  
 Date

Agreement between The William Paterson University of New Jersey and  
AFT Local 1796  
Regarding

Overload Compensation for and other Terms and Conditions of Teaching in  
University Winter Session 2006-2007

The William Paterson University of New Jersey intends to create and implement an on-line Winter Session with courses to be offered on-line only via the Blackboard teaching utility between the dates of December 26, 2006, and January 14, 2007, exclusive of holidays. By agreement between the University and AFT Local 1796 the following terms and conditions of employment will apply:

1. Compensation shall be at the prevailing summer rate by rank;
2. The teaching assignment shall be undertaken voluntarily by the faculty member in accord with Article XII.B.1 of the State/AFT Agreement subject to all other conditions of overload assignment not explicitly excluded in this memorandum, and subject to the approval of the respective College Dean;
3. Teaching credit hours may not be applicable to or substitute for on-load or overload assignment in a regular semester of the Academic Year (i.e., Fall 2006 or Spring 2007);
4. Appointments to teach in the Winter Session 2006-2007 will be restricted to those who have previously taught on-line through the Blackboard utility, or other comparable prior experience with on-line teaching;
5. Other aspects regarding compensation are as per the Local Agreement on implementation of Article XXXIV.

This agreement sets no precedent for activities beyond 2006-2007 and will be reviewed in light of the outcomes of the Winter Session 2006-2007.

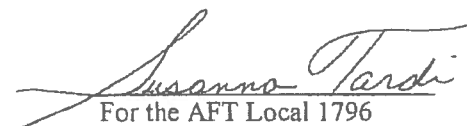
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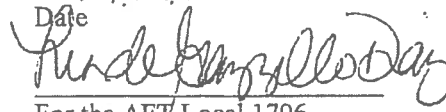
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For the University

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For the AFT Local 1796

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For the AFT Local 1796

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Agreement between  
The William Paterson University of New Jersey and  
AFT Local 1796  
Regarding

Overload Compensation for and other Terms and Conditions of Teaching in  
University Winter Session 2007-2008

The William Paterson University of New Jersey intends to create and implement an on-line Winter Session with courses to be offered on-line only via the BlackBoard teaching utility between the dates of December 26, 2007, and January 16, 2008, exclusive of holidays. By agreement between the University and AFT Local 1796 the following terms and conditions of employment will apply:

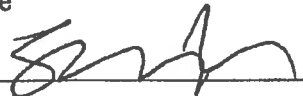
1. Compensation shall be at the prevailing overload rate by rank;
2. The teaching assignment shall be undertaken voluntarily by the faculty member in accord with Article XII.B.1 of the State/AFT Agreement subject to all other conditions of overload assignment not explicitly excluded in this memorandum;
3. Teaching credit hours may not be applicable to or substitute for on-load or overload assignment in a regular semester of the Academic Year (i.e., Fall 2007 or Spring 2008);
4. Appointments to teach in the Winter Session 2007-2008 will be restricted to those who have previously taught on-line through the Blackboard utility;
5. Other aspects regarding compensation are as per the Local Agreement on implementation of Article XXXIV.

This agreement sets no precedent for activities beyond 2007-2008 and will be reviewed in light of the outcomes of the Winter Session 2007-2008.

Agreed:

  
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For the University

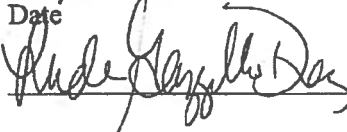
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For the AFT Local 1796

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Agreement between  
The William Paterson University of New Jersey and  
AFT Local 1796  
Regarding

Overload Compensation for and other Terms and Conditions of Teaching in  
University Winter Session 2008-2009

The William Paterson University of New Jersey intends to create and implement an on-line Winter Session with courses to be offered on-line only via the BlackBoard teaching utility between the dates of December 26, 2008, and January 15, 2009, exclusive of holidays. By agreement between the University and AFT Local 1796 the following terms and conditions of employment will apply:

1. Compensation shall be at the prevailing overload rate by rank;
2. The teaching assignment shall be undertaken voluntarily by the faculty member in accord with Article XII.B.1 of the State/AFT Agreement subject to all other conditions of overload assignment not explicitly excluded in this memorandum;
3. Teaching credit hours may not be applicable to or substitute for on-load or overload assignment in a regular semester of the Academic Year (i.e., Fall 2008 or Spring 2009);
4. Appointments to teach in the Winter Session 2008-2009 will be restricted to those who have previously taught on-line through the Blackboard utility;
5. Other aspects regarding compensation are as per the Local Agreement on the implementation of Article XXXIV.

This agreement sets no precedent for activities beyond 2008-2009 and will be reviewed in light of the outcomes of the Winter Session 2008-2009.

Agreed:

  
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For the University

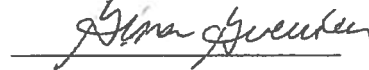
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For the AFT Local 1796

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Agreement between  
The William Paterson University of New Jersey and  
AFT Local 1796  
Regarding

Overload Compensation for and other Terms and Conditions of Teaching in  
University Winter Session 2009-2010

The William Paterson University of New Jersey intends to create and implement an on-line Winter Session with courses to be offered on-line only via the BlackBoard teaching utility between the dates of December 26, 2009, and January 15, 2010, exclusive of holidays. By agreement between the University and AFT Local 1796 the following terms and conditions of employment will apply:

1. Compensation shall be at the prevailing overload rate by rank;
2. The teaching assignment shall be undertaken voluntarily by the faculty member in accord with Article XII.B.1 of the State/AFT Agreement subject to all other conditions of overload assignment not explicitly excluded in this memorandum;
3. Teaching credit hours may not be applicable to or substitute for on-load or overload assignment in a regular semester of the Academic Year (i.e., Fall 2009 or Spring 2010);
4. Appointments to teach in the Winter Session 2009-2010 will be restricted to those who have previously taught on-line through the Blackboard utility;
5. Other aspects regarding compensation are as per the Local Agreement on the implementation of Article XXXIV.

This agreement sets no precedent for activities beyond 2009-2010 and will be reviewed in light of the outcomes of the Winter Session 2009-2010.

Agreed:

  
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For the University

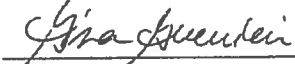
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Agreement between  
The William Paterson University of New Jersey and  
AFT Local 1796  
Regarding

Overload Compensation for and other Terms and Conditions of Teaching in  
University Winter Session 2010-2011

The William Paterson University of New Jersey intends to create and implement an on-line Winter Session with courses to be offered on-line only via the BlackBoard teaching utility between the dates of December 27, 2010, and January 16, 2011, exclusive of holidays. By agreement between the University and AFT Local 1796 the following terms and conditions of employment will apply:

1. Compensation shall be at the prevailing overload rate by rank;
2. The teaching assignment shall be undertaken voluntarily by the faculty member in accord with Article XII.B.1 of the State/AFT Agreement subject to all other conditions of overload assignment not explicitly excluded in this memorandum;
3. Teaching credit hours may not be applicable to or substitute for on-load or overload assignment in a regular semester of the Academic Year (i.e., Fall 2010 or Spring 2011);
4. Appointments to teach in the Winter Session 2010-2011 will be restricted to those who have previously taught on-line through the Blackboard utility;
5. Other aspects regarding compensation are as per the Local Agreement on the implementation of Article XXXIV.

This agreement sets no precedent for activities beyond 2010-2011 and will be reviewed in light of the outcomes of the Winter Session 2010-2011.

Agreed:

  
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For the University

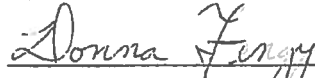
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Agreement between  
The William Paterson University of New Jersey and  
AFT Local 1796  
Regarding

Overload Compensation for and other Terms and Conditions of Teaching in  
University Winter Session 2011-2012

The William Paterson University of New Jersey intends to create and implement an on-line Winter Session with courses to be offered on-line only via the BlackBoard teaching utility between the dates of December 27, 2011, and January 15, 2012, exclusive of holidays. By agreement between the University and AFT Local 1796 the following terms and conditions of employment will apply:

1. Compensation shall be at the prevailing overload rate by rank;
2. The teaching assignment shall be undertaken voluntarily by the faculty member in accord with Article XII.B.1 of the State/AFT Agreement subject to all other conditions of overload assignment not explicitly excluded in this memorandum;
3. Teaching credit hours may not be applicable to or substitute for on-load or overload assignment in a regular semester of the Academic Year (i.e., Fall 2011 or Spring 2012);
4. Appointments to teach in the Winter Session 2011-2012 will be restricted to those who have previously taught on-line through the Blackboard utility;
5. Other aspects regarding compensation are as per the Local Agreement on the implementation of Article XXXIV.

This agreement sets no precedent for activities beyond 2011-2012 and will be reviewed in light of the outcomes of the Winter Session 2011-2012.

Agreed:

  
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For the University

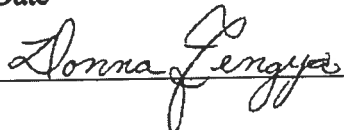
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Agreement between  
The William Paterson University of New Jersey and  
AFT Local 1796  
Regarding

Overload Compensation for and other Terms and Conditions of Teaching in  
University Winter Session 2013-2014

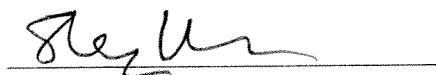
The William Paterson University of New Jersey intends to create and implement an on-line Winter Session with courses to be offered on-line only via the BlackBoard teaching utility between the dates of December 26, 2013, and January 14, 2014, exclusive of holidays. By agreement between the University and AFT Local 1796 the following terms and conditions of employment will apply:

1. Compensation shall be at the prevailing overload rate by rank;
2. The teaching assignment shall be undertaken voluntarily by the faculty member in accord with Article XII.B.1 of the State/AFT Agreement subject to all other conditions of overload assignment not explicitly excluded in this memorandum;
3. Teaching credit hours may not be applicable to or substitute for on-load or overload assignment in a regular semester of the Academic Year (i.e., Fall 2013 or Spring 2014);
4. Appointments to teach in the Winter Session 2013-2014 will be restricted to those who have previously taught on-line through the Blackboard utility;
5. Other aspects regarding compensation are as per the Local Agreement on the implementation of Article XXXIV.

This agreement sets no precedent for activities beyond 2013-2014 and will be reviewed in light of the outcomes of the Winter Session 2013-2014.

Agreed:  
  
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For the University

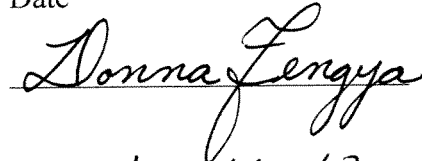
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Agreement between William Paterson University and AFT Local 1796  
in re:  
Faculty Compensation for Banner Training Related to Advisement


September 11, 2006

In the interest of amicable employer-employee relations, to promote efficiency of service in the advisement of students, and to ensure effectiveness in the adoption of the Banner Student software by faculty, the University and the AFT Local agree that:

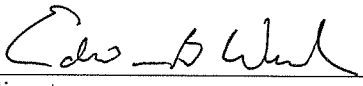
1. A series of two-hour sessions introducing the advisement capabilities and operations of the system to faculty who have assigned advisees will be conducted by a representative of the Registrar's Office at a variety of times to ensure accessibility; in addition, the
2. The University will compensate faculty at the rate of .125 credits for participating in one of the training sessions in September and October of the Fall Semester 2006; and,
3. Faculty members serving as advisors who previously attended training sessions from Spring Semester through September 5, 2006, should submit a request for retroactive compensation, which will be honored, to Stephen Hahn, Associate Provost.
4. The AFT Local will encourage any its members who have assigned advisees or who expect to have assigned advisees within the 2006-2007 academic year to participate in one training session during this period;
5. The University will announce the proposed available times and outline of the content of the sessions by the end of the Program Adjustment Period and will attempt to accommodate faculty schedules if additional sessions are required.

This Agreement sets no precedent and does not extend beyond the time periods stipulated. Subsequent needs for training relative to advisement and training in Banner, and their nature and timing, will be examined and discussed as the need arises. This Agreement does not pertain to non-teaching professional staff who perform duties in Banner.

For the University:

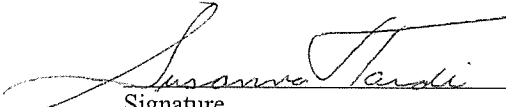
  
\_\_\_\_\_  
Signature

9-12-06  
\_\_\_\_\_  
Date

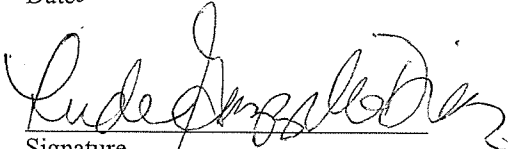
  
\_\_\_\_\_  
Signature

9/12/06  
\_\_\_\_\_  
Date

For AFT Local 1796:

  
\_\_\_\_\_  
Signature

Sept 12, 2006  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

9/12/06  
\_\_\_\_\_  
Date

no do

Settlement Agreement

In order to promote amicable employer-employee relations and in settlement of the grievance filed by the Union on June 14, 2000, parties hereto agree as follows:

- 1. The University hereby agrees that both the Department of Elementary Education and the Department of Secondary Education shall be instructed to hold elections for Department Chair on or before Friday, September 15, 2000. Each election shall be conducted in accordance with the provisions of Article XVIII of the State-Union Agreement. Said election shall consist of nomination of candidates by members of the department, followed by a secret paper ballot.
- 2. The Union hereby agrees to withdraw the aforementioned grievance.
- 3. In the event that this Settlement Agreement is violated, the Union shall have the right to file a new grievance.
- 4. The parties reserve their respective positions concerning the issues in this matter. This settlement agreement shall have no precedential value for any purpose whatsoever and the University admits no liability in signing this agreement.

[Signature]  
For the Union

[Signature]  
For the University

9/13/00  
Date

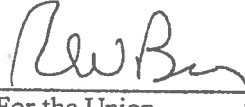
August 24, 2000  
Date

|

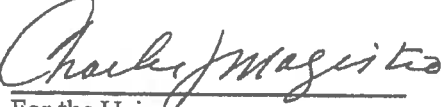
**Settlement Agreement**

In order to promote amicable employee-employee relations and in complete settlement of the Union's grievance dated November 21, 2001, William Paterson University and Local 1796, AFT, hereby agree as follows:

1. William Paterson University and Local 1796 hereby agree that the Department of Computer Science Recruitment Committee for AY 2001-2002 shall consist of Drs. Aria Cheo, John Najarian, Gilbert Ndjatou and Ivan Radev and one other member to be selected from among the tenured faculty of the Department at an emergency meeting in the near future.
2. The parties to this agreement maintain their original positions.
3. This agreement sets no precedent for any purposes whatsoever, and shall not be cited by any party in connection with any future situation.

  
\_\_\_\_\_  
For the Union

  
\_\_\_\_\_  
For the University

  
\_\_\_\_\_  
For the Union

12.06.01  
Date

12-6-01  
Date

COPY



**LOCAL 1796 WILLIAM PATERSON UNIVERSITY**

HUNZIKER HALL - ROOM 100  
300 POMPTON ROAD, WAYNE NJ 07470-2103  
973.720.2988 - FAX: 973.720.2057  
email: AFT@wpunj.edu  
www.wpunj.edu/aft/

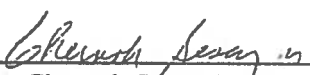
SUSANNA TARDI, Vice Presiden/  
Chief Negotiator

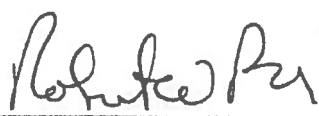
Given technological problems and the extended winter break, the Union (AFT Local 1796) and the Administration agree to extend the Professional Staff Retention Calendar as follows:

Submission to the Dean or Director is due January 17, 2002

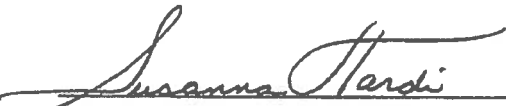
For The Administration

For The Union

  
Chernoh Sesay, Provost

  
Robert W. Bing, President, AFT Local 1796

  
Stephen Hahn, Associate Provost

  
Susanna Tardi, VP/Chief Negotiator

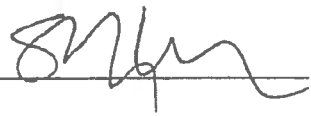
12-18-01  
Date


12/18/01  
Date

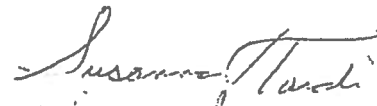
**William Paterson University  
Multi Year Contract Procedure**

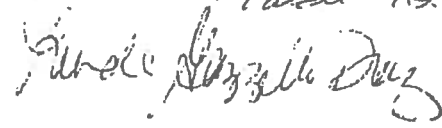
In order to promote amicable employer-employee relations, AFT local 1796 and William Paterson University hereby agree to the attached multi-year contract policy and procedure.

The parties agree to the form and substance of this agreement.

For the University  12-14-04  
Date

For the ~~University~~ <sup>University</sup>  12-15-04  
Date

For the Union  12-15-04

For the Union  12-15-04

# **AFT PROFESSIONAL STAFF RETENTION POLICY AND PROCEDURE**

This Policy and Procedure shall apply to full-time non-teaching professional staff who have never received multi-year contracts, or are eligible for a multi-year contract renewal, and part-time professional staff with more than three (3) years service who are (a) employed in regular, recurrent positions, (b) work at least half of a full load, and (c) employed on either a one-year contract or on at least a second half-year contract occurring during any two (2) consecutive academic years.

## **I. Eligibility for Multi-Year Contracts**

Each member of the professional staff not holding faculty rank or concurrent academic rank who is a member of the State College/University bargaining unit shall be eligible for a multi-year appointment or reappointment contract in accordance with the provisions of Chapter 163 of the Laws of 1973. After completion of five years of probationary service, employees not holding faculty rank shall be considered for a multi-year contract. Each initial appointment to a multi-year contract shall be for three (3) full fiscal years. Subsequent reappointments shall be for four (4) years, and then five (5) years. All subsequent contracts shall be for five (5) full fiscal years. When a member of the professional staff is offered a multi-year appointment or reappointment contract, he or she shall be provided with the information described in Article XIII.B of the Agreement.

The fiscal year is from July 1 to June 30. Contracts for professional staff members shall be concurrent with the fiscal year. In order for the initial term of employment to qualify as a full fiscal year for purposes of the multi-year contract probationary period, employment under the contract must begin no later than December 31.

## **II. Criteria for Reappointment**

A. The reappointment of professional staff shall be based on:

1. Professional performance of the professional staff
2. Institutional and programmatic needs

B. Professional performance shall include:

1. Knowledge of professional assignment area
2. Thorough preparation for assuming responsibilities
3. Effective communication
4. Respect and consideration for co-workers and clientele
5. Service and/or other activities which contribute to the purposes and functions of the University and the community which it serves
6. Other job related criteria as shared with the employee, which shall be presented to each first year employee in a written job description at the time he or she is first offered employment. For part-time, second, third, fourth and fifth year employees, such criteria shall be developed by the employee together with his or her immediate supervisor, and shall be provided to

the employee, in writing, prior to the beginning of his or her second, third, fourth or fifth year, or next part-time contract.

#### **C. Institutional and Programmatic Needs**

The reappointment of the professional staff must be consistent with the needs and purposes of the University as stipulated in the long-range institutional goals.

### **III. Process**

#### **A. Role of Board of Trustees and President**

Reappointments shall be made by the Board of Trustees upon the recommendations of the President. It is the purpose of these processes to provide the Board and the President with pertinent data on the basis of which to make such determinations.

#### **B. Retention Policy and Collective Bargaining Agreement**

The evaluation of professional staff shall be conducted in accordance with the provisions of this policy statement and the relevant provisions of the Collective Bargaining Agreement between the Council of New Jersey State College Locals, NJSFT-AFT/AFL-CIO and the State of New Jersey.

#### **C. Timetable**

By October 1 of each year, the President of the University, in consultation with the Local Union, shall establish and publish the schedule of times for the initiation/completion of the basic steps in the review and evaluation of professional staff eligible for multi-year appointment or reappointment contracts. Such schedule shall not violate any provision of the Agreement.

Each candidate for reappointment shall be provided with a timetable indicating the dates of the steps in the retention procedure. The timetable shall provide a reasonable opportunity for the candidate to present a written statement and/or materials for inclusion in the retention folder, prior to the beginning of the evaluation by the immediate supervisor.

#### **D. Evaluation Forms**

The Professional Staff Performance Appraisal Form (PSPAF), agreed to by the Union and Administration in February 2007, is available on-line through the University's website and should be used for all professional staff appraisals. The form must be printed out and the hard copy signed by all parties involved. The only official form to be submitted is the signed hard copy. The forms are not to be submitted online.

#### **E. Evaluation by Supervisors**

##### **1. Definition of Immediate Supervisor**

For the purposes of evaluating professional staff, the immediate supervisor shall be construed as that supervisory, management-level person not included in the State College/ University negotiating unit who is first reached in the normal chain of command leading from the candidate.

##### **2. Scope of Review**

Owing to the nature of professional staff employment, it must be understood that the regular and continuous employment relationship between the employee and his immediate supervisor provides a

climate for the sustained observation and assessment of the professional staff. A principal purpose of the annual process is to formalize, and share with the candidate for reappointment, conclusions which have been drawn during the regular working relationship.

The entire professional performance record of a member of the professional staff shall be considered at the time such employee is being considered for a multi-year appointment or reappointment contract. The candidate may include any additional material which he/ she deems appropriate. All items presented by the candidate for appointment or reappointment to a multi-year contract shall be considered in the evaluation process.

### 3. Additional Evaluations

Each member of the professional staff who is eligible for a multi-year appointment or reappointment contract may be evaluated by employees, who may be in or out of the bargaining unit, who serve in a regular and continuing functional working relationship to the candidate. Employees serving in a functional working relationship shall be those identified by the immediate supervisor of the candidate, after consultation with the candidate. The candidate's immediate supervisor shall request such identified employees to provide a written appraisal of the candidate's ability, performance, contributions, and potential. Where the candidate and the immediate supervisor, after consultation, disagree as to which employees serve in a functional working relationship to the candidate, the immediate supervisor and the candidate each will identify employees, if any, who serve in a functional relationship and the immediate supervisor will request written appraisals from all employees so identified.

All evaluations of the candidate prepared by him or herself and by employees serving in functional working relationships shall be submitted to the candidate's immediate supervisor, who shall see that the evaluation material is placed in the candidate's personnel file in accordance with the provisions of Article XXIX of the Agreement. The candidate's personnel file shall be available to the supervisor and other administrative officers for use in making their recommendations.

### 4. Interviews/Completion of Parts I-V of PSPAF

A. Before making a recommendation, the supervisor will complete Part I of the PSPAF (Professional Staff Performance Appraisal Form) and schedule an interview (meeting) with the candidate (employee) at a mutually convenient time. The purpose of this interview is to discuss Part I, II, III, and IV of the PSPAF.

B. Sufficient time shall be given for Parts II & III to be completed by the candidate and Part IV to be completed by the supervisor. At the initial interview, a second meeting between the candidate and supervisor shall be scheduled. At the second meeting, Parts II, III & IV, of the PSPAF shall be discussed and Part V (a) & (b) shall be completed collaboratively by both supervisor and candidate, as appropriate. At this meeting, the candidate shall also supply any support material to be included in the retention folder.

### 5. Summary Evaluation/Recommendation

After the second meeting, the immediate supervisor shall complete Part VI of the PSPAF. This recommendation/evaluation will be based on the interviews, PSPAF Parts I-V, any support material, and all material in the retention folder supplied by the candidate. The retention folder (which includes a PSPAF) will be given to the candidate for review.



#### **F. Opportunity to Examine and Respond to Materials**

The candidate will have the opportunity to review and respond to the evaluator's signed/dated PSPAF and all materials in the retention folder. He or she shall be given reasonable time to complete this review/response and Part VII of the PSPAF. The retention folder (with completed PSPAF) will be returned to the immediate supervisor by the candidate.

#### **G. Transmission to Higher Administrators**

The retention folders will be transmitted by the immediate supervisors to the next higher level of administrators, who, in turn, will transmit them to the next higher level. This procedure will be continued until the folders are forwarded to the Provost or President. If at any level a non-reappointment or a reappointment with reservations/conditions is noted, the folder must be resubmitted to the candidate for review and response. Each higher-level administrator shall have an opportunity to review the folder and add his or her recommendation as appropriate. Once the Provost or President has signed and dated the PSPAF (Part X) a copy of the form shall be given to the candidate before it is filed with Human Resources.

#### **H. Review Procedure**

1. A candidate who has received a negative recommendation from a supervisor may request an interview with the next higher-level supervisor to address the record. The candidate shall have the option to invite other persons from the collective bargaining unit to attend the meeting. If this option is to be exercised, the candidate shall notify the supervisor of this intention. Upon the exercise of this option, the supervisor shall also have the right to bring others of his or her choice to the meeting. The last date for requesting such a meeting shall be announced to the candidates and published in the timetable at the commencement of the academic year.

2. A candidate who has been notified by the President of his or her intention not to recommend reappointment may request an interview with the President. If a candidate requests such an interview with the President, he or she shall have the option to invite other persons from the collective bargaining unit to attend the meeting. If the option to invite others to the meeting is exercised by the candidate, he or she shall so notify the President of this intention. Upon the exercise of such an option by the candidate, the President shall also have the right to include others of his or her choice in the meeting. The purpose of said interview shall be to afford the candidate a personal opportunity to comment on the record and/or to supply additional information prior to the President formulating his or her final recommendation to the Board of Trustees. The last date for requesting such an interview shall be announced to the candidates and published in the timetable at the commencement of the academic year.

3. Any professional staff candidate for reappointment may submit to the Board of Trustees, in writing, new evidence or information or argumentation of inadequate consideration. The deadline for providing this information shall be announced and published in the timetable at the commencement of the academic year.

#### **I. Grievances**

Grievances involving alleged violations of this policy and procedure must be filed within forty five (45) days from the date upon which such claimed violation took place or forty five (45) days from the date upon which the candidate should have reasonably known of its occurrence.

#### **J. Professional Staff Reclassification**

, as a result of the review of criteria with the immediate supervisor, an employee believes that a substantial change in job responsibilities has occurred, he or she may apply to the first level non-unit supervisor for a position reclassification review.

## Memorandum of Agreement

To promote amicable employee-employer relations, AFT Local 1796 (the Union) and William Paterson University (the University) agree to implement an updated and revised Professional Staff Retention Policy and Procedure (attached). This Policy and Procedure document will replace an earlier version and be posted electronically as soon as possible following the execution of this agreement.

The parties agree to the substance and form of this agreement.

<u>Edwin B. White</u>	<u>12/2/08</u>	<u>Susanna Tardi</u>	<u>12.2.08</u>
For the University	Date	For the Union	Date

<u>[Signature]</u>	<u>12.2.08</u>	<u>[Signature]</u>	<u>12/2/08</u>
For the University	Date	For the Union	Date


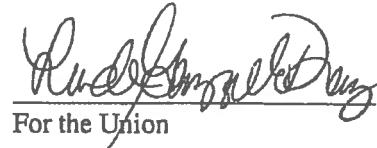
## Agreement

To promote amicable employee-employer relations, AFT Local 1796 (the Local) and William Paterson University (the University) agree to the attached Professional Staff Performance Appraisal Form.

This agreement sets no precedent nor will it be used for any such purpose.

The parties agree to the substance and form of this agreement.

  
For the University      2-27-07      Date        
For the Union      2-27-07      Date

  
For the University      2-27-2007      Date        
For the Union      2/27/07      Date



PROFESSIONAL STAFF  
PERFORMANCE APPRAISAL FORM

Name \_\_\_\_\_ Title \_\_\_\_\_  
Dept \_\_\_\_\_  
Evaluation Period \_\_\_\_\_ Appraisal Date: \_\_\_\_\_

**Instructions**

The evaluation is divided into ten sections to be completed as follows:

Part I, Part IV, Part V (a), Part V (b), Part V (c) (at the employee's option), Part VI, Part VIII are to be completed by the Supervisor.

Part II, Part III, Part VII are to be completed by the Employee.

**Part I. Summary of Job Responsibilities (Brief Job Description)**

To be completed by the supervisor. List the major responsibilities associated with the position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part II: Accomplishments** To be completed by the employee. Discuss your accomplishments given your actual job responsibilities in Part I and the goals and objectives from Part V(b) of last year's evaluation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part III: Employee Self Assessment** To be completed by the employee. Please evaluate your overall strengths and areas in which you would like to see professional growth as an employee, in the context of your job responsibilities and stated goals and objectives. It is recommended that the narrative be no more than two pages.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Part IV: Rating Factors Used** To be completed by the supervisor.

- O - OUTSTANDING (PERFORMANCE EXCEEDS THE EXPECTED QUALITY REQUIRED FOR THE POSITION)**
- C - COMPETENT (PERFORMANCE IS CONSISTENTLY UP TO OR SOMEWHAT ABOVE THE EXPECTED QUALITY REQUIRED FOR THE POSITION)**
- I - IMPROVEMENT NEEDED (PERFORMANCE IS AT MINIMUM STANDARDS: ADDITIONAL EFFORT IS NEEDED FOR IMPROVEMENT)**
- U - UNSATISFACTORY (PERFORMANCE IS INADEQUATE)**
- N - NOT APPLICABLE**

**NOTE:** One column in each category must be checked.

	<b>O</b>	<b>C</b>	<b>I</b>	<b>U</b>	<b>N</b>
<b>1. ATTITUDE TOWARDS CO-WORKERS -</b> Consider cooperativeness, receptivity, sincerity, dedication and motivation. <b>COMMENTS:</b>					
<b>2. SERVICE PROFESSIONALISM -</b> Consider cooperativeness, cheerfulness, tactfulness, and rapport. Consider manner in which the employee provides consistent, accurate, and timely service to prospective and current students, parents, and colleagues. <b>COMMENTS:</b>					
<b>3. STAFF/STUDENT RELATIONS -</b> Consider manner in which the employee engages, motivates, supervises, and effectively works with students. <b>COMMENTS:</b>					
<b>4. DEPENDABILITY -</b> Consider manner in which the employee works, applies himself/herself and completes assignments on time; attendance at meetings; promptness in reporting for and starting work. <b>COMMENTS:</b>					
<b>6. QUALITY OF WORK/JOB PERFORMANCE -</b> Consider the manner in which responsibilities of the job are met.					

	O	C	I	U	N
<b>COMMENTS:</b>					
7. <b>INITIATIVE - INNOVATION AND CREATIVITY -</b> In development of tasks, projects and objectives, consider manner in which the employee makes work improvements, offers suggestions, and lends assistance to co-workers. <b>COMMENTS:</b>					
8. <b>RESPONSE TO SUPERVISION -</b> Consider manner in which employee is responsive to authority, instruction, guidance, correction and discipline. <b>COMMENTS:</b>					
9. <b>JUDGMENT/DECISION MAKING -</b> Consider manner in which the employee identifies and analyzes problem areas and plans effective solutions. <b>COMMENTS:</b>					
10. <b>COMMUNICATION -</b> Consider manner in which the employee expresses ideas, opinions, and information clearly and accurately, both orally and in writing. <b>COMMENTS:</b>					
11. <b>GROWTH POTENTIAL-</b> Consider potential for future growth and advancement. <b>COMMENTS:</b>					
12. <b>JOB KNOWLEDGE -</b> Displays and applies knowledge of job and remains current in the field. <b>COMMENTS:</b>					
13. <b>PRODUCTIVITY -</b> Completion of assigned tasks and projects. Attains goals and Objectives. <b>COMMENTS:</b>					
14. <b>SERVICE TO THE UNIVERSITY -</b> Consider contributions or efforts beyond generally assigned responsibilities. <b>COMMENTS:</b>					

**Part V: (a) Performance Development Plan** (Required) To be completed by the supervisor. If the employee ratings indicate improvement needed (I) or unsatisfactory (U) the supervisor must address these areas in this section.

The employee's performance development plan should focus on specific structured strategies for performance improvement. The plan should be congruent with annual goals and objectives of his/her area/unit. Use additional space or attach a separate page if necessary. To be completed by the supervisor after consultation with the employee.

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**Part V: (b) Summary of Goals and Objectives for upcoming year** (Required) To be completed by the supervisor.

Include goals, objectives, and timelines for completion for the upcoming evaluation period. Using the Student Success Plan as a context for this performance assessment, consider (a) goals and objectives of the unit, and (b) priority areas: *Academic Excellence, Information Technology, Diversity, and Student Success*. Use additional space if necessary. To be completed by the supervisor after consultation with the employee.

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**Part V: (c) Professional Growth/Career Development Plan** (At the Employee's Option) To be completed by the supervisor in consultation with the employee.

The employee and the supervisor should discuss the employee's career development and professional growth goals and how the supervisor/University can assist the employees with these goals. The professional development plan should focus on the employee's personal professional development goals in relation to the plans for the area/unit or the employee's short-term/long-term career goals. This section should be completed by the supervisor and the employee at the employee's option. This section is solely for the benefit of the employee and therefore, the employee will not be assessed in this area in any upcoming evaluations.

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**Part VI: Recommendation of Evaluator** To be completed by supervisor.

- Reappointment with highest commendation
- Reappointment with no reservations
- Reappointment with reservations/conditions- state reservations/conditions in Comments section below.
- Non reappointment- state rationale in Comments section below.
- Not applicable (For candidates on multi-year contracts and temporary employees not undergoing reappointment consideration)

Comments: (use additional space if necessary)

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**Part VII: Employee Review** To be completed by the employee only after discussion with the supervisor has taken place.

This section is to be used to:

- (a) confirm receipt of the evaluation and confirm that discussion has taken place
- (b) make comments on Evaluator's Assessment

- I am in general agreement with overall performance assessment
- I am in general disagreement with overall performance assessment.

Comments: (use additional space, or attach a separate page, if necessary)

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**Part VIII: Recommendation of Intermediate Supervisor (If any)**

- Reappointment with highest commendation
- Reappointment with no reservations
- \*Reappointment with reservations/conditions- state reservations/conditions in Comments section below.
- \*Non reappointment- state rationale in Comments section below.
- Not applicable (For candidates on multi-year contracts and temporary employees not undergoing reappointment consideration)

Comments: (use additional space if necessary)

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**Part IX: Review by Senior University Officer**

- Reappointment with highest commendation
- Reappointment with no reservations
- \*Reappointment with reservations/conditions- state reservations/conditions in Comments section below.
- \*Non reappointment-state rationale in Comments section below.
- Not applicable (For candidates on multi-year contracts and temporary employees not undergoing reappointment consideration)

Comments: (use additional space if necessary)

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

\* If recommendations or comments/rationale differ from those at the previous level of review, the form must be provided to the employee. The candidate's response, if any, should be forwarded to the next level of review for consideration.

**Part X: Review by Provost/President**

- Reappointment with highest commendation
- Reappointment with no reservations
- \*Reappointment with reservations/conditions-state reservations/conditions in Comments section below.
- \*Non reappointment- state rationale in Comments section below.
- Not applicable (For candidates on multi-year contracts and temporary employees not undergoing reappointment consideration)

Comments: (use additional space if necessary)

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

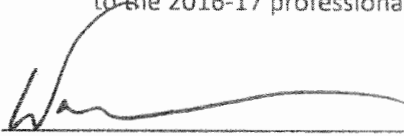
\* If recommendations or comments/rationale differ from those at the previous level of review, the form must be provided to the employee. The candidate's response, if any, should be forwarded to the next level of review for consideration.

Agreement between William Paterson University and AFT Local 1796 regarding Professional Staff Promotions for 2016-17

In order to preserve and promote amicable employer-employee relations, the Administration and AFT Local 1796 agree to the following regarding the Professional Staff Promotion process for 2016-17, based on the following observations: (a) The University announced two opportunities for professional staff promotions for the 2016-17 cycle; (b) one of the applicants in a concurrent process was awarded a position reclassification; (c) the concurrent action of reclassification resulted in the nullification of the action of the committee in making a recommendation by vacating its effect.

Therefore,

- 1) The Administration and AFT Local 1796 agree to a one-time reconvening of the Professional Staff Promotion Committee to review current applicants and recommend one applicant for a professional staff promotion.
- 2) Further, the parties agree that no additional applications will be considered.
- 3) And finally, the parties agree that this agreement does not set any precedent and applies solely to the 2016-17 professional staff promotion process.



For the University

4/27/17

Date



For AFT Local 1796

4/25/17

Date



For the University

4-27-2017

Date



For AFT Local 1796

4/25/17

Date

8/15/00

**PERFORMANCE-BASED PROMOTIONS FOR PROFESSIONAL STAFF**

Article XVI (E) of the State-wide Agreement between the State of New Jersey and the Council of New Jersey State Colleges Local 1796 AFT, AFL-CIO provides as follows: Full-time professional staff employees who meet or exceed the criteria for performance-based promotion are eligible to be considered for such promotions, which consist of advancement to the next higher title in the employee's title series. The next higher title for Program Assistants will be Professional Services Specialist IV. The criteria for performance-based promotion will be established by the College/University President and provided in written form for the understanding of all affected employees. An eligible full-time professional staff employee and/or the employee's out-of-unit supervisor may submit written application setting forth justification for promotion to the College/University President or designee thereof. The College/University President shall determine whether a promotion shall be granted.

**Performance-Based Promotion Program**

As required by the above article, the President of the University after discussion with Local 1796 AFT hereby establishes the following criteria and in agreement with Local 1796, AFT provides the following procedures for implementation of the Performance-Based Promotion Program for full-time Professional Staff members of the AFT at William Paterson University.

**I. Number of Opportunities**

After consultation with the AFT, Local 1796, the President or his/her designee shall inform the Professional Staff Promotion Committee of the number of performance-based promotions available. This shall be announced to the University community by October 1st.

**II. Eligibility**

To be eligible for a Performance-Based Promotion, a Professional Staff Member must:

- A. be a full-time Professional Staff employee on a multi-year contract as defined in Appendix I, Article 1, Section A of the Agreement.
- B. not be a member of the Professional Staff Promotion Committee.
- C. not have received a Performance-Based Promotion within the last four (4) years.
- D. not have received a reclassification within the last two years to apply in the Fall of 2000, and thereafter, not have received a reclassification within the last four years.

**III. Criteria**

A Professional Staff member must present evidence/documentation in support of the following merit-based criteria:

A. That he/she exceed (be exceptional):

1. in the performance of his/her professional responsibilities as related to their job description and generic job specifications;
2. in advancing, through his/her contributions/accomplishments, the mission and vision of the department/unit, division/college and University, in support of the goal of student success.
3. in contributing through his/her service and other activities to the purpose and function of the University and the community it serves.

B. That he/she meet (be effective):

1. in contributing to a positive work environment that strengthens teamwork, supports colleagues, and achieves a service-oriented approach to the work of the department/unit, division/college, or University, thus contributing to the University's goal of student success,
2. in establishing a record of continued professional development or academic accomplishment that has resulted in the improvement in the delivery of service and/or expertise to the department/unit, division/college, University, or profession/discipline.

#### IV. Application Procedures

An eligible full-time Professional Staff member and/or the employee's non-bargaining-unit supervisor may submit an application for Performance-Based Promotion in accordance with the following procedures:

A. The applicant must develop a portfolio that includes:

1. a job description and job specification that shall be supplied by the University at the applicant's request within ten (10) days,
2. a self-assessment statement addressing the five criteria listed above,
3. three performance appraisals from the employee's personnel file including the current appraisal from the non-bargaining-unit supervisor and the last multi-year appointment appraisal.

3

4 substantiating documentation, supplied by the candidate, supporting the criteria listed above.

B The non-bargaining unit supervisor shall review and transmit the application with his/her recommendation to the appropriate Vice President by October 25<sup>th</sup> of each academic year.

C. The appropriate Vice President shall review and transmit the application with his/her recommendation to the Professional Staff Promotion Committee on or before November 1<sup>st</sup> of each academic year

D All written material collected and placed in the files of the Professional Staff Promotion committee concerning the qualifications of an applicant seeking a performance-based promotion shall be made available to the candidate on request.

**V. Professional Staff Promotion Committee**

**A. Composition**

1. The Professional Staff Promotion Committee shall be comprised of five (5) Professional Staff employees elected at large. Elected representatives must be on multi-year contracts and from different departments/units with at least one representative from Institutional Advancement or Finance and Administration.

2. The Union shall appoint a non-voting observer.

**B. Election**

1. The Committee shall be elected at the same time and in the same manner as the All University Faculty Promotion Committee.

2. Following the election, the President or his/her designee shall convene the Professional Staff Promotion Committee at which time the Committee shall elect a chairperson who shall take office immediately.

**VI. Professional Staff Promotion Committee Review Procedures**

A. Prior to the Professional Staff Promotion Committee completing its review of applications, a candidate for a performance-based promotion may request, and shall receive an appearance before the Committee to address his or her application.

B After considering all applications for performance-based promotions of Professional Staff, the Professional Staff Promotion Committee shall complete its work and shall provide the Provost and Executive Vice President with a list of recommended individuals equal to the number of available performance-based promotional opportunities.

**VII. Provost and Executive Vice President Review**

A. The Provost and Executive Vice President shall review the candidates' applications, consult with the appropriate Vice Presidents, and meet with the Professional Staff Promotion Committee to discuss his/her recommendations including any that may differ from those of the Professional Staff Promotion Committee. The Provost and Executive Vice President will transmit to the President a list of candidates equal to the number of available performance-based promotional opportunities.

B. If the Provost and Executive Vice President's recommendations differ from those of the Professional Staff Promotion Committee, he/she shall send to the President and to the Chairperson of the Professional Staff Promotion Committee, the Committee's list as well as his/her own list and the reason(s) for the difference(s).

**VIII. Presidential Review**

A. The President shall review the candidate's applications and the recommendations submitted by the Provost and Executive Vice President and the Professional Staff Promotion Committee in making his/her decisions in the matter of professional staff promotions.

B. The President shall meet with the Professional Staff Promotion Committee to discuss his/her recommendations, including any that may differ from those of the Professional Staff Promotion Committee, before submitting the recommendations to the Board of Trustees.

C. Claims of violation of procedure by the Professional Staff Performance-based Promotion Committee must be reported to the President of the College/University by the individual grievant within fourteen (14) days from the date on which such claimed violation took place or fourteen (14) days from the date on which the individual grievant should have reasonable known of its occurrence. In the event of failure to report the occurrence within such fourteen (14) day period, the matter may not be raised in any later grievance contesting the validity of such committee's recommendation or any action based thereon.

**IX. Board of Trustees**

A. The Board of Trustees shall receive in writing the President's list of recommended candidates for performance based promotion.

B. The candidates shall be notified by the President of the University about the Board of Trustees' performance-based promotion decisions.

C. The performance-based promotion decisions of the Board of Trustees are final and not subject to appeal.

**X. Implementation**

A. The procedures shall be fairly and equitably applied to all applicants.

B. Applications shall be considered annually. Awarded performance-based promotions shall



takes effect beginning July 1, 2000 and each July 2 thereafter.

C. Promotions shall be to the next title in series, such as: Program Assistant to PSS IV, Assistant Director IV to Assistant Director III, or Administrative Assistant III to Administrative Assistant II, as prescribed in Article XVI, Section E of the Agreement.

D. In the first year of the program where only two performance appraisals may be available in the personnel file, these will meet the requirements for IV.A.3 herein.

E. The parties agree to discuss and/or negotiate, where appropriate, issues limited to the waiting period required after receiving a reclassification concerning the performance based promotions in January 2001. In December 2000, either of the parties shall notify the other in writing, of its desire to commence such discussions and/or negotiations where appropriate at least 30 days prior to the start of such negotiations and/or discussions.

Thereafter, either party may request to reopen negotiations in May of each year during the agreement on any procedures related to the agreement. Either of the parties shall notify the other in writing, of its desire to commence negotiations, at least 30 days prior to the start of such negotiations.

Agreed to this day August 18, 2000 By:

Linda J. Dye  
Linda J. Dye  
President  
AFT Local 1796  
William Paterson University

Arnold Speert 8/17/00  
Arnold Speert  
President  
William Paterson University

Robert Murphy  
Robert Murphy  
Professional Staff Representative  
AFT 1796  
William Paterson University

Chernoh M. Sesay  
Chernoh M. Sesay  
Provost and Executive Vice President  
William Paterson University

10/01/01

**Agreement  
between William Paterson University  
and AFT Local 1796**

in re:

**Number of Faculty Range Adjustments and  
Performance Based Promotions Available  
for the 2001-2002 Academic Year**

In view of the recent disruption of schedules due to terrorist acts in The United States, and in order to promote amicable employer-employee relations, the University and the Union agree to extend the date of the President's announcement of the number of available Faculty Range Adjustments and Performance Based Promotions from October 1, 2001 to October 8, 2001.

For the University:

*Robert Asay*

10/4/01  
Date

For the Union:

*Reuben*  
*Susanna Hardie*

10/4/01  
Date

10/01/01

**Agreement  
between William Paterson University  
and AFT Local 1796**

in re:

**Number of Faculty Range Adjustments and  
Performance Based Promotions Available  
for the 2001-2002 Academic Year**

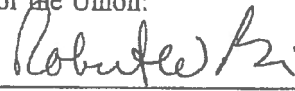
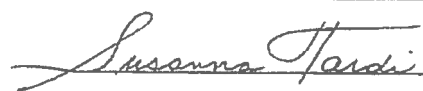
In view of the recent disruption of schedules due to terrorist acts in The United States, and in order to promote amicable employer-employee relations, the University and the Union agree to extend the date of the President's announcement of the number of available Faculty Range Adjustments and Performance Based Promotions from October 1, 2001 to October 10, 2001.

For the University:

  
\_\_\_\_\_

10-9-01  
Date

For the Union:

  
\_\_\_\_\_  
  
\_\_\_\_\_

10/11/01  
Date



**LOCAL 1796 WILLIAM PATERSON UNIVERSITY**

HUNZIKER HALL - ROOM 100  
300 POMPTON ROAD, WAYNE NJ 07470-2103  
973.720.2988 - FAX: 973.720.2057  
email: AFT@wpunj.edu  
ww2.wpunj.edu/aft/

SUSANNA TARDI, Vice President/  
Chief Negotiator

N

**Memorandum**

Date: March 26, 2002  
To: Allison Boucher, Director of Employee &  
Labor Relations  
From: Susanna Tardi, Vice President/Chief Negotiator  
AFT Local 1796  
Re: Professional Staff Performance Based Promotions Calendar

Due to Spring Break, Passover and Easter, the Union and the Administration agree to revise the Professional Staff Performance Based Promotion Calendar as follows:

- April 8** Professional Staff Performance Based Promotion Committee sends recommendations to the President and to the Provost and Executive Vice President
- April 11** Provost and Executive Vice President meets and consults with the Professional Staff Performance Based Promotion Committee about their recommendations
- April 15** the Professional Staff Performance Based Promotion Committee, President and Provost and Executive Vice President meet and consult about recommendations

The Professional Staff Performance Based Promotion Committee, the President and the Provost have reviewed and accept the above calendar.

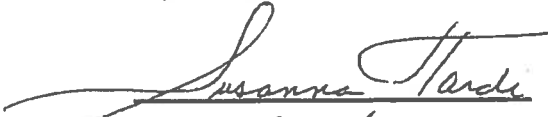
For the University

For the Union





3/28/02  
Date


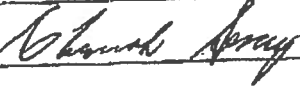




3/28/02  
Date

### William Paterson University

In order to promote amicable employer-employee relations, AFT local 1796 and William Paterson University agree to extend the date for the President to announce opportunities for Faculty Range Adjustments and Performance Based Promotions for Professional Staff until October 12, 2004.

This agreement does not constitute a precedent, nor will it be used as such for any purpose.

For the University	<u></u>	<u>9-29-04</u>
		Date
For the University	<u></u>	<u>9/30/04</u>
		Date
For the Union	<u></u>	<u>9/29/04</u>
		Date
For the Union	<u></u>	<u>9/29/04</u>
		Date

*N*

N

**Agreement between William Paterson University (the University) and**  
**AFT Local 1796 (Local 1796)**  
**Regarding**  
**Extension of Deadline for Announcement of Opportunities for**  
**Faculty Promotion, Faculty Range Adjustments, Librarian Range Adjustments,**  
**and Professional Staff Promotions**  
**2008-2009**

In order to promote amicable employer/employee relations the William Paterson University of New Jersey and AFT Local 1796 agree to extend the locally negotiated date of October 1, 2008, for the announcement of the number of promotional opportunities in the categories of Faculty Promotions, Faculty Range Adjustments, Librarian Range Adjustments, and Professional Staff Promotions to be considered in the Academic Year 2008-2009 for a period not to exceed 14 days, commencing on October 1, 2008;

Excluding the announcement of zero promotions at any rank through the normal process required by the NJ State/AFT Agreement on October 1, which shall announce zero faculty promotions through the normal process on that date.

Edmund Walsh

For the University

Suzanna Harde

For Local 1796

10/7/08

Date

10/7/08

Date

[Signature]

University

Gina Fusco

Local 1796

10-7-08

Date

10/7/08

Date

**Agreement  
between William Paterson University  
and AFT Local 1796**

in re

**Reappointment Calendar  
for 3,4,5 Year Faculty and Librarians**

In view of the recent disruption of schedules due to terrorist acts in the United States, and in order to promote amicable employer-employee relations, the University and the Union agree to the following alteration of the reappointment calendar for Fall 2001:

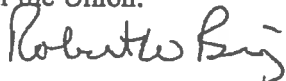

1. That the date set for recommendations due from Department to Deans in the case of faculty and from Department Head to other Supervisors in the case of Librarians be moved from September 17 to September 24, as reflected in the attached calendar;
2. That the recommendations from the Deans in the case of faculty and the Associate VP in the case of librarians, to the Provost and Executive Vice President be moved to October 1;
3. That the total University recommendation from the Provost to the President be moved to October 10; and that,
4. Notification of candidates for reappointment of his recommendations to the Board of Trustees from the President be moved to October 24; and that
5. All other subsequent dates remain the same, as reflected in the attached calendar.

For the University:

  
Name

9/13/01  
Date

For the Union:

  
  
Name

9.13.01  
Date

**FACULTY AND LIBRARIAN RETENTION CALENDAR  
THIRD, FOURTH, AND FIFTH YEAR REAPPOINTMENTS**

**NOTIFY DATE DECEMBER 15, 2001**

DATE	FOR LIBRARIANS	FOR FACULTY
September 2001	Department Heads and other Supervisors evaluating probationary librarians complete the required interview and all necessary ocumentation for the retention file for librarians and non-teaching professionals.	The departments complet required evaluations for n file folders.
September 24, 2001	The Library Retention and Promotion Committee recommendations are to be transmitted to the Associate Vice President of Library Services and Information Technology.	Department Retention Co recommendations are to b transmitted to the College The retention file folder n contain computer summai student evaluations, stude evaluations, peer teaching evaluations, faculty meml sheet, the retention comm summary evaluation and recommendations and ma submitted by the candidat
October 1, 2001	All evaluations interviews are completed and required written recommendations plus necessary documents are sent by the Associate Vice President to the Provost and Executive Vice President.	After checking retention f folders for completeness, department recommendat including the Dean's recommendation and eval are assembled and transm the College Dean to the P and Executive Vice Presi
October 10, 2001	The Provost and Executive Vice President transmits the total University recommendation to the President for his review.	The Provost and Executiv President transmits the to University recommendati President for his review.



	FOR LIBRARIANS	FOR FACULTY
October 24, 2001	The President notifies candidates for reappointment of his reappointment recommendations to the Board of Trustees.	The President notifies candidates for reappointment of his reappointment recommendations to the Board of Trustees.
November 1, 2001	Last day for appellants to request a personal interview with the President.	Last day for appellants to request a personal interview with the President.
November 13, 2001	The President notifies appellants of the outcome of appeal.	The President notifies appellants of the outcome of appeal.
November 15, 2001	Last day for appellants to submit in writing to the Board of Trustees new evidence or information or argumentation to support claim.	Last day for appellants to submit in writing to the Board of Trustees new evidence or information or argumentation to support claim.
December 15, 2001	Last date (per Union Agreement) for notification of nonreappointment for persons in the third, fourth, or fifth academic years of service.	Last date (per Union Agreement) for notification of nonreappointment for persons in the third, fourth, or fifth academic years of service.

*AGREEMENT BETWEEN  
WILLIAM PATERSON UNIVERSITY  
("The University")  
and  
AFT LOCAL 1796  
("the Union")*

In order to promote amicable relations between the University and its employees and in the interests of ensuring equitable and sound judgment in the process of consideration for faculty reappointment, the University and the Union ("the parties") agree as follows:

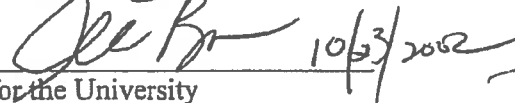
1. The attached calendar will replace the calendar for First And Second Year Reappointments & Part-Time With More Than Three (3) Years Of Service.
2. This agreement does not constitute a precedent, nor will it be used for any such purpose.
3. Issues related to the reappointment notification dates as it pertains to this agreement will not be pursued in any other forum.

  
\_\_\_\_\_

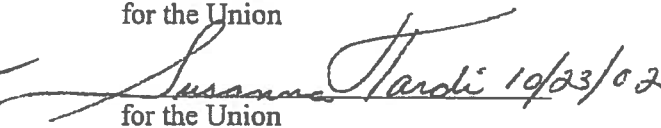
for the University

  
\_\_\_\_\_

for the Union

  
\_\_\_\_\_ 10/23/2002

for the University

  
\_\_\_\_\_ 10/23/02

for the Union

**FACULTY AND LIBRARIAN REAPPOINTMENT CALENDAR****FIRST AND SECOND YEAR REAPPOINTMENTS & PART-TIME WITH MORE THAN  
THREE (3) YEARS OF SERVICE****NOTIFY DATE MAY 30, 2003**

DATE	FOR LIBRARIANS	FOR FACULTY
January 21, 2003	All Department Heads and other Supervisors who are evaluating probationary librarians complete the required interviews and all necessary documentation for retention file for librarians and non-teaching professionals.	The departments complete reevaluations for the reappoint folders for faculty members.
February 3, 2003	The Library reappointment and Promotion Committee recommendations are to be transmitted to the Associate Vice President of Library Service and Information Technology.	Department reappointment Committee recommendation be transmitted to the College. The reappointment file folders contain computer summaries student evaluations, student evaluations, peer teaching evaluations, faculty member sheet, the reappointment co summary evaluation and recommendations and mater submitted by the candidate.
February 17, 2003	All evaluation interviews are completed and required written recommendations plus necessary documents are sent by the Associate Vice President to the Provost and Executive Vice President.	After checking reappointme folders for completeness, de recommendations including Dean's recommendation and evaluation are assembled and transmitted by the College D the Provost and Executive V President.

DATE	FOR LIBRARIANS	FOR FACULTY
March 3, 2003	The Provost and Executive Vice President transmits the total University recommendation to the President for his/her review.	The Provost and Executive President transmits the total University recommendation to the President for his/her review.
March 17, 2003	The President notifies candidates for reappointment of his/her reappointment recommendations to the Board of Trustees.	The President notifies candidates for reappointment of his reappointment recommendations to the Board of Trustees.
March 21, 2003	Last day for appellants to request a personal interview with the President.	Last day for appellants to request a personal interview with the President.
April 4, 2003	The President notifies appellants of the outcome of appeal.	The President notifies appellants of the outcome of appeal.
April 11, 2003	Last day for appellants to submit in writing to the Board of Trustees new evidence or information or argumentation to support claim of inadequate consideration.	Last day for appellant to submit in writing to the Board of Trustees new evidence or information or argumentation to support claim of inadequate consideration.
May 30, 2003*	Last date (per Union Agreement) for notification of non-reappointment.	Last date (per Union Agreement) for notification of non-reappointment.

\*When a contractual or legal deadline falls on a weekend or holiday the deadline is the following business day.

**AFT Local 1796  
Faculty Range Adjustment Program Policy**

**Proposal  
Revised Version**

**May 24, 2004**

**Faculty Range Adjustment Program Policy II.A.**

All tenured faculty members are eligible for range adjustments. Faculty members receiving a range adjustment are not eligible to receive a promotion for 4 years.

**Checklist modifications items #4 and #5 to state the following:**

4. **Two Faculty Observations** within four semesters of application. (The semester in which the candidate applies is excluded.)
5. **Two Student Evaluations** within the previous four semesters of application. (The semester in which the candidate applies is excluded.) Evaluation forms used for faculty reappointment and promotion are required (brown scantron and numerical evaluation forms).

**Faculty and Staff Handbook modifications:**

The Faculty and Staff Handbook Faculty Range Adjustment Program IV. Procedures section must be modified to correspond to Checklist items #4 and #5.

The Faculty Range Adjustment Application Checklist should be included in the Faculty and Staff Handbook as a part of the policy.

The Faculty and Staff Handbook Faculty Range Adjustment Program must be modified throughout, replacing full-time faculty with full-time tenured faculty.

**WILLIAM PATERSON UNIVERSITY  
FACULTY RANGE ADJUSTMENT PROGRAM**

(8/15/00)

Article XXI (J) of the State-wide Agreement between the State of New Jersey and the Council of New Jersey State Colleges Locals, A.F.T. AFL-CIO for July 1, 1999 to June 30, 2003, provides in part (Sub Section 4) the following:

*A range adjustment program will be established at each College/University where full-time faculty is employed. Full-time faculty members who meet or exceed the merit-based criteria established for range adjustments are eligible to be considered for and may apply for a range adjustment within rank. The merit-based criteria will be established by the College/University and published for the understanding of affected employees. The procedures for consideration will be negotiated between the College/University and the Local Union. The procedures for consideration utilized at the College/University, if universally applicable, or in a division, department or similar unit in which the faculty member is employed shall be fairly and equitably applied to all applicants and nominees.*

The following guidelines, criteria, and procedures have been established by the University for implementation of the range adjustment program for eligible full-time faculty members at William Paterson University.

**I. GENERAL GUIDELINES**

- A. The President of the University or his/her designee, after consultation with the Union, shall announce the number of available range adjustments at each rank, on or before October 1st.
- B. Applications will be filed and processed in the spring of each academic year based on the established calendar for the Faculty Range Change Program. The President, after negotiations with AFT, Local 796, shall develop a calendar setting forth range adjustment procedures which shall be published and distributed annually to all eligible full-time faculty. Candidates shall adhere to the dates set forth in the calendar.
- C. Faculty members interested in applying for range adjustments should review Article XXI (J) of the State-wide Agreement and the Faculty Range Adjustment Program included herein. William Paterson University shall provide copies of the Faculty Range Adjustment Program, the List of Eligibility (as provided at the beginning of each academic year) and calendar to all faculty members.
- D. Although the review committees may request additional information to assist in their evaluation, it is the responsibility of candidates to provide the documentation to support their record of activity in rank or range across the merit-based criteria. Documentation of activity at a prior rank, range or employment activity at William Paterson University, or another organization or institution of higher education shall not be submitted as evidence of meeting the merit-based criteria. The Administration shall provide an eligibility list to all faculty members notifying them of their eligibility status.

E. All range adjustment applications are reviewed initially at the department level. On or before the date set forth in the established calendar, applications must be submitted to the Department Chair who will forward the portfolio to the Department Faculty Range Adjustment Committee (DFRAC) for review, recommendation and transmittal to the University Faculty Range Adjustment Committee (UFRAC).

F. The DFRAC Chair forwards the department's recommendation to the UFRAC for review, recommendation, and transmittal to the Provost and Executive Vice President.

G. Candidates for range adjustments shall not serve on either their department DFRAC or UFRAC during their candidacies.

H. The names of faculty who receive faculty range adjustments shall be included in information provided by the University to the All-College Promotion Committee.

**II. FACULTY RANGE ADJUSTMENT PROGRAM - ELIGIBILITY**

A. Full-time faculty members who have completed at least four years in their current rank or range, and who have not been promoted or received a range adjustment within the preceding four years shall be eligible to apply for range adjustments.

B. A full-time faculty member shall not be awarded a promotion and range adjustment in the same academic year.

**III. FACULTY RANGE ADJUSTMENT PROGRAM MERIT-BASED CRITERIA**

- A. To be eligible to apply for a range adjustment within rank, a faculty member shall:
1. meet professional responsibilities,
  2. exceed criteria (be exceptional) in teaching, and
  3. exceed criteria (be exceptional) in one of the following and meet criteria (be effective) for the other:
    - a. research/scholarship/creative expression,
    - b. university/community service.

B. The candidate shall indicate, in his/her portfolio, the category in which s/he considers him/herself to be exceptional (exceed criteria) (subsection C-1-e). The criteria are defined in the Faculty/Staff Handbook, Faculty Promotions, V-C, 1-6 and Scope of Assessment, Attachment I.

C. Candidates shall provide documentation of their performance on all three merit-based categories of criteria outlined in III-A above during the previous four years in rank or range. Candidates may choose to submit evidence of their performance on the merit-based criteria for their entire length of service in their present rank or range.

D. Evidence of achievement of the merit-based criteria in a prior rank, range or employment activity at WPUNJ, other organization, or institution of higher education shall not be submitted for consideration of a range adjustment.

#### IV. PROCEDURES

Candidates shall develop a portfolio that includes a curriculum vita, two student and two peer teaching evaluations within the last four semesters, a cover letter indicating the candidate's accomplishments related to the specifically applicable merit-based criteria and supporting materials and documentation the candidate chooses to submit to the department chair who will forward it to the DFRAC chair.

##### A. Department Review: Role of Department Faculty Range Adjustment Committee (DFRAC)

1. The DFRAC is an elected committee of tenured faculty members, with the exception of the department chairperson, who shall be a member (ex-officio, non-voting) whether or not tenured, unless the chairperson is expressly elected by the faculty of the department to the DFRAC.

2. The application for range adjustment is reviewed first by the DFRAC. The DFRAC is responsible for certifying that the candidate is eligible for a salary adjustment review and the portfolio contains the required documentation. Candidates will submit their portfolios to the department chair who will forward it to the DFRAC chair.

3. The DFRAC shall review the portfolio and submit its recommendations in writing to the University Faculty Range Adjustment Committee.

4. Where there is more than one candidate from the same department, the DFRAC shall list the candidates in alphabetical order.

5. All candidates' range adjustment portfolios shall be forwarded by the DFRAC to the UFRAC with the written reason(s) for a positive or negative recommendation.

##### B. University-level Review: Role of University Faculty Range Adjustment Committee (UFRAC)

1. The UFRAC shall be composed of the following:

- a tenured faculty representative from each college;
- two at large tenured faculty;
- one Union observer (non-voting) appointed by the Union (AFT).

2. Election of the UFRAC shall be governed by Senate election procedures used for the University Promotion Committee.

3. The UFRAC shall elect its own chair who is responsible for all committee correspondence.



and a report documenting the committee process which shall be submitted to the President of the University and to the Union (AFT).

4. A candidate may have access to his/her portfolio while it is in the possession of the UFRAC except during a Committee session.
5. The UFRAC shall base its review upon the information provided in the candidate's portfolio and any information provided to the UFRAC in accordance with this agreement.
6. After considering all applications at each rank, the committee shall provide the Provost and Executive Vice President with a list of the individuals, equal to the number of available range adjustments at each rank, who are recommended for their performance and achievements in accordance with this document.
7. The UFRAC and the Provost and Executive Vice President shall meet and discuss their respective recommendations within two working days of the submission of the UFRAC's list to the Provost and Executive Vice President.
8. After the meeting with the Provost and Executive Vice President, the UFRAC shall notify all candidates, in writing, of its recommendations within two working days of its meeting with the Provost and Executive Vice President.

C Review by the Provost and Executive Vice President

1. The UFRAC shall forward to the Provost and Executive Vice President a list of the candidates recommended for range adjustments equal to the number of available range adjustments at each rank.
2. The Provost and Executive Vice President shall review the candidates' portfolios, consult with the appropriate college Dean, and meet with the UFRAC to discuss his/her recommendations, including any that may differ from those of the UFRAC. The Provost and Executive Vice President shall send to the President a list of candidates recommended for range adjustments, equal to the number of available range adjustments at each rank.
3. If the Provost and Executive Vice President's recommendations differ from those of the UFRAC, he/she shall send to the President and to the chairperson of the UFRAC the UFRAC recommendation list, as well as his/her own, and give reason(s) for the difference(s).

D Presidential Review

1. The President shall review the candidates' portfolios and the recommendations submitted by the Provost and Executive Vice President and the UFRAC in making his/her decisions in the matter of range adjustments.
2. The President shall meet with the UFRAC and shall discuss his/her recommendations, including any that may differ from those of the UFRAC, before submitting the recommendations to the Board of Trustees.

3. Claims of violation of procedure by any UFRAC or DFRAC Committee must be reported to the President of the College/University by the individual grievant within fourteen (14) days from the date on which such claimed violation took place or fourteen (14) days from the date on which the individual grievant should have reasonably known of its occurrence. In the event of failure to report the occurrence within such fourteen (14) day period, the matter may not be raised in any later grievance contesting the validity of such committee's recommendation or any action based thereon.

#### IV. BOARD OF TRUSTEES

- A. The Board of Trustees shall receive in writing the President's list of recommended candidates for range adjustments.
- B. The candidates shall be notified by the President of the University about the Board of Trustees' range adjustment decisions.
- C. The range adjustment decision of the Board of Trustees is final and not subject to appeal.

#### V. IMPLEMENTATION

- A. The President shall announce on September 5, 2000, the number of range changes to be awarded for 2000-2001.
- B. The President shall announce by October 1 of each year that the program remains in effect, the number of range changes to be awarded with an effective date of the first day of the following academic year.
- C. The Fall 2000 calendar is an expedited calendar and the Spring 2001 calendar shall be the model to be followed in future calendar years in which the program is in effect.
- D. Faculty awarded range changes in the Fall 2000 process shall receive retroactive pay differential to September 1, 2000, for balances receivable at the date of payroll entry for changes, and the remainder shall be disbursed by the next pay period of the faculty contract year. Those awarded range changes in the Spring 2001 shall receive the salary adjustment on a bi-weekly basis beginning with the first pay period of the academic year 2001-2002. This calendar of disbursement shall be followed in any subsequent year in which the program is in effect.
- E. A faculty member granted an upward range adjustment shall be placed on the first salary step of the new range which provides a higher salary than his or her current step in his or her current range and moved to the next higher step in the new range, as described in Article XXII, Section C.
- F. Faculty granted a range change shall move to the next higher range within rank as provided by the Agreement between the State and the Council of New Jersey State College Locals, AFT, AFL-CIO for July 1, 1999 to June 30, 2003.
- G. The parties agree to discuss and or negotiate, where appropriate, issues limited to the Upward

Range Adjustment process as it affects a candidate's ability to apply for promotion and the time period between the UFRAC's submission of its recommendations and the meeting with the Provost and Executive Vice President in January 2001. In December 2000, either of the parties shall notify the other in writing, of its desire to commence such discussions and/or negotiations where appropriate, at least 30 days prior to the start of such negotiations and/or discussions. The spring process will not commence until negotiations are completed.

Thereafter, either party may request to reopen negotiations in May of each year during the agreement on any procedures related to the agreement. Either of the parties shall notify the other in writing, of its desire to commence negotiations, at least 30 days prior to the start of such negotiations.

Arnold Speert 9/17/2000  
Arnold Speert  
President  
William Paterson University

Linda Dye 9/18/2000  
Linda Dye  
President  
AFT - Local 1796  
William Paterson University

Cheriah M. Sesay  
Provost and Executive Vice President  
William Paterson University

Robert Bing  
Vice President  
AFT-Local 1796  
William Paterson University



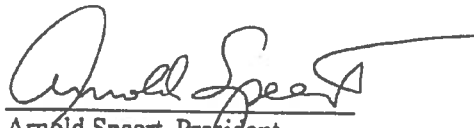
**WILLIAM  
PATERSON  
UNIVERSITY**

OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT  
300 POMPTON ROAD • WAYNE, NEW JERSEY 07470-2103  
973.720.2122 FAX 973.720.2909

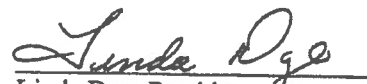
**Agreement  
Between William Paterson University  
And  
AFT Local 1796**

1. In view of extraordinary circumstances pertaining at the time of the promotion process in the Academic Year 2000-2001, the Union assents that the University add one name from the list of qualified applicants for promotion to the rank of Associate Professor, such addition being made January 31, 2001, for promotion in rank effective September 1, 2001.
2. This action does not create a precedent and shall not be cited or construed in any subsequent actions or negotiations to create a precedent.
3. This agreement is entered into in the spirit of cooperation and acknowledgement of the prerogatives and rights of both parties to the agreement in order to promote constructive relationships between the parties.

For the University

  
Arnold Speert, President  
William Paterson University

For the Union

  
Linda Dye, President  
President, AFT Local 1796

10/01/01

**Agreement  
between William Paterson University  
and AFT Local 1796**

in re:

**Number of Faculty Range Adjustments and  
Performance Based Promotions Available  
for the 2001-2002 Academic Year**

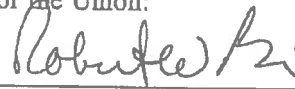
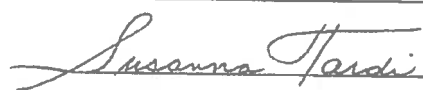
In view of the recent disruption of schedules due to terrorist acts in The United States, and in order to promote amicable employer-employee relations, the University and the Union agree to extend the date of the President's announcement of the number of available Faculty Range Adjustments and Performance Based Promotions from October 1, 2001 to October 10, 2001.

For the University:

  
\_\_\_\_\_

10-9-01  
Date

For the Union:

  
\_\_\_\_\_  
  
\_\_\_\_\_

10/11/01  
Date

10/01/01

2

**Agreement  
between William Paterson University  
and AFT Local 1796**

in re:

**Number of Faculty Range Adjustments and  
Performance Based Promotions Available  
for the 2001-2002 Academic Year**

In view of the recent disruption of schedules due to terrorist acts in The United States, and in order to promote amicable employer-employee relations, the University and the Union agree to extend the date of the President's announcement of the number of available Faculty Range Adjustments and Performance Based Promotions from October 1, 2001 to October 8, 2001.

For the University:

*Edward Asay*

10/4/01  
Date

For the Union:

*Paul Bui*  
*Suzanna Tardi*

10/4/01  
Date

10/30/01

**Agreement  
between William Paterson University  
and AFT Local 1796**

re:

**The Faculty Promotion Calendar**

In view of the recent disruption of schedules due to terrorist acts in The United States, and in order to promote amicable employer-employee relations, the University and the Union agree to extend the dates regarding the Faculty Promotion Calendar.

The Faculty Promotion Calendar is modified as follows:

**PROMOTIONS**

Candidates must submit applications to the Department Committee (per contract) by **November 8, 2001**

The Department Committee must submit final recommendations and supporting materials to the University Promotion Committee - (Provost and Executive Vice President's Office) by **November 28, 2001**

The University Promotion Committee must submit final recommendations to the President by **February 8, 2002**

President must notify candidates of Board of Trustees decision (per contract) by **March 22, 2002**

For the University:

For the Union:

*Cherish Seay*  
\_\_\_\_\_

COPY

*[Signature]*  
\_\_\_\_\_  
*[Signature]*  
\_\_\_\_\_

10/30/01  
Date

10/30/01  
Date

COPY



**LOCAL 1796 WILLIAM PATERSON UNIVERSITY**

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email: [AFT@wpunj.edu](mailto:AFT@wpunj.edu)  
[ww2.wpunj.edu/aft/](http://ww2.wpunj.edu/aft/)

DR. SUSANNA TARDI, Vice President/ Chief Negotiator

**Memorandum**

**Date:** March 12, 2002  
**To:** Allison Boucher, Director of Employee & Labor Relations  
**From:** Susanna Tardi, Vice President/Chief Negotiator  
AFT Local 1796  
**Re:** Range Adjustment Calendar

Due to Spring Break, Passover and Easter, the Union and the Administration agree to revise the Range Adjustment Calendar as follows:

- April 8** UFRAC sends recommendations to the President and to the Provost and Executive Vice President
- April 11** Provost and Executive Vice President meets and consults with the UFRAC about their recommendations
- April 15** the UFRAC, President, and Provost and Executive Vice President meet and consult about recommendations

The President, the Provost and the Union have reviewed and accept the above calendar.

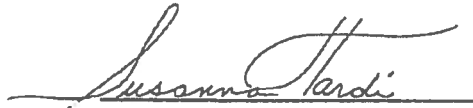
For the University:



Date

3/13/02

For the Union:



Date

3/12/02





**LOCAL 1796 WILLIAM PATERSON UNIVERSITY**

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973.720.2988 - FAX: 973.720.2057  
email: AFT@wpunj.edu  
ww2.wpunj.edu/aft/

SUSANNA TARDI, Vice President/  
Chief Negotiator

*Filed  
3/28/02*

**AGREEMENT BETWEEN  
WILLIAM PATERSON  
AND  
THE AMERICAN FEDERATION OF TEACHER'S, LOCAL 1796**

The Union and the Administration agree to permit the University Faculty Range Adjustment Committee to accept the use of either student evaluations used for the Faculty Retention, Tenure and Promotion or student evaluations of the Tenured Faculty for the 2001-2002 Academic Year. In the future, faculty applying for range adjustments will be mandated to use only student evaluations for the Retention, Tenure and Promotion process.

The President, the Provost and Executive Vice President, and the Union have reviewed and accept the above Agreement.

For the University

*Charmah Seay*

3/28/02  
Date

For the Union

*Robert [Signature]*  
*Susanna Tardi*

3/28/02  
Date



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02/23/2004 16:42 9737202090  
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TEL: 908 680 9330  
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PAGE 02  
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PAGE 02

## Agreement

To promote amicable employer employee relations, the Council of New Jersey State College Locals AFT AFL-CIO (the Council), Local 1786 (the Local), The Governor's Office of Employee Relations (OER) and William Paterson University (The University) agree to extend the promotions calendar in the following manner due to issues concerning the promotional process:

1. The Promotion Committee will submit its recommendation list to the President no later than March 5, 2004, after meeting with the President concerning this list.
2. The Promotion Committee will notify the candidates of its recommendations no later than March 5, 2004.
3. The President will submit recommendations to the Board of Trustees no later than March 15, 2004.
4. The Board of Trustees will act on such recommendations no later than May 1, 2004.
5. This agreement does not set a precedent nor should it be used for any such purpose.

*Robert Long* 2/21/04  
The University, Date

*Arnold Spunt* 2/21/04  
The University, Date

*Lucina Th...* 2/21/04  
Local 1786, Date

*Handwritten signature* 2/21/04


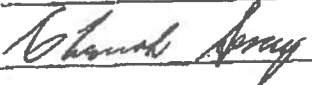


*Yvonne B...* 2/23/04  
OER, Date

*Bernard ...* 2/23/04  
The Council, Date

### William Paterson University

In order to promote amicable employer-employee relations, AFT local 1796 and William Paterson University agree to extend the date for the President to announce opportunities for Faculty Range Adjustments and Performance Based Promotions for Professional Staff until October 12, 2004.

This agreement does not constitute a precedent, nor will it be used as such for any purpose.

For the University	<u></u>	<u>9-29-04</u>
		Date
For the University	<u></u>	<u>9/30/04</u>
		Date
For the Union	<u></u>	<u>9/29/04</u>
		Date
For the Union	<u></u>	<u>9/29/04</u>
		Date



**LOCAL 1796 WILLIAM PATERSON UNIVERSITY**

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<http://www.aft-local-1796.org>

LINDA GAZZILLO DIAZ, Ed.D., ATC  
Vice President of Negotiations/Chief Negotiator

Letter of Agreement

Due to extenuating circumstances, the AFT Local 1796 and William Paterson University hereby agree to amend the faculty promotion calendar for the 2004-2005 academic year as follows:

The Department Committee must submit recommendations and supporting materials to the University Promotion Committee and Executive Vice President's Office by **November 23, 2004**.

This agreement does not set a precedent.

*Joe B...* 11/23/04 *Susanna Tardi*  
For the University For the Union

\_\_\_\_\_  
For the University *Linda Gazzillo Diaz*  
For the Union

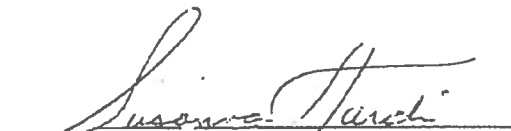
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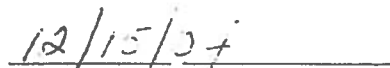
# William Paterson University

## Agreement

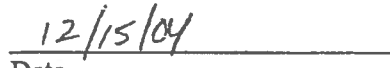
To promote amicable employer-employee relations William Paterson University ("the University") and AFT Local 1786 ("the Union") agree to the following to resolve any ambiguity in the Faculty Range Adjustment section IV. "Procedures," which states in pertinent part that "Candidates shall develop a portfolio that includes....two student and two peer evaluations within the last four semesters" for the current academic year only:

1. The parties agree that candidates for the Academic Year 2004-2005 Faculty Range Adjustment process may submit peer and student evaluations for semesters including Fall of 2002 until Fall 2004.
2. This agreement sets no precedent.
3. The issues related to this agreement may not be pursued in any forum.
4. The parties agree to the substance and form of the agreement.


  
The Union

  
Date


  
The Union

  
Date

  
The University

  
Date

  
The University

  
Date



**LOCAL 1796 WILLIAM PATERSON UNIVERSITY**

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<http://www.aft-local-1796.org>


LINDA GAZZILLO DIAZ, Ed.D., ATC  
Vice President of Negotiations/Chief Negotiator

**Letter of Agreement  
Faculty Promotion Policy for Academic Year 2005-2006  
February 14, 2005**

To promote amicable employer-employee relations, for the 2005-2006 academic year only William Paterson University ("the University") and AFT Local 1796 ("the Union") agree to the following in regard to the Faculty Handbook Faculty Promotions section IV.C.2 "Student Evaluations" and section IV.C.3 "Classroom observations":

1. The parties agree that each candidate applying for promotion must submit student evaluations for every class taught in **either** the semester prior to application (Spring 2005) **or** the semester of application (Fall 2005); student evaluations from a given candidate must be from the same semester. Each candidate must follow department bylaws and/or procedures for distribution of the student evaluations. However, the candidate must not distribute or view the student evaluations at any time during the student evaluation process.
2. The parties agree that each candidate applying for promotion must submit a copy of his/her Faculty Work-Load Report for the semester corresponding to the candidate's submitted student evaluations (**either** Spring 2005 **or** Fall 2005).
3. The parties agree that each candidate applying for promotion must submit three (3) peer evaluations completed by three (3) individual departmental faculty for classes taught in **either** the semester prior to application (Spring 2005) **or** the semester of application (Fall 2005); peer evaluations may consist of a combination of both semesters. The peer evaluation process must be conducted as per individual department bylaws and/or procedures.

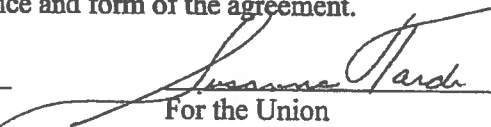
This agreement sets no precedent. The issues related to this agreement may not be pursued in any forum. The parties agree to the substance and form of the agreement.

  
\_\_\_\_\_  
For the University


2-14-05  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the University

2/14/05  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the Union

2/15/05  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the Union

2/15/05  
\_\_\_\_\_  
Date



# LOCAL 1796 WILLIAM PATERSON UNIVERSITY

HUNZIKER HALL - ROOM 100  
300 POMPTON ROAD, WAYNE NJ 07470-2103  
973.720.2988 - FAX: 973.720.2057  
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<http://www.aft-local-1796.org>

LINDA GAZZILLO DIAZ, Ed.D., ATC  
Vice President of Negotiations/Chief Negotiator

## Letter of Agreement Faculty Promotion Policy Student Evaluations February 14, 2005


To promote amicable employer-employee relations, for the current 2004-2005 academic year only William Paterson University ("the University") and AFT Local 1796 ("the Union") agree to the following in regard to the Faculty Handbook Faculty Promotions section IV.C.2 "Student Evaluations":

To provide equity in process regarding student evaluation criteria among candidates applying for Full or Associate Professor, candidates who submitted student evaluations from Spring 2004 **and/or** Fall 2004 will be considered meeting criteria for promotion. The policy requirement for candidates to submit student evaluations for each class taught (in a given semester) will be waived.


This agreement sets no precedent. The issues related to this agreement may not be pursued in any forum. The parties agree to the substance and form of the agreement.

  
\_\_\_\_\_  
For the University

2-14-05  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the University

2/14/05  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the Union

2/15/05  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the Union

2/15/05  
\_\_\_\_\_  
Date

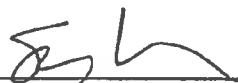


Letter of Agreement  
Faculty Promotion Checklist  
October 4, 2005

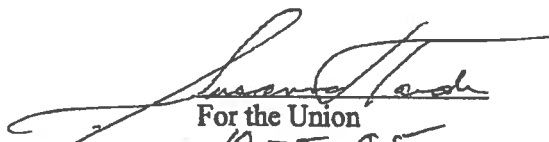
To promote amicable employer-employee relations, William Paterson University ("the University") and AFT Local 1796 ("the Union") agree to the following in regard to the Faculty/Staff Handbook's Promotion Policy.


1. A checklist shall be included in the policy found in the Faculty/Staff Handbook.
2. Each candidate will include the checklist as the first page of their application for promotion.
3. All language in the existing policy on promotion will be changed to conform to the agreed upon checklist.
4. The date of these revisions will be noted in the policy and on the checklist.
5. The length of this agreement is for one year. At the end of the year, the Union and the Administration will review the promotion policy and promotion checklist to determine if further revisions are desirable. If no agreement is reached, the previous interpretations of the policy are in effect.

This agreement does not set a precedent. The parties agree to the substance and form of this agreement. The checklist is attached to this agreement and must be signed by both parties.

  
\_\_\_\_\_  
For the University  
10-5-05  
\_\_\_\_\_  
Date

\_\_\_\_\_  
For the University  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the Union  
10-5-05  
\_\_\_\_\_  
Date

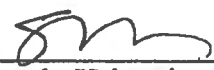
  
\_\_\_\_\_  
For the Union  
10-5-05  
\_\_\_\_\_  
Date

William Paterson University  
Faculty Promotion Application Checklist

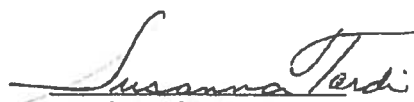
Candidate's Name \_\_\_\_\_  
Candidate's Department \_\_\_\_\_  
Current Rank \_\_\_\_\_

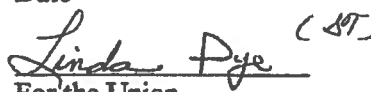
Checklist Items (Include in the following order):

1. The Promotion Application Checklist must be the first item in the application. See Faculty Retention and Promotion "Clarified Criteria" (Appendix III) and "Faculty Promotions" in the "Faculty and Professional Staff Handbook" for additional details.
2. The Current Curriculum Vita must include your name, department, rank, date that rank was achieved, faculty appointment date, higher education background — degrees, years received, and the granting institutions. If a terminal degree equivalency is claimed then include the date on which the terminal degree equivalency was established. Include a description of academic and professional experiences including: teaching, research, publications and other creative works, research and scholarly work in progress; student advisement, professional service, special honors or awards; professional recognition, committee memberships or other university or community special assignments.
3. Evidence of teaching competence must include three faculty (peer) observations completed within the Spring 2005 or Fall 2005 semester.
4. Evidence of teaching competence must include every student evaluation in each class taught within the Spring 2005 or Fall 2005 semester.
5. Signatures of your department committee must appear on the recommendation of your promotion committee.

  
\_\_\_\_\_  
For the University  
10-5-05  
Date

\_\_\_\_\_  
For the University  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the Union  
10-5-05  
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For the Union  
10-5-05  
Date

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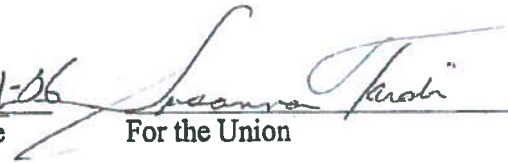
Agreement


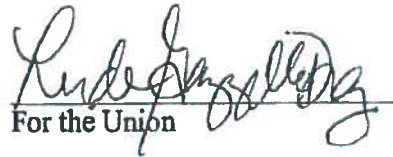
AFT LOCAL SIDE LETTER

To promote amicable employee-employer relations, AFT Local 1796 (the Local) and William Paterson University (the University) agree to the modifications made to the attached Faculty Promotions procedure and Promotion Application Checklist.

This agreement sets no precedent nor will it be used for any such purpose.

The parties agree to the substance and form of this agreement.

 _____ For the University	<u>9-14-06</u> Date	 _____ For the Union	<u>9/12/06</u> Date
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 _____ For the University	<u>9/12/06</u> Date	 _____ For the Union	<u>9/12/06</u> Date
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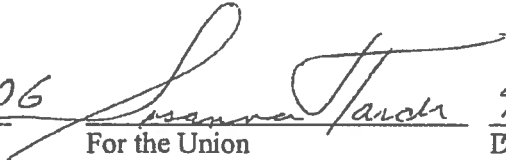
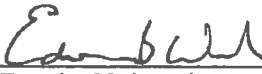
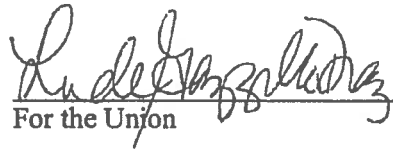
## Agreement

To promote amicable employee-employer relations, AFT Local 1796 (the Local) and William Paterson University (the University) agree to include the following paragraph in the Faculty Range Adjustment procedure and Faculty Range Adjustment Checklist to certify that Range Adjustment candidates' completed folders (all items specified on the Range Adjustment Application and Checklist) have been submitted to the Department Faculty Range Adjustment Committee (DFRAC) by the deadline date:

The Department Chair must certify the applicants who submitted complete folders to the DFRAC by the deadline date stated in the Range Adjustment Calendar. The Department Chair must submit such names in writing to the Office of the Provost no later than two business days after this deadline date.

This agreement sets no precedent nor will it be used for any such purpose.

The parties agree to the substance and form of this agreement.

 _____ For the University	<u>7-14-06</u> Date	 _____ For the Union	<u>9/12/06</u> Date
 _____ For the University	<u>9/12/06</u> Date	 _____ For the Union	<u>9/12/06</u> Date

**William Paterson**  
**University**

**Faculty Range Adjustment**  
**Application Checklist**  
**2006-2007**

84 7/15/04  
RAB 9/12/04

Candidate's Name: \_\_\_\_\_

Candidate's Department: \_\_\_\_\_

Current Rank: \_\_\_\_\_

In addition to teaching excellence, indicate area/areas in which candidate chooses to be judged as "exceeding criteria," demonstrating excellence (e.g. scholarship, service, both scholarship and service).

\_\_\_\_\_  
\_\_\_\_\_

Checklist Items (include in the following order):

- 1. **Range Adjustment Application & Checklist** must include supporting materials addressing the "Faculty Range Adjustment Program Merit-Based Criteria." (See Faculty and Professional Staff Handbook, Faculty Retention and Promotion Clarified Criteria, Appendix III.) Documentation is required for publications, exhibits, performances and significant service and teaching. Candidate may submit any additional supporting material. (See Faculty and Professional Staff Handbook, Faculty Range Adjustment, Section III C.)
- 2. **Cover Letter** indicating the candidate's accomplishments related to the specifically applicable merit based criteria and supporting materials.
- 3. **Current Curriculum Vita** which must include name, department, rank, rank date, faculty appointment date, higher education background--degree, year received, granting institution--including date on which terminal degree equivalency was established if applicable; and academic and professional experience including publications and other creative works, research and scholarly work in progress; student advisement, professional service, special honors or awards; professional recognition, committee memberships or other university or community special assignments.
- 4. **Two Faculty Observations** within the previous four semesters of application \*
- 5. **Two Student Evaluations** within the previous four semesters of application \*
- 6. **The Department Chair** must certify the applicants who submitted complete folders to the DFRAC by the deadline date stated in the Range Adjustment Calendar. The Department Chair must submit such names in writing to the Office of the Provost no later than two business days after this deadline date.
- 7. **Department Range Adjustment Committee (DFRAC) Recommendation** (signatures of the DFRAC committee members and the candidate must also appear at the end of the statement).

\*Faculty and Student observations may be from the following semesters: Spring 2005, Fall 2005, Spring 2006 and Fall 2006.

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**William Paterson  
University**

**Faculty Promotion Application  
Checklist 2006-2007**

Candidate's Name: \_\_\_\_\_

Candidate's Department: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Checklist items are to be included in the following order:

- 1. The Promotion Application Checklist must be the first item in the application. See Faculty Retention and Promotion "Clarified Criteria" (Appendix III) and "Faculty Promotions" in the "Faculty and Professional Staff Handbook" for additional details.
- 2. The Current Curriculum Vita must include your name, department, rank, date that rank was achieved, faculty appointment date, higher education background — degrees, years received, and the granting institutions. If a terminal degree equivalency is claimed then include the date on which the terminal degree equivalency was established. Include a description of academic and professional experiences including: teaching, research, publications and other creative works, research and scholarly work in progress; student advisement, professional service, special honors or awards; professional recognition, committee memberships or other university or community special assignments.
- 3. Evidence of teaching competence must include three faculty (peer) observations completed within the Fall 2005, Spring 2006 and/or Fall 2006 semester. A combination of spring and fall observations may be used.
- 4. Evidence of teaching competence must include every student evaluation \*(brown form) in each class taught within either the Fall 2005, Spring 2006 or Fall 2006 semester. Student evaluations must be from the same semester\*
- 5. Signatures of your department committee must appear on the recommendation of your promotion committee.

\*The same student evaluation forms (Brown) utilized for retention and range adjustments must be used for promotion. Student evaluations of on-line courses must be on forms approved by the department, reviewed by the AFT, approved by the Administration and administered through IRT. No other student evaluation form is to be considered by the department and/or University Promotion Committee. The student evaluations must be kept on file by the department.

Adopted: 10/05/2005, revised 9/5/06

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RBD 9/12/06

## FACULTY PROMOTIONS

### I. Eligibility for Promotion

Faculty members whose qualifications meet or exceed the requirements for higher academic rank shall be eligible for promotional consideration to that rank. Faculty on sabbatical are eligible to apply for promotion, subject to the same requirements of all faculty.

### II. Qualifications for Rank (NJAC 9:8-3.5, as revised effective 5/85)

The following are the qualifications for academic rank

#### A. Instructor

An earned Master's degree or its equivalent from an accredited Institution in an appropriate field of study, and enrollment in and actively pursuing an accredited terminal degree program in an appropriate field of study.

#### B. Assistant Professor

An earned doctorate or other appropriate terminal degree or its equivalent from an accredited Institution in an appropriate field of study or completion of all requirements for the doctorate in an accredited Institution except for the dissertation. For persons hired after January 1, 1986 who do not hold the appropriate terminal degree or its equivalent, no reappointment shall be made to the fourth year unless the Board of Trustees of the University determines that for rare and exceptional reasons reappointment is necessary to support the mission of the University.

The requirement of an earned doctorate or other appropriate terminal degree or its equivalent for promotion to the rank of Assistant Professor shall not apply to faculty members employed in the University prior to February 22, 1974.

#### C. Associate Professor

An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study and five years of professional experience. Evidence of excellence in teaching, scholarly achievement and service beyond the level of accomplishment of those holding the assistant professor rank.

#### D. Professor

An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study and eight years of professional experience. Evidence of excellence in teaching, scholarly achievement and service beyond the level of accomplishment of those holding the associate professor rank.

#### E. Distinguished Professor

As established by the Board of Trustees, this rank is intended to provide for the individual who has demonstrated outstanding scholarship, teaching ability, or distinction in a field.

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### Equivalency

The Board recognizes that in exceptional cases individuals may present qualifications as to education and experience that their faculty peers will recommend to be the equivalent of the above qualifications although not corresponding to the letter. In such cases, the Board of Trustees may, upon recommendation of the President, appoint such individuals to the rank deemed appropriate.

In special fields in which the doctorate may not be the usual terminal degree, including, but not limited to, art, music, nursing, library science and librarianship, significant training and/or other professional experience or achievement appropriate to the field of specialization shall be determined equivalent to additional graduate work beyond the Master's degree.

Those who, in the judgment of and as substantiated by their professional peers within the institution possess exceptional qualifications, achievements, or experience deemed equivalent to the academic requirements outlined above, may be recommended for appointment or promotion to a given rank.

All decisions on equivalency promotions or appointments shall be made at the campus level.

Faculty peer is defined as a tenured Instructor, Assistant Professor, Associate Professor, and/or full Professor in the appropriate department, including department chairperson, whether or not he or she is tenured. Those departments which regard the procedure as feasible and professionally preferable may determine that faculty peer in the instances of decisions as to promotions shall consist of only those tenured faculty members at a rank equal to or higher than the rank to which a faculty member is being considered for promotion. Professional personnel with dual appointments whose responsibilities include duties classified as managerial are not faculty peers.

### Limitations for Professorial Classification (formerly NJAC 9:6-3.7)

Limitations for professorial classification by academic rank shall be regulated in accordance with the applicable provisions established by the Board of Trustees.

#### III. Criteria for Promotion

Decisions about promotion shall be governed by four broad and interrelated factors:

- A. Effective teaching
- B. Scholarly achievement and/or creative achievements
- C. Contribution to University and community
- D. Fulfillment of professional responsibilities

Although no set weighing scheme is suggested, in the case of the teaching staff, proficiency in teaching shall be considered essential.

#### IV. Department Promotion Committee

- A. Composition of the Committee



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The department promotion committee is an elected committee of at least three tenured faculty members, with the exception of the department chairperson who shall be a member ex officio whether or not tenured. This committee may be the department council. In the event that a department has fewer than three tenured members, the department will recommend a promotion committee to the Faculty Senate to be voted upon for its acceptance.

In any given academic year, candidates for promotion may not serve on either the Department or University Promotion Committee.

#### B. Applications for Promotion

A faculty member may make written application to the department promotion committee for promotional consideration and submit recommendations and supporting materials concerning scholarly and/or creative achievements and contributions to the University and community. A candidate must clearly specify the date (time frame) to which all teaching, scholarly and service materials refer. These must be submitted to the department committee on promotions on or before November 1; nomination of a faculty member for promotional consideration may be made by someone other than the individual.

In cases where a faculty member is nominated for promotion, notice of the nomination must be given to the faculty member. The promotion folder for the individual so nominated shall be processed according to the provisions of this promotion procedure.

Should the faculty member decline the nomination, the declination shall carry no negative or prejudicial connotation in any subsequent personnel action.

The committee is not, however, to consider the absence of such application or nomination as prejudicial to the case of any individual, nor is it to examine, without the individual's consent, any personnel files maintained by the University.

It is the candidate's responsibility to ensure that the application is complete and organized according to the instructions on the Promotion Checklist (rev. 2006) on the date of its submission to the Department Promotion Committee.

#### C. Criteria to be used

##### 1. Effective Teaching - Areas to be evaluated

- a. Knowledge of subject matter
- b. Thorough preparation for classes
- c. Ability to present material in a logical and thought-provoking manner
- d. Enthusiasm for the subject matter
- e. Ability to offer proper guidance and counseling of students
- f. Use of a variety of teaching techniques
- g. Use of fair evaluation procedures

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h. Ability to communicate with and motivate students

i. Student evaluations (Brown Form Only)

The department promotion committee shall consider student evaluations of teaching effectiveness, utilizing the approved department questionnaire form. Questionnaires are to be completed by students in class in the absence of the instructor and collected according to department by-laws or past practice. No candidate may collect or process his or her own questionnaires. Such questionnaires shall be distributed before November 10 to each of the classes of the faculty member being considered for promotion. The candidate is required to submit evaluations in every class taught in the same semester (the semester of application [fall] or one of the semesters in the academic year preceding the semester of application.

The same student evaluation forms (Brown) utilized for retention and range adjustments must be used for promotion. Student evaluations of on-line courses must be on forms approved by the department, reviewed by the AFT, approved by the Administration and administered through IRT. No other student evaluation form is to be considered by the department and/or University Promotion Committee. The student evaluations must be kept on file by the department.

j. Classroom observations

Every candidate for promotion shall be observed and evaluated independently by at least three faculty peers. Independent observations of the same course section may be conducted by the faculty peers. Each evaluation report must be signed by the candidate and the faculty peer who conducted the observation within 15 days of the observation. The signing of the evaluation report merely indicates that the candidate has read the evaluation. He or she may write a response to the evaluation, which will be added to his or her file. These observations shall take place during the semester in which the promotion is sought (fall) or in the preceding academic year.

Each member of the committee, upon consideration of the results of all observations and the questionnaires, shall decide whether the criteria for effective teaching have been satisfied. Any candidate who refuses to be observed by the faculty promotion committee removes himself or herself from consideration for promotion at the departmental level.

k. Refer to the "Expanded Criteria List (Career Development Program Scope of Assessment"- Attachment I and the "Faculty Retention and Promotion Clarified Criteria"- Appendix III for additional information.

2. Scholarly achievements

Scholarly achievements shall be measured by the academic background and professional growth of the individual.

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In evaluating the academic background of an individual, the following areas should be considered: The attainment of academic and professional degrees, pre-doctoral and post-doctoral fellowships won, scholarships obtained, and academic honors received. Other pertinent attainments must also be considered.

The evaluation of professional growth should include critical consideration of the research, writing, publications exhibits, compositions, or other creative work accomplished by the individual. Professional experience, inside and outside of the academic area, should also be considered. Effective contribution to professional organizations and services rendered to the community, state, national, or international organizations are to be considered, along with the promise the faculty member has for continued professional growth and development.

Refer to the "Expanded Criteria List" (Career Development Program Scope of Assessment- Attachment I and the "Faculty Retention and Promotion Clarified Criteria"- Appendix III for additional information.

### 3. Contributions to University and community

Contributions to the University shall include such things as faculty and University committee service, grants, symposia, exhibits, student club advisement, etc. Contributions to the community shall include individual contributions and representation of the University at community organizations.

Refer to the "Expanded Criteria List" (Career Development Program Scope of Assessment- Attachment I and the "Faculty Retention and Promotion Clarified Criteria"- Appendix III for additional information.

### 4. Fulfillment of Professional Responsibilities shall include the following:

- a. Careful preparation of the material, with which the course deals, aimed at the appropriate level, following approved guidelines established by the appropriate curriculum council.
- b. At the start of each course, the instructor shall inform students of the following: objectives of the course, outline of the course, the methods of evaluation, major teaching procedures, and course requirements, and the instructor's office hours.
- c. The instructor shall present the subject matter in an appropriate manner, which reflects the intent and emphasis of the course.
- d. The instructor shall give examinations and/or papers which reflect the emphasis of the course and which are designed to provide both the instructor and the student with information about the progress of the latter. Such examinations and papers should be given at the proper time following established University policies.
- e. An instructor may not arbitrarily dismiss his or her class. In the event of illness or other reason for

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cancellation of classes, the faculty member shall notify the department chairperson or departmental secretary as early as possible so that arrangements may be made to cover the class or to notify the students.

Faculty members with non-teaching assignments should follow similar procedures for reporting absences to the appropriate administrative officer.

- f. The instructor should meet his or her class for the full time allotted. He or she should start and release his or her class at the time specified, with due exception for illness and other exceptional situations.
- g. If a staff member must be absent from an extension class for which he or she is receiving extra compensation, he or she is expected to arrange for a substitute and to assume all expenses involved.
- h. Every faculty member shall be available to confer with students, in his or her classes or during his or her office hours, concerning their progress, and, where applicable, with his or her advisers concerning their programs. Office hours shall be posted and announced to the students. Since individual students may have classes at the time of the announced hours, it may be necessary to arrange additional conference time by mutual agreement between students and faculty members.

During the periods of registration and advisement, faculty members are expected to be available for student conferences outside of the regular office hours. Such times and days are to be determined by the appropriate Deans.

- i. Attendance regulations and the maintenance of appropriate records shall follow established University policies. All grades must be submitted on the specified dates.
- j. Faculty members shall not knowingly violate, or attempt to violate or bypass, duly promulgated and approved University policy or regulations.
- k. Each faculty member shall, in the performance of his or her University duties, conduct himself or herself in a manner consistent with his or her professional responsibilities.
- l. Faculty members are expected to assume their share of committee assignments and student advisement responsibilities in accordance with University and department policies.
- m. All faculty members must attend committee and faculty meetings.

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- n. All first year faculty, at their option, may be exempt from all committees.
- o. Faculty members shall be subject to periodic evaluations concerning teaching and professional competence, according to established University policies. Such evaluations shall include both student and peer evaluations, using forms prepared by the faculty.

**D. Procedure for department promotion committee (including timetable)**

1. All individual faculty members with academic rank may submit application for promotion together with written substantiation to the claim for promotion no later than November 1. Applications should be submitted to the appropriate department chairperson or department committee. Nomination of a faculty member for promotional consideration may be made by other than the individual.
2. In all cases, an application must first receive consideration at the department level. An application not approved at the department level may be submitted to the University-wide promotion committee (UPC) by the candidate.
3. Upon request, all written material submitted to and collected by the department promotion committee and placed in the candidate's file concerning the qualifications of a candidate seeking promotion shall be made available to said candidate for review.
4. The department committee on promotions is to send written notification, by November 22, to each person whom it has decided to recommend for promotion. Persons who have not been recommended are to be notified in the same way at the same time.
5. Those recommended for equivalency shall be notified that their recommendations are subject to approval of the University Promotion Committee.
6. By November 21, all department recommendations for promotion, together with a written statement and supporting materials justifying each such recommendation, are to be sent to the University Promotion Committee. A majority vote determines the nature of the recommendation. All members of the committee and the candidate must sign the recommendation as acknowledgement of their review.
7. The name of every candidate for promotion shall be placed on one of three lists: the professor's list, the associate professor's list, or the assistant professor's list.
8. Persons not recommended by the department promotion committee may appeal by December 5 to the University Promotion Committee.
9. A copy of every item dealing specifically with the employees promotion, shall be transmitted to the employee immediately after it has been submitted. The employee shall then be given a reasonable opportunity

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to respond in a timely fashion to any such item and the response shall be attached to the item.

10. Every candidate is permitted to provide additional non-required items (those not specified on the application checklist) to his/her promotion folder at any time during the promotion process, prior to the President's announcement of his/her decision regarding the candidates recommended for promotion by the University Promotion Committee.

#### E. Procedure for University Promotion Committee

##### 1. Composition of committee

The Faculty Senate Elections Council will be responsible for conducting the election for members of the University Promotion Committee. Such election shall be completed by November 30.

The University Promotion Committee shall be comprised of tenured faculty representing all the colleges as determined by the University. The committee shall consider student opinion and may in its discretion seek the input of the Executive Vice President and Provost and the appropriate College Dean.

The local union shall be entitled to appoint an observer to the committee, pursuant to Article IX D of the Collective Bargaining Agreement.

##### 2. Procedure

- a. At the first meeting of the academic year of the University Promotion Committee, in addition to that committee, there shall be in attendance the President of the University, the Provost and Senior Vice President, and such others as the Administration designates, the President of the Collective Bargaining Organization, and the Union Observer. At this meeting, the University Promotion Committee shall be informed by the President or his or her designee of the number of promotions available at the various ranks. This occurs subsequent to the President's meeting with the Union to discuss promotional opportunities. If the President has reason to believe that the number of promotions available at any rank will be zero, he or she will announce such information as soon as possible but not later than October 17. The Administration shall provide each member of the UPC with a current copy of the Promotion Policy and addenda one week prior to convening of the UPC.
- b. The Administration will review each application and folder for completeness before being reviewed by the UPC. Completeness means that all items required by the "Promotion Checklist (rev 2008) are included in the folder. If items on the "Promotion Checklist" (rev 2008) are missing the Administration will assist the UPC in notifying the candidate. The folder will be forwarded to the UPC for review. Based on policy, UPC members will determine whether the folder

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meets the minimum requirements. If any candidate adds new (non-required) items to the folder, while the folder is in the possession of the Provost's office, the UPC Chairperson will be notified by the Provost's Office. The UPC Chairperson will in turn notify all members of the UPC.

- c. The University Promotion Committee shall have the right to consult with the appropriate department committee, department chairperson, or individual submitting the request for promotion.
- d. The individual applicant for promotion shall have the right to request, and receive an appearance before the University Promotion Committee to speak on his or her own behalf.
- e. The voting process shall be conducted jointly by the Chairperson of the UPC and the Union Observer.
- f. The University Promotion Committee shall meet with the President to discuss its recommendations no later than January 26<sup>th</sup>, unless amended by Local Agreement. The total number of applicants recommended by the Committee shall not exceed the number of promotions available at any rank. These recommendations shall be confidential for the President and members of the University Promotion Committee.
- g. The University Promotion Committee shall submit its final recommendations to the President on or before February 1<sup>st</sup>, and shall include all pertinent information. The University Promotion Committee Chairperson shall notify in writing both recommended and not recommended candidates. Should the President decide to make a recommendation for promotion to the Board of Trustees which is inconsistent with the recommendation of the committee, he or she shall meet and provide the committee with his or her reasons for the action. The President shall provide timely notice to all candidates whom he intends to recommend for promotion to the Board of Trustees.
- h. A faculty member may initiate a grievance at step one based on an allegation that, after timely filing of his or her application, the promotional procedure was violated or that there was a breach of the rights of the faculty member concerning discrimination or concerning academic freedom within seven days after receipt of the final recommendation to the President. Such a claim, if sustained, will result in reprocessing of the application on an expedited basis. A final recommendation in such cases shall be made to the President not later than March 1.

#### F. Procedure for President and Board

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JW 9/12/06

Promotion shall be made by the Board of Trustees upon recommendation of the President and all applicants for promotion shall be notified in writing of the Board's decision no later than March 15.

Revised 6/21/06



**Agreement Between William Paterson University (Administration)**

**and the AFT Local 1796 (Union)**

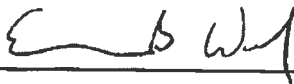
**Regarding Meetings Between the Administration and the University Range Adjustment Committee**

**Academic Year 2011 – 2012**

In order to promote amicable employer-employee relations and provide for mutual understanding among faculty, librarians and administrators, the following agreement has been reached regarding the meetings between the Provost and UFRAC and the President and UFRAC as listed in the Faculty and Staff Handbook under Range Adjustment Policy.

1. In the case in which the Provost's recommendations are in agreement with the UFRAC recommendations, the Provost may waive his meeting with the UFRAC.
2. In the case that the Presidents recommendations are in agreement with the UFRAC recommendations, the President may elect a designee on his/her behalf to meet with UFRAC.
3. This is a one year agreement which does not constitute a precedent and shall not be cited in any future discussion or negotiation.

Agreed:

  
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For the Administration

4/10/12  
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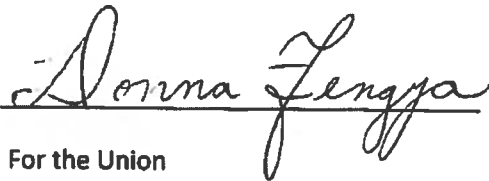
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For the Administration

4-10-12  
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Date

  
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For the Union

4/10/2012  
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Date

  
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For the Union

4/10/2012  
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Date

**Agreement between William Paterson University (Administration)  
and AFT Local 1796 (Union)**

**Regarding Adjustment to a Promotional Opportunities Contract Date**

**Academic Year 2011-2012**

1. In order to promote amicable employer-employee relations and provide for mutual understanding among faculty, librarians and administrators, the following agreement has been reached regarding revising the contractual agreement date for the President to notify the candidate of Board of trustees decision on faculty promotions .

Because the Board of Trustees will not be meeting during the months of March and April, it will be impossible to adhere to the contract date of March 15<sup>th</sup> for notifying candidates of the Board of Trustees decisions on promotions. Therefore we have agreed that the President will notify the candidates in writing of her intent to recommend promotions to the Board of Trustees by March 15, 2012 for their approval at the May 4, 2012 Board of Trustees meeting.

2. This is a one year agreement which does not constitute a precedent and shall not be cited in any future discussion or negotiation.

Agreed:

  
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For the Administration

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Date

  
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For the Union

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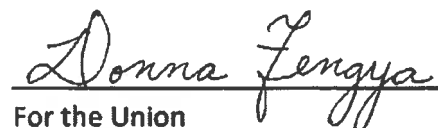
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For the Union

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Date

Agreement between William Paterson University and AFT Local 1796

In order to preserve and promote amicable employer/ employee relations, the Administration and AFT Local 1796 agree to waive the October 1, 2012 date when the President or her designee announces the number of faculty promotions, faculty range adjustments, librarian promotions, librarian range adjustments, and performance-based promotions for professional staff. For 2012, the announcement date will be October 18.

Agreed:

  
\_\_\_\_\_

For the University

October 15, 2012

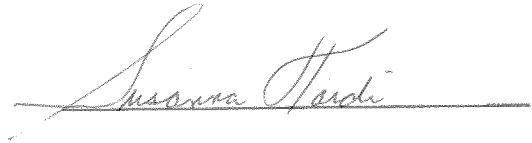
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For the University

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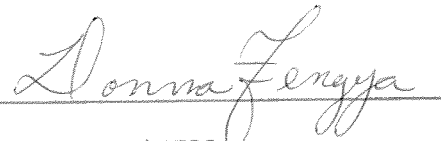
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For AFT Local 1796

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For AFT Local 1796

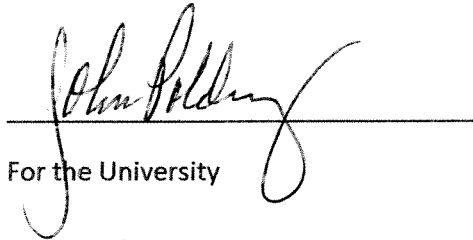
10/17/2012

Date

Agreement between William Paterson University and AFT Local 1796 to amend the date by which the President or designee announces number of available promotions.

In order to preserve and promote amicable employer/ employee relations, the Administration and AFT Local 1796 agree to waive the October 1, 2013 date when the President or her designee announces the number of promotions at each rank. For 2013, the announcement date will be October 18.

Agreed:

  
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For the University

October 16, 2013

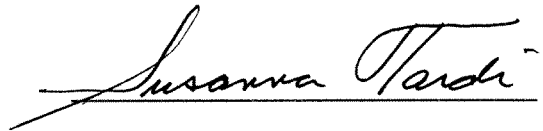
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For the University

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Date

  
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For AFT Local 1796

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Date

  
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For AFT Local 1796

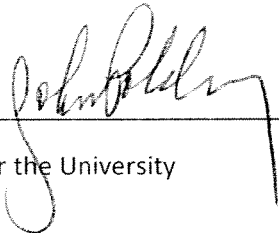
10-16-13

Date

Agreement between William Paterson University and AFT Local 1796 to amend the date by which the President or designee announces number of available promotions.

In order to preserve and promote amicable employer/ employee relations, the Administration and AFT Local 1796 agree to waive the October 1, 2014 date when the President or her designee announces the number of promotions at each rank. For 2014, the announcement date will be October 10.

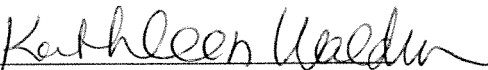
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For the University

10-6-14

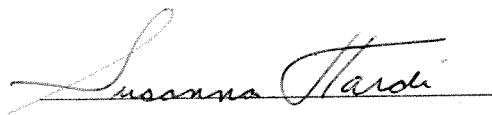
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For the University

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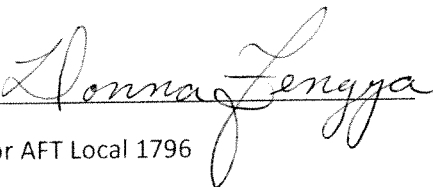
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For AFT Local 1796

10-9-14

Date

  
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For AFT Local 1796

10-9-14

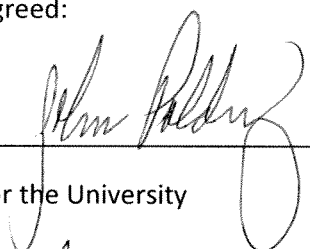
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10-9-14

Agreement between William Paterson University and AFT Local 1796 to amend the date by which the President or designee announces number of available promotions.

In order to preserve and promote amicable employer/ employee relations, the Administration and AFT Local 1796 agree to waive the October 1, 2015 date when the President or her designee announces the number of promotions at each rank. For 2015, the announcement date will be October 5.


Agreed:

  
\_\_\_\_\_

For the University

October 5, 2015

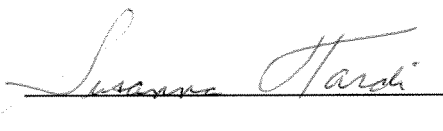
Date

  
\_\_\_\_\_

For the University

October 5, 2015

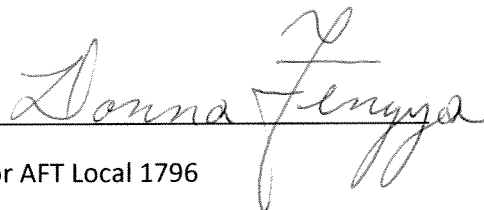
Date

  
\_\_\_\_\_

For AFT Local 1796

Oct. 5, 2015

Date

  
\_\_\_\_\_

For AFT Local 1796

October 5, 2015

Date

Agreement between William Paterson University and AFT Local 1796

Regarding

Promotion of Tenure Assistant Professors

In the interests of amicable employer-employee relations, the University and AFT Local 1796 agree to the following procedures regarding promotion concurrent with awarding tenure:

1. Beginning with the 2018-19 academic year, the University will allot nine (9) promotional opportunities for the nine (9) assistant professors who are tenured and have not been promoted to associate professor rank.
2. Assistant professors tenured since 2015 will automatically be promoted so long as they are in good standing, in accordance with the attached procedures.
3. Promotion of the remaining six (6) tenured assistant professors will be governed by the attached procedures.
4. The University Promotion procedure is therefore no longer applicable to tenured assistant professors.
5. This agreement sets no precedent for other tenure and promotion processes and policies.
6. This agreement will be effective immediately until June 30, 2020. It may be extended for a 3-year period by mutual agreement of the parties between April 15 and the end of the academic year of the expiration of this agreement.

Agreed:

  
\_\_\_\_\_  
For the University

Date

11/8/2018

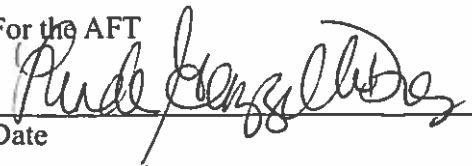
  
\_\_\_\_\_  
For the AFT

Date

11/7/18

For the AFT

Date

 11/7/18

Agreement between William Paterson University and AFT Local 1796

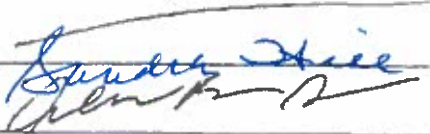
Regarding

Promotion Concurrent with Awarding Tenure

In the interests of amicable employer-employee relations, the University and AFT Local 1796 agree to the following procedures regarding promotion concurrent with awarding tenure:

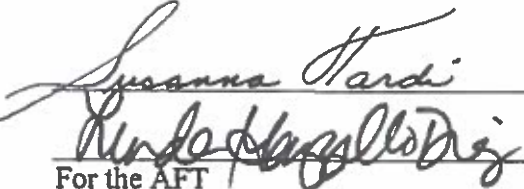
1. Beginning with the 2017-18 academic year, all faculty at the assistant professor rank undergoing tenure review who are granted tenure through the existing University Tenure Policy stated in the Faculty and Staff Handbook will simultaneously be promoted to the rank of associate professor. The award of tenure and promotion will be effective on September 1st of the following academic year in which tenure was approved.
2. Beginning with the 2017-18 academic year, all library faculty undergoing tenure review who are granted tenure through the existing University Tenure Policy stated in the Faculty and Staff Handbook will simultaneously be promoted to the next highest Librarian title. The award of tenure and title change will be effective on September 1st of the following academic year in which tenure was approved.
3. Faculty at the assistant professor rank applying for tenure and library faculty applying for tenure will only need to submit one application in accordance with the University Tenure procedures. They will not need to submit a separate application for promotion review.
4. The University Promotion procedure is therefore no longer applicable to librarians and assistant professors applying for tenure effective September 1, 2017.
5. There is no change to the process for faculty who are at the rank of associate professor and are applying for promotion to the rank of full professor.
6. This agreement commences upon the signing of the Agreement.
7. This agreement sets no precedent for other tenure and promotion processes and policies.
8. This agreement will be effective immediately. In June 2019, the University will review the Policy and notify the Union if they intend to modify policy or procedures. Negotiable items will be negotiated subject to the PERC act. If a successor State Agreement changes, we reserve the right to abide by that agreement.

Agreed:

  
\_\_\_\_\_

For the University

9-14-2017  
Date

  
\_\_\_\_\_

For the AFT

9/14/2017  
Date





**LOCAL 1796 WILLIAM PATERSON UNIVERSITY**

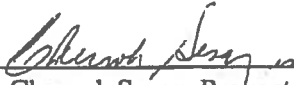
HUNZIKER HALL - ROOM 100  
300 POMPTON ROAD, WAYNE NJ 07470-2103  
973.720.2988 - FAX: 973.720.2057  
email: AFT@wpunj.edu  
www.wpunj.edu/aft/

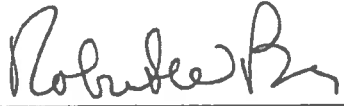
SUSANNA TARDI, Vice President/  
Chief Negotiator

The American Federation of Teachers, Local 1796 and the Administration agree to extend the Sabbatical Leave Committee Elections until January 30<sup>th</sup> and January 31<sup>st</sup>. This postponement is due to technological problems regarding the online election process, and the inconvenience of holding the elections during final exam week.

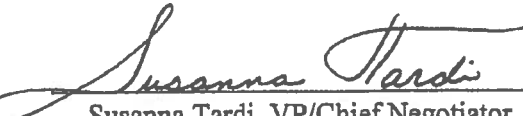
For The Administration

For The Union

  
\_\_\_\_\_  
Chernoh Sesay, Provost

  
\_\_\_\_\_  
Robert W. Bing, President, AFT Local 1796

  
\_\_\_\_\_  
Stephen Hahn, Associate Provost

  
\_\_\_\_\_  
Susanna Tardi, VP/Chief Negotiator

12-18-01  
Date

12/18/01  
Date



**LOCAL 1796 WILLIAM PATERSON UNIVERSITY**

HUNZIKER HALL - ROOM 100  
300 POMPTON ROAD, WAYNE NJ 07470-2103  
973.720.2988 - FAX: 973.720.2057  
email: [AFT@wpunj.edu](mailto:AFT@wpunj.edu)  
[ww2.wpunj.edu/aft/](http://ww2.wpunj.edu/aft/)

DR. SUSANNA TARDI, Vice President/ Chief Negotiator

**Memorandum**

**Date:** March 12, 2002  
**To:** Allison Boucher, Director of Employee & Labor Relations  
**From:** Susanna Tardi, Vice President/Chief Negotiator  
AFT Local 1796  
**Re:** Sabbatical Leave Calendar

In the interest of amicable Labor/Management relations, the Union and the Administration agree to adjust the Sabbatical Leave Calendar as follows:

- March 13** the Sabbatical Leave Committee will meet and receive applications
- March 27** request for final recommendations to be submitted to the President by this date
- March 28** notification of awards by the President

The President, the Provost and Executive Vice President, and the Union have reviewed and accept the above calendar.

For the University:

3/13/02  
Date

For the Union:


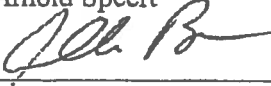
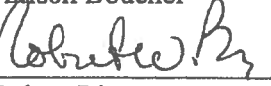

3/12/02  
Date

03 APR -1 PM 3:03

AGREEMENT

To promote amicable employer-employee relations, William Paterson University (the "University") and Local 1796, AFT-AFL-CIO (the "Union") agree to extend the sabbatical application period to permit submission of additional applications in accordance with the following provisions. The terms of this agreement will not affect the candidates that have already submitted their applications.

1. In total, up to the equivalent of twenty four half-year leaves may be recommended by the committee for AY 2003-2004. Since the Sabbatical Leave Committee received requests for only the equivalent of eight full-year sabbaticals, at a minimum, the equivalent of eight half-year or four full-year sabbaticals remain as provided by the Agreement between the State of New Jersey and the New Jersey State College Locals AFT, AFL-CIO.
2. Faculty will have the opportunity to submit sabbatical applications together with a current vita to the Office of the Provost and Executive Vice President, Raubinger Hall #100, no later than Tuesday, April 15, 2003.
3. These applications will be considered after committee and administrative decisions are made concerning the initial cohort of sabbatical applications.
4. The Sabbatical Leave Committee will make recommendations on such applications to the administration no later than May 1, 2003.
5. This agreement does not constitute a precedent, nor will it be used as such for any purpose.

For the University	 Arnold Speert	<u>3/31/03</u> Date
The University	 Allison Boucher	<u>3/31/03</u> Date
The Union	 Robert Bing	<u>4/1/03</u> Date
The Union	 Susanna Tardi	<u>3/31/03</u> Date

### Memorandum of Agreement

In order to promote amicable employer-employee relations, the Council of New Jersey State College Locals CNJSCL AFL-CIO (the Union), AFT Local 1796 (the Local), The Governor's Office of Employee Relations (OER) and William Paterson University (the University) agree to extend the sabbatical calendar in the following manner:

1. The Sabbatical Committee will submit its recommendation list to the Provost and Executive Vice President no later than March 31, 2004.
2. The President will notify the candidates of its recommendations no later than April 1, 2004.
3. This agreement sets no precedent nor will it be used for any such purpose.

\_\_\_\_\_  
 For the University                      Date

\_\_\_\_\_  
 For the University                      Date

\_\_\_\_\_  
 For the Governor's Office of  
 Employee Relations                      Date

*Susanna Tardi* 3/8/04  
 \_\_\_\_\_  
 For AFT Local 1796                      Date

*Ridgely D. ...* 3/8/04  
 \_\_\_\_\_  
 For AFT/Local 1796                      Date

\_\_\_\_\_  
 For CNJSCL                                      Date



## LOCAL 1796 WILLIAM PATERSON UNIVERSITY

HUNZIKER HALL - ROOM 100  
300 POMPTON ROAD, WAYNE NJ 07470-2103  
973.720.2988 - FAX: 973.720.2057  
email: [aft@aft-local-1796.org](mailto:aft@aft-local-1796.org)  
<http://www.aft-local-1796.org>

### Sabbatical Leave Agreement

In order to promote amicable employer-employee relations William Paterson University (The University) and AFT Local 1796 (The Union) agree to the following:

The following language shall be inserted in the "Faculty – Staff Handbook" in the section entitled "Sabbatical Leave" (V-47):

1. While on sabbatical leave, a faculty member retains his/her right to vote.  
All faculty members on sabbatical leave are encouraged to devote their primary efforts toward the purposes for which the sabbatical was awarded. However, they may voluntarily engage in essential committee work for the department, college or university. Participation and voting in these committees are subject to the same responsibilities and rules as for all faculty.

The above statements shall be interpreted to mean:

- a. All participation is voluntary.
  - b. Rules for voting will follow established university policy, procedures and/or department by-laws.
  - c. Committees include but are not limited to curriculum and personnel.
2. A statement shall be inserted in the "Faculty – Staff Handbook" under the "Voting in Departments" section (IV-3) stating that: "Voting rights, while a faculty member is on sabbatical, can be found in the "Sabbatical Leave" section of this handbook (V-47).
  3. This agreement is not applicable to other forms of leaves including but not limited to Medical Leaves and Leaves without Pay.

For The University

Stephen Hahn 9-19-05  
Stephen Hahn (Date)  
Interim VP for Academic Affairs and Associate Provost

\_\_\_\_\_  
(Name) (Date)

\_\_\_\_\_  
(Title)

For The Union

Susanna Tardi 9-19-05  
Susanna Tardi (Date)  
President

Linda Dye 9-20-05  
Linda Dye (Date)  
VP of Negotiations

**Agreement between William Paterson University and AFT Local 1796 to Resolve All Issues**

**Regarding the 2007-2008 Sabbatical Committee Recommendations**

**Concerning Applications for Full Year Sabbaticals**

In order to preserve and promote amicable employer/ employee relations and assure equity among faculty and librarians regarding opportunities for sabbatical leaves, the Administration and AFT Local 1796 agree to the following to resolve all issues arising from the process of deliberation, recommendation and award of sabbatical leaves during the 2007-2008 Academic Year for the Academic Year 2008-2009, and award of one half-year leave available through the relinquishment of an award within the 24 half-year leaves contractually provided:

**A. Scope and Process:**

1. Applicants for full year sabbaticals for the Academic Year 2008-2009 who received recommendations from the 2007-2008 Sabbatical Leave Committee and approval by the Administration for half-year sabbaticals for 2008-2009, and who accepted said awards, may apply for the one half-semester leave previously relinquished by a candidate;
2. Said application will consist of the submission of a simple statement of intention to continue the sabbatical project under terms of this agreement, if awarded; and,
3. Said application will be considered by the Sabbatical Leave Committee elected in Fall 2008 but prior to and apart from the 2008-2009 process for awards for 2009-2010; and,
4. The committee shall recommend no more than one first choice for a half-year sabbatical extension and a list of alternates in rank order up to the total number of applicants recommended from the pool.

**B. Compensation:**

1. The additional half-year award will be for one-half academic year as contractually defined, to be taken concurrent with one of the semesters: Spring 2009 (January-June 2009), Fall 2009 (September 2009-January 2010), or Spring 2010 (January 2010-June 2010); and,
2. The award, resulting in effect to the reconstitution of a full year award, shall be compensated proportionately (full year award= 1 semester@ .75 salary + 1 semester @ .75 salary) to equate to a total of .75 annual 10-month salary for the total over two half-year leaves; and
3. Consistent with regular sabbatical leaves, the additional half-year award shall include all health benefits, increments, and other contractually agreed upon provisions.

**C. Eligibility:**

1. Faculty and Librarians eligible to apply shall be defined as in A.1. above and for the record shall include the following who may chose or decline to apply by the deadline of December 10, 2008:

Eliana Antoniou  
Phillp Cloffari  
Zhiyuan Cong  
Ming Fay  
David Lelyveld  
Fuan Li

John Link  
Grisel Maduro  
Ali Mir  
Alberto Montare  
Susanna Tardi  
James Wilkerson  
Melda Yildiz

D. No Precedent

1. This agreement sets no precedent for future policy or procedure for the award of sabbatical leaves and shall not be cited as precedent in the event of a grievance by either party in any future process.

Agreed:

Edo B. Will

For the University

12/2/08

Date

[Signature]

For the University

12.2.08

Date

Susanna Tardi

For AFT Local 1796

\_\_\_\_\_

Date

[Signature]

For AFT Local 1796

12.2.08

Date

**William Paterson University**

**Sabbatical Application**

**Sabbatical Awards for 2009-2010**

Faculty members and librarians eligible for Sabbatical Leave during 2009-2010 who wish to apply should submit complete Sabbatical Applications in conformity with the following guidelines by February 1, 2009, to the Office of the Provost.

**A. Application Format**

**(1) Cover Sheet (one page)**

Name:

Department:

Date:

Date of First Appointment to Tenure Track at William Paterson:

Date of Last Prior Sabbatical Leave:

Current Application is for:

Half Year \* \_\_\_\_\_

Full Year \* \_\_\_\_\_

\*Applicants are eligible only for the period requested.

Descriptive Title (not more than 10 words): \_\_\_\_\_

I, [name], understand that in accepting a Sabbatical Leave, if awarded, I am contractually obligated to return to service at the William Paterson University for at least one Academic Year following that in which the leave is taken, and that I am agreeing to report on the outcomes of my leave within sixty (60) days of the end of the academic year [2009-2010] in which it is taken.

Signature \_\_\_\_\_

**(2) Sabbatical Proposal (not more than three 8.5 x 11 inch pages, single-spaced, 12-point font)**

The sabbatical proposal is read and evaluated by an elected University-wide Sabbatical Leave Committee composed of faculty from different departments and colleges and at least one librarian. The proposal should, therefore, be written so that persons who are not specialists in the field or fields represented by the applicant can understand the context and significance of the work proposed and compare the merits of this proposal to others submitted. No other supporting materials will be considered beyond those explicitly mentioned here.

Proposals should be no more than three (3) single-spaced pages long in 12-point font and contain the following descriptive elements:



- a. Narrative description of the project, including its context within the discipline or field. The description should discuss the methodology or process involved in the project, and/or its timeliness, if applicable.
- b. Proposed schedule and/or work plan demonstrating the feasibility of the project with respect to the award period requested.
- c. Expected outcomes of the project and significance of the outcomes to the scholarly or creative field or discipline, or to student learning or curriculum, or practical consequences, and significance to the applicant's career.

(3) Complete professional curriculum vita

The curriculum vita should provide a complete listing (with dates) of degrees attained, professional employment; publications, presentations, performances, or other creative outcomes; awards; service activities; and other relevant matter.

**Review Criteria**

Applicants should be aware of the importance of organization and clarity of expression in communicating the proposal to the Committee. Further, the completeness of an application with respect to the elements of the application listed above is essential to enable the Sabbatical Leave Committee to exercise individually and collectively their academic judgment about the relative merits of proposed projects.

The Committee will initially evaluate applications for half-year leaves with other half-year applications and applications for full-year leaves with other full-year applications. Final recommendations will be based on consideration of the merit of proposals within the total number of awards allowed by the State of New Jersey Agreement, Article XXVII.

**Sabbatical Leave Report**

The Sabbatical Leave Report shall consist of a one to two (1-2) page narrative of outcomes of the project submitted to the Office of the Provost within sixty (60) days of the end of the 10-month academic year (June 30) in which it is taken.

Agreed upon:



For the University

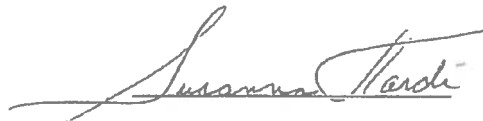
1-26-09

Date

\_\_\_\_\_



1-26-09

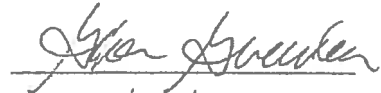


For the AFT Local 1796

1-27-09

Date

\_\_\_\_\_



1/27/09


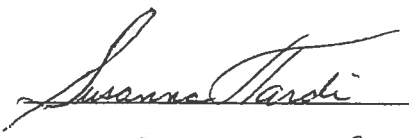


Interim Sabbatical Leave Program Agreement for the Spring 2013 Semester

- Only one semester sabbatical leave opportunities will be available. Opportunities will be limited to only those who submitted applications for 2012-2013 sabbatical leaves by March 1, 2012 as per the Provost's January 23, 2012 memo.
- Applicants who applied for full year sabbatical leaves, but who are interested in one semester opportunities, must provide revised applications by October 15, 2012. Those applicants who applied for one semester sabbaticals must confirm their continuing interest by providing a revised application by October 15, 2012.
- Completed applications will be forwarded to the University Sabbatical Leaves Committee (as elected in Fall 2011) by October 22, 2012 to consider applications for the Spring 2013 semester.
- The Committee will provide a list of recommended individuals based on consideration of the merits of proposals within the total number of awards allocated to the Provost by November 9, 2012.
- The Provost will review applications and recommendations from the Committee in consultation with the Deans and provide recommendations to the President.
- The President will announce sabbatical leave awards for the Spring 2013 semester by November 15, 2012.

This Agreement shall be binding for the Spring 2013 semester only and shall not establish any precedents.

For the University:

For AFT Local 1796:

	<u>10-9-2012</u>		<u>10/16/12</u>
Name	Date	Name	Date
	<u>10/9/2012</u>		<u>10/16/12</u>
Name	Date	Name	Date
_____	_____	_____	_____
Name	Date	Name	Date

STATE OF NEW JERSEY	)	SETTLEMENT AGREEMENT
(William Paterson University)	)	
and	)	<i>OER-11311 and 11493</i>
	)	
COUNCIL OF NEW JERSEY STATE	)	
COLLEGE LOCALS, AFT/AFL-CIO	)	
(Sabbatical Leave)	)	

---

The following Settlement Agreement (Agreement) is entered into on the day noted below in full and final settlement of the grievances (OER-11311 and 11493) and requests for arbitration filed by the Council of New Jersey State College Locals, AFT, AFL-CIO against William Paterson University.

The State of New Jersey, Governor's Office of Employee Relations and William Paterson University (the "State" or "University") and the Council of New Jersey State College Locals AFT, AFL-CIO ("Council") (collectively referred to as the "parties") hereby agree as follows:

1. Pursuant to Article XXVII of the parties' collective negotiations agreement (CNA), "Sabbatical leaves shall be in half year leaves granted to those applicants with meritorious applications as evaluated pursuant to the procedures at each College/University."

2. The Sabbatical Leave Committee will review the merits of each application and make recommendations to the President or his/her designee in accordance with the existing procedures at the

University unless or until new procedures are negotiated pursuant to Article XXVII A of the parties' Agreement.

3. The parties will continue to negotiate in good faith a local agreement on sabbatical leave.

4. Based upon the recommendations from the Sabbatical Leave Committee as set forth in paragraph 2 above, the President or his/her designee shall determine which applicants will be granted a sabbatical leave in accordance with Article XXVII A of the parties' Agreement.

5. The University agrees that it will not announce a number of available sabbatical leaves for the upcoming academic year.

6. Without waiving the rights of either party, the University also agrees to continue to consult with the Local Union regarding the sabbatical leave calendar prior to determining the dates or making changes to the sabbatical leave calendar.

7. The Council agrees not to pursue any action, in any forum, against the State or University regarding the issues in this settlement except to enforce the provisions herein.

8. This Agreement resolves any and all issues between the parties involving the matter at issue in the underlying grievances dated February 8, 2013, February 11, 2013, amended March 20, 2013, and the request for arbitration, docket number OER-11311, and the grievance dated September 26, 2013 and request for arbitration, docket number OER-11493 regarding sabbatical leaves.

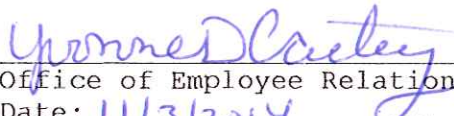
9. By entering into this Agreement neither party admits liability, misconduct or violation of any federal or state law or regulation, or breach of the CNA. Accordingly, this Agreement shall not be admissible in any proceeding as evidence of any admission by either party, except that the Agreement may be introduced in any proceeding to enforce the terms of the Agreement.

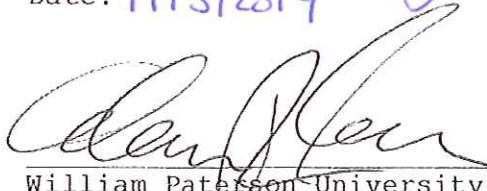
10. This Agreement shall not constitute a precedent and shall not be referred to with respect to any other matters and/or disputes between the parties except to enforce the provisions of this Agreement in the same or similar circumstances in the future.

11. This Agreement shall not serve to amend, modify, or change the existing terms of the CNA between the parties.

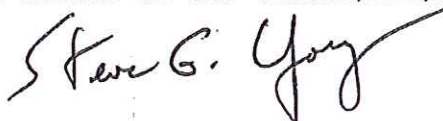
12. The Council hereby withdraws, with prejudice, the grievances and requests for arbitration with docket numbers OER-11311 and OER-11493 and the underlying grievances dated February 8, 2013, February 11, 2013, amended March 20, 2013, and the September 26, 2013 grievance regarding sabbatical leaves.


On behalf of the State:

  
Office of Employee Relations  
Date: 11/3/2014

  
William Paterson University  
Date: 10/7/2014

On behalf of the CNJSCL/AFT/AFL-CIO:

  
CNJSCL  
Date: 11/3/2014

  
Local 1796, William Paterson  
University  
Date: 11/3/2014

## **LIBRARIAN RANGE ADJUSTMENT PROGRAM**

### **Agreement**

Article XVII of the State-wide Agreement between the State of New Jersey and the Council of New Jersey State Colleges Locals, AFT, AFL-CIO for July 1, 2007 to June 30, 2011, provides in part the following:

*There shall be a Range Adjustment Program at each College/University where full-time librarians are employed. Full-time librarians who meet or exceed the merit-based criteria established for the range adjustments are eligible to be considered for and may apply for a range adjustment within rank. The merit-based criteria will be established by the College/University and published for the understanding of the affected employees. The procedures for consideration will be negotiated between the College-University and the Local Union. The procedures for consideration utilized in the College/University shall be fairly and equitably applied to all applicants and nominees.*

The following guidelines, criteria, and procedures have been established by the University to implement the range adjustment program for eligible full-time librarians at William Paterson University.

#### **I. General Guidelines**

- A. The President of the University or his/her designee, after consultation with the Union, shall announce the number of range adjustments available for the following Academic Year on or before October 1<sup>st</sup> of each Academic Year.**
- B. Applications will be filed and processed in the spring of each academic year based on the established calendar for the Librarian Range Adjustment Program. The President, after consultation with AFT Local 1796, shall develop a calendar setting forth range adjustment procedures which shall be published and distributed annually to all eligible full-time librarians. Candidates shall adhere to the dates set forth in the calendar.**
- C. Librarians interested in applying for range adjustments should review Article XVII of the Statewide Agreement and the Librarian Range Adjustment Program included herein. William Paterson University shall provide copies of the Librarian Range Adjustment Program, the List of Eligibility (as provided at the beginning of each academic year) and calendar to all librarians.**
- D. Although the Librarian Range Adjustment Committee (LRAC) may request additional information from the candidate to assist in its evaluation, it is the responsibility of candidates to provide the documentation to support their record of activity in rank or range across the merit-based criteria. Documentation of activity at a prior rank, range or employment activity at William Paterson University, or another organization or institution of higher education shall not be submitted as evidence of meeting the merit-based**

criteria. The Administration will provide to the LRAC a list of applicants, which will include librarian appointment date, last promotion and/or range adjustment date(s), if any, and a printed copy of the Librarian Range Adjustment Program.

- E. The Administration will provide a list to all librarians notifying them of their eligibility status. Prior to distribution of such list, the Administration will provide to the Union for its review this list, which will include librarian appointment date, and last promotion and/or range adjustment date(s) if any.
- F. On or before the date set forth in the established calendar, applications must be submitted to the LRAC who will review the portfolios, make recommendations, and transmit the portfolios and recommendations to the Provost and Senior Vice President for Academic Affairs.
- G. Candidates for range adjustments shall not serve on the LRAC during their candidacies.
- H. The names of librarians who receive librarian range adjustments shall be included in information provided by the University to the Library Retention and Promotion Committee.

## II. Librarian Range Adjustment Program – Eligibility

- A. Full-time librarians who have completed at least four years in their current rank or range, and who have not been promoted or received a range adjustment within the preceding four years shall be eligible to apply for range adjustments.
- B. A full-time librarian shall not be awarded a promotion and a range adjustment in the same academic year.

## III. Librarian Range Adjustment Program Merit-Based Criteria

- A. To be eligible to apply for a range adjustment within rank, a librarian shall:
  - 1. Meet criteria in professional performance [(including teaching bibliographic instruction)],
  - 2. Exceed criteria (be exceptional) in one of the following and meet criteria (be effective) for the other:
    - a. Professional development,
    - b. Library/university/community service.
- B. The candidate shall indicate, on the required form, the category in which s/he considers him/herself to be exceptional (exceed criteria). The criteria are defined in the Faculty/Staff Handbook and the policy on "Retention and Tenure of Library Professionals" and herein (section III-D).

- C. Candidates shall provide documentation of their performance on all three merit-based categories of criteria outlines in III-A above during the previous four years in rank or range, and candidates may choose to submit evidence of their performance on the merit-based criteria for their entire length of service in their present rank or range.

Candidates must demonstrate that they meet criteria in professional performance (including teaching bibliographic instruction). Librarians are evaluated by the LRAC on their effectiveness in their performance of professional responsibilities as outlined in their job description and/or work assignments. Candidates must have two tenured librarians formally evaluate two different librarian instruction classes

Candidates must exceed criteria (be exceptional) in one of the following and meet criteria (be effective) for the other:

- a. Professional development – Scholarly and professional achievement is indicated by relevant course work above and beyond the MLS, scholarly writing, or other related endeavors as applied to the performance of professional library personnel. Professional activities include participation in professional and scholarly organizations, attendance at workshops, conferences and seminars and other related activities.
  - b. Library/university/community service – Contributions include service on committees, special assignments, community service and/or other activities which contribute to the purposes and functions of the University in relation to the community which it serves.
- D. Evidence of achievement of the merit-based criteria in a prior rank, range, or employment activity at WPUNJ, other organization, or institution of higher education shall not be submitted for consideration of a range adjustment.

#### IV. Procedures

Candidates shall develop a portfolio that includes the required Librarian Range Adjustment Application Checklist, a curriculum vitae, evidence of the quality of professional performance in the primary job assignment, including two peer observations of bibliographic instruction sessions, completed during the designated time within the current rank (as per the Checklist), the librarian's professional service record, a cover letter indicating the candidates' accomplishments related to the specifically applicable merit-based criteria, and supporting materials and documentation the candidate chooses to submit to the LRAC chair.

##### A. Librarian Range Adjustment Committee Review: Role of the LRAC

1. The LRAC shall be composed of the following:



- a. Two tenured librarians from Access and Information Services
- b. Two tenured librarians from Resource Management/Library Information Systems
- c. One at-large tenured librarian
- d. One Union observer (nonvoting) appointed by the Union (AFT)

In the event that either group in 1a. or 1b. above cannot provide one tenured librarian to the LRAC, sufficient members will be elected at large so that the LRAC membership will remain at five.

2. Election of the LRAC shall be accomplished by the normal process of election within the professional library staff.
3. The LRAC shall elect its own chair who is responsible for all committee correspondence and a report documenting the committee process which shall be submitted to the President of the University and to the Union (AFT).
4. A candidate may have access to his/her portfolio while it is in the possession of the LRAC except during a Committee session.
5. The LRAC shall base its review upon the information provided in the candidate's portfolio and any information provided to the LRAC in accordance with this policy.

**B. Review by the Provost and Senior Vice President for Academic Affairs**

1. The LRAC shall forward to the Provost a list of the candidates recommended for range adjustments equal to the number of available range adjustments.
2. The Provost shall review the candidates' portfolios and meet with the LRAC to discuss the recommendations. The Provost shall send to the President a list of candidates recommended for range adjustments, equal to the number of available range adjustments, with copies to the LRAC and the Director of the Library.
3. If the Provost recommendations differ from those of the LRAC, he/she shall send to the President, to the Director of the Library, and to the chairperson of the LRAC and the LRAC recommendation list, as well as his/her own, and give reason(s) for the difference(s).

**C. Presidential Review**

1. The President shall review the candidates' portfolios and the recommendations submitted by the Provost and the LRAC in making his/her decisions in the matter of range adjustments.

2. In the event of a difference between the recommendations to be made by the President and those that he/she has received from the LRAC, he/she or his/her designee shall meet with the LRAC and shall discuss his/her recommendations, before submitting the recommendations to the Board of Trustees.
3. Claims of violation of procedures by the LRAC must be reported to the President of the College/University by the individual grievant within fourteen (14) days from the date on which such claimed violation took place or fourteen (14) days from the date on which the individual grievant should have reasonably known of its occurrence. In the event of failure to report the occurrence within such fourteen (14) day period, the matter may not be raised in any later grievance contesting the validity of such committee's recommendation or any action based thereon.

#### V. Board of Trustees

- A. The Board of Trustees shall receive in writing the President's list of recommended candidates for range adjustments.
- B. The candidates shall be notified by the President of the University about the Board of Trustees' range adjustment decisions.
- C. The range adjustment decision of the Board of Trustees is final and not subject to appeal.

#### VI. Implementation

- A. The President shall announce by October 1 of each Academic Year that the program remains in effect, the number of range changes to be awarded with an effective date of the first day of the following Academic Year.
- B. A librarian granted an upward range adjustment shall be placed on the first salary step of the new range which provides a higher salary than his or her current step in his or her current range and moved to the next higher step in the new range, as described in Article XXII, Section C.
- C. The Administration and the AFT may request to reopen negotiations regarding issues limited to the Upward Range Adjustment process in May of each year during the agreement on any procedures related to the agreement. Either of the parties shall notify the other in writing, of its desire to commence negotiations, at least 30 days prior to the start of such negotiations. The spring process will not commence until negotiations are completed.

#### VII. Process for 2007-2008 and 2008-2009 Academic Years

The first elected Librarian Range Adjustment Committee (LRAC) will recommend the range adjustment recipient/s for both the 2007-2008 and 2008-2009 Academic Years. If multiple awards are provided for the 2007-

2008 Academic Year, based on the number of awards provided by the Administration, the highest ranking recommended candidates equal to the number of available awards for the 2007-2008 cycle will be awarded a range adjustment retroactive to July 1, 2008. Subsequent awards in any Academic Year will become effective at the commencement of the next Fiscal Year (i.e., July 1, 2009, for the 2008-2009 cycle).


Agreed:

  
\_\_\_\_\_  
Provost and Senior VPAA

  
\_\_\_\_\_  
President, AFT Local 1796

4/29/08  
\_\_\_\_\_  
Date

4/29/08  
\_\_\_\_\_  
Date

  
\_\_\_\_\_

  
\_\_\_\_\_

4-29-08  
\_\_\_\_\_  
Date

4/29/2008  
\_\_\_\_\_  
Date

**Agreement between William Paterson University (the University) and  
AFT Local 1796 (Local 1796)**

**Regarding**

**Extension of Deadline for Announcement of Opportunities for  
Faculty Promotion, Faculty Range Adjustments, Librarian Range Adjustments,  
and Professional Staff Promotions**

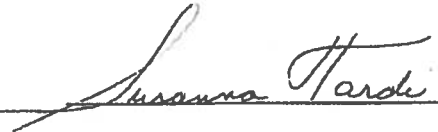
**2008-2009**

In order to promote amicable employer/employee relations the William Paterson University of New Jersey and AFT Local 1796 agree to extend the locally negotiated date of October 1, 2008, for the announcement of the number of promotional opportunities in the categories of Faculty Promotions, Faculty Range Adjustments, Librarian Range Adjustments, and Professional Staff Promotions to be considered in the Academic Year 2008-2009 for a period not to exceed 14 days, commencing on October 1, 2008;

Excluding the announcement of zero promotions at any rank through the normal process required by the NJ State/AFT Agreement on October 1, which shall announce zero faculty promotions through the normal process on that date.



For the University



For Local 1796

10/7/08

Date

10/7/08

Date



University



Local 1796

10-7-08

Date

10/7/08

Date



**LOCAL 1796 WILLIAM PATERSON UNIVERSITY**

HUNZIKER HALL - ROOM 100  
300 POMPTON ROAD, WAYNE NJ 07470-2103  
973.720.2988 - FAX: 973.720.2057  
email: [aft@aft-local-1796.org](mailto:aft@aft-local-1796.org)  
<http://www.aft-local-1796.org>

LINDA GAZZILLO DIAZ, Ed.D., ATC  
Vice President of Negotiations/Chief Negotiator


*file  
AFT/UFRA  
C  
AGREEMENTS*

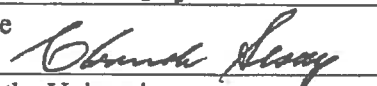
Letter of Agreement  
Faculty Range Adjustment Checklist  
February 14, 2005

To promote amicable employer-employee relations, William Paterson University ("the University") and AFT Local 1796 ("the Union") agree to the following in regard to the Faculty Handbook Faculty Range Adjustment Policy:

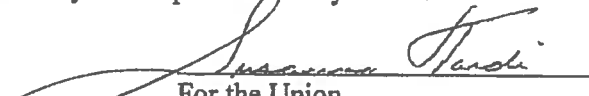
1. The checklist will be modified as follows:  
The current statement "Checklist Items (include in the following order)" will be changed to state "Required Checklist Items (include in the following order)".
2. The checklist will be modified in regard to items #4 and #5 to state the following:
  4. **Two Faculty Observations** within the previous four semesters of application. (The semester in which the candidate applies is excluded.)
  5. **Two Student Evaluations** within the previous four semesters of application. (The semester in which the candidate applies is excluded.) Evaluation forms used for faculty reappointment and promotion are required (brown scantron and numerical evaluation forms).
3. The Faculty and Staff Handbook Faculty Range Adjustment Program section IV. Procedures will be modified to correspond to Required Checklist Items #4 and #5 above.
4. The Faculty Range Adjustment Application Checklist will be included in the Faculty and Staff Handbook as part of policy.
5. The date of the revision is to be included on the checklist.

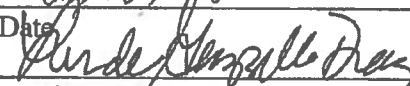
This agreement does not set a precedent. The parties agree to the substance and form of this agreement. The issues related to this agreement may not be pursued in any forum.

  
\_\_\_\_\_  
For the University  
2-14-05

  
\_\_\_\_\_  
For the University  
2/14/05

Date

  
\_\_\_\_\_  
For the Union  
2/15/05

  
\_\_\_\_\_  
For the Union  
2/15/05

Date

### AGREEMENT

To promote amicable employer-employee relations, William Paterson University (the "University"), Larry Arico (the "employee") and the AFT (the "Union") agree to the following.

See Attached calendar:

1. To amend the reappointment process calendar for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Year Reappointment.
2. This agreement does not constitute a precedent, nor will it be used as such for any purpose.
3. The issues related to this issue will not be pursued in any other forum.
4. The parties agree to the form and substance of this agreement.

For the University *Allison Boucher* 8/18/2004  
 Allison Boucher Date

The Employee *Larry Arico* 8/10/04  
 Larry Arico Date

The Union *Charles Magistro* 9/1/04  
 Charles Magistro Date

*Susanna Tard* 9/1/04

**PROFESSIONAL STAFF REAPPOINTMENT CALENDAR  
THIRD, FOURTH AND FIFTH YEAR REAPPOINTMENTS  
NOTIFY DATE March 1, 2005**


<b>December 13, 2004</b>	Completion of candidate interviews by the immediate supervisor, receipt of responses from the candidates, if any, and completion of summary evaluations by the immediate supervisor. Employees up for 5th year reappointment must also submit the following: completion of candidate's written self evaluation and the identification of employees who are in a continuous functional working relationship with the candidate. Submission of recommendations to the appropriate Dean or Director.
<b>December 15, 2004</b>	Completion of review of reappointment folders by the appropriate Dean or Director and submission to the appropriate Vice President.
<b>December 22, 2004</b>	Submission of recommendations to the Provost and Executive Vice President by the appropriate Vice President.
<b>January 12, 2005</b>	Submission of recommendations to the President by the Provost and Executive Vice President.
<b>January 19, 2005</b>	The President notifies candidates for reappointment of his/her retention recommendations to the Board of Trustees.
<b>January 26, 2005</b>	Last day for appellants to request a personal interview with the President.
<b>February 16, 2005</b>	The President notifies appellants of the outcome of appeal.
<b>February 22, 2005</b>	Last day for appellants to submit in writing to the Board of Trustees new evidence or information or argumentation to support claim of inadequate consideration.
<b>March 1, 2005*</b>	Last date (per Union Agreement) for notification of nonreappointment for persons in the third, fourth, and fifth years of service.

**\*When a contractual or legal deadline falls on a weekend or holiday the deadline is the following business day.**

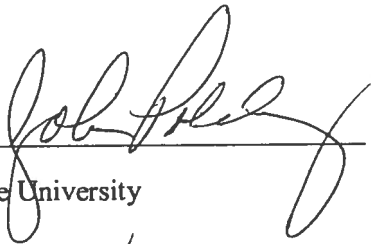
Agreement between William Paterson University and AFT Local 1796 regarding release time for union activities for the 2012-2013, 2013-2014, and 2014-2015 academic years.

In order to preserve and promote amicable employer/ employee relations, the Administration and AFT Local 1796 agree to the following regarding release time and reimbursement for union activities:

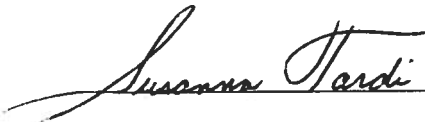
1. The Vice President-Negotiations, and Vice-President-Grievances positions will each receive three (3) credit hours of release time in the fall and spring semesters of the 2012-2013, 2013-2014, and 2014-2015 academic years.
2. The reimbursement rate for this release time will be at the applicable overload rate plus the additional ABP (8%) and FICA employer contributions.
3. In return, the Union agrees that it will not pursue or file any grievances regarding holiday closing periods during December-January 2012-2013, 2013-2014, and 2014-2015.

  
\_\_\_\_\_  
For the University

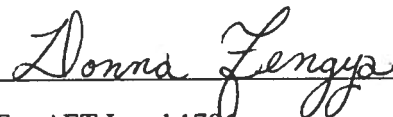
11-30-12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For the University

11/30/12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For AFT Local 1796

11/30/12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For AFT Local 1796

11/30/12  
\_\_\_\_\_  
Date



STATE OF NEW JERSEY  
BEFORE THE PUBLIC EMPLOYMENT RELATIONS COMMISSION

STATE OF NEW JERSEY	)	
(William Paterson University	)	DOCKET NO. CO-2015-107
	)	OER-11820
Respondent,	)	
	)	
-and-	)	SETTLEMENT AGREEMENT
	)	
COUNCIL OF NEW JERSEY,	)	
STATE COLLEGE LOCALS, AFT	)	
	)	
Charging Party.	)	

In full and final settlement of the above-captioned matter, the State of New Jersey, William Paterson University (hereinafter the "State" or "University") and the Council of New Jersey State College Locals, AFT (hereinafter the "Union"), hereby agree as follows:

1. The following process will apply to the annual consultation meeting between the University and the Executive Board of the American Federation of Teachers Local 1796 (hereinafter "Local 1796") regarding promotion, range adjustment and performance-based promotion opportunities, and will not be used for any other purpose:

a. The University will provide Faculty Line Analysis data and the University's anticipated number and distribution of promotion, range adjustment and performance-based promotion opportunities for the following academic year to the Local 1796

President as soon as it becomes available following the start of the fall semester each academic year, but in no event less than 8 days before the annual consultation meeting.

b. The University and the Local 1796 President will schedule a mutually convenient date, prior to the date for the University's formal announcement of promotion, range adjustment and performance-based promotion opportunities, for the annual consultation meeting to consult concerning the University's anticipated number and distribution of such opportunities.

c. At least five days in advance of the annual consultation meeting, the Local 1796 President will submit its annual "Promotional Opportunities Report" via email to the University President and the Provost and Senior Vice President.

d. At the annual consultation meeting, the University President or designee, the Provost and Senior Vice President, and other administrator(s) so designated by the University President, and the Local 1796 Executive Board, will meet for purposes of consulting on the University's anticipated promotion, range adjustment, and performance-based promotion opportunities in advance of the University's formal announcement of such opportunities to all full-time Faculty, Librarians and Professional Staff.

e. Following the conclusion of the annual consultation meeting, the University President or designee, and the Provost and Senior Vice President will consider Local 1796's

"Promotional Opportunities Report," the consultation that took place at the annual meeting, and the University's budget prior to its formal announcement of the number and distribution of promotion, range adjustment and performance-based promotion opportunities.

f. Subsequent to the annual consultation meeting, the University President and/or designee, and other administrator(s) so designated by the University President and the Local 1796 Executive Board shall meet. At this final meeting, the University shall provide its final number and distribution of promotion, range adjustment and performance-based promotion opportunities. At this final meeting, the Union shall have the opportunity to respond to the final announcement.

g. The announcement of the final number and distribution of promotion, range adjustment and performance-based promotion opportunities will be made by the Provost and Senior Vice President within 48 hours of the conclusion of the final meeting.

2. The Union acknowledges that the determination of the number and distribution of promotion, range adjustment and performance-based promotion opportunities is within the University's exclusive non-negotiable managerial prerogative.

3. This Agreement resolves any and all issues between the parties involving the matter at issue in this unfair labor practice charge.

4. By entering into this Agreement, the State is not admitting any liability or any violation of the parties' collective negotiations agreement or any provision of the New Jersey Employer-Employee Relations Act.

5. This Agreement shall not constitute a precedent and shall not be referred to with respect to any other matters and/or disputes between the parties except to enforce the provisions of this Agreement.

6. The Union agrees not to pursue the matters at issue in this Agreement in this unfair labor practice charge or in any other forum.

7. This Agreement shall not serve to amend, modify, or change the existing terms of the collective negotiations agreement between the parties.

8. The union hereby withdraws with prejudice the unfair labor practice charge with docket number CO-2015-107.

**APPROVAL OF SETTLEMENT AGREEMENT**

In witness of this Agreement, having read and understood the terms and having agreed to be bound by each of the terms of this Agreement, the parties affix their signatures below.

On behalf of the State:

Yvonne Carter  
Office of Employee Relations  
Date: 10/6/15

On behalf of the Union:

Bennett Murstein  
Date: Oct. 6, 2015

John Falding  
William Paterson University  
Date: Oct. 6, 2015

STATE OF NEW JERSEY	)	SETTLEMENT AGREEMENT
(William Paterson University)	)	
and	)	<i>OER-11311 and 11493</i>
	)	
COUNCIL OF NEW JERSEY STATE	)	
COLLEGE LOCALS, AFT/AFL-CIO	)	
(Sabbatical Leave)	)	

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The following Settlement Agreement (Agreement) is entered into on the day noted below in full and final settlement of the grievances (OER-11311 and 11493) and requests for arbitration filed by the Council of New Jersey State College Locals, AFT, AFL-CIO against William Paterson University.

The State of New Jersey, Governor's Office of Employee Relations and William Paterson University (the "State" or "University") and the Council of New Jersey State College Locals AFT, AFL-CIO ("Council") (collectively referred to as the "parties") hereby agree as follows:

1. Pursuant to Article XXVII of the parties' collective negotiations agreement (CNA), "Sabbatical leaves shall be in half year leaves granted to those applicants with meritorious applications as evaluated pursuant to the procedures at each College/University."

2. The Sabbatical Leave Committee will review the merits of each application and make recommendations to the President or his/her designee in accordance with the existing procedures at the

University unless or until new procedures are negotiated pursuant to Article XXVII A of the parties' Agreement.

3. The parties will continue to negotiate in good faith a local agreement on sabbatical leave.

4. Based upon the recommendations from the Sabbatical Leave Committee as set forth in paragraph 2 above, the President or his/her designee shall determine which applicants will be granted a sabbatical leave in accordance with Article XXVII A of the parties' Agreement.

5. The University agrees that it will not announce a number of available sabbatical leaves for the upcoming academic year.

6. Without waiving the rights of either party, the University also agrees to continue to consult with the Local Union regarding the sabbatical leave calendar prior to determining the dates or making changes to the sabbatical leave calendar.

7. The Council agrees not to pursue any action, in any forum, against the State or University regarding the issues in this settlement except to enforce the provisions herein.

8. This Agreement resolves any and all issues between the parties involving the matter at issue in the underlying grievances dated February 8, 2013, February 11, 2013, amended March 20, 2013, and the request for arbitration, docket number OER-11311, and the grievance dated September 26, 2013 and request for arbitration, docket number OER-11493 regarding sabbatical leaves.

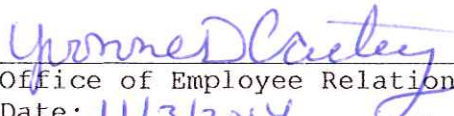
9. By entering into this Agreement neither party admits liability, misconduct or violation of any federal or state law or regulation, or breach of the CNA. Accordingly, this Agreement shall not be admissible in any proceeding as evidence of any admission by either party, except that the Agreement may be introduced in any proceeding to enforce the terms of the Agreement.

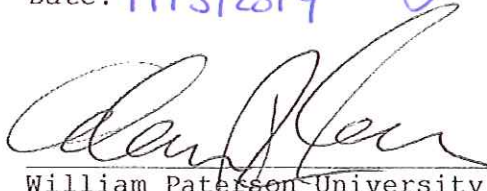
10. This Agreement shall not constitute a precedent and shall not be referred to with respect to any other matters and/or disputes between the parties except to enforce the provisions of this Agreement in the same or similar circumstances in the future.

11. This Agreement shall not serve to amend, modify, or change the existing terms of the CNA between the parties.

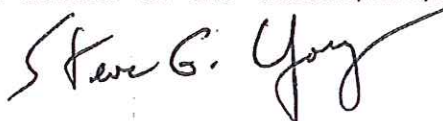
12. The Council hereby withdraws, with prejudice, the grievances and requests for arbitration with docket numbers OER-11311 and OER-11493 and the underlying grievances dated February 8, 2013, February 11, 2013, amended March 20, 2013, and the September 26, 2013 grievance regarding sabbatical leaves.


On behalf of the State:

  
Office of Employee Relations  
Date: 11/3/2014

  
William Paterson University  
Date: 10/7/2014

On behalf of the CNJSCL/AFT/AFL-CIO:

  
CNJSCL  
Date: 11/3/2014

  
Local 1796, William Paterson  
University  
Date: 11/3/2014