

MEMORANDUM OF AGREEMENT:

Coordinators and Other Designated Faculty

[REDACTED]

July 1, 2018 – June 30, 2020

TERM OF AGREEMENT

This Agreement shall remain in full force and effect from July 1, 2018 to June 30, 2020 unless otherwise stated.

[REDACTED]

**2018 MEMORANDUM OF AGREEMENT
Coordinators and Other Designated Faculty in Leadership Roles**

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2018 MEMORANDUM OF AGREEMENT
Coordinators & Other Designated Faculty in Leadership Roles

PREAMBLE

Stockton University embraces a collection of shared values that supports the University's mission.

These values include a dedication to learning and a commitment to shared governance. We recognize

and talents are brought to bear in administrative tasks. The Stockton University Administration

forth in this agreement. Unless otherwise stipulated, appointments will be made before the end of fall semester and begin the following July 1. Also, unless otherwise stipulated, terms will be for two (2) years. It is the understanding of the parties that persons who accept appointments pursuant to this agreement will normally serve for the complete term. In exceptional cases where the Dean and relevant faculty agree, the person can arrange for an interruption in service for purposes of medical

sabbatical, or other appropriate reasons. During the interruption, a replacement will be appointed according to the usual method to serve during the temporary leave. At the end of the term, the usual appointment process will be followed.

ADMINISTRATIVE SUPPORT AND COMMUNICATION: At the beginning of each academic year, the

relevant supervisor will meet with all of the designated faculty and will provide, to the extent possible, a tentative timetable of important deadlines for the year, to be updated as information becomes available, and will also provide instructions as to how each designated faculty will obtain

conduct a vote of confidence in the designated faculty member. Interested faculty may attend the

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

meeting but shall not vote. Voting shall be by secret ballot and a tied vote will not be considered a vote of no confidence.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Method of Compensation. Except where specifically provided otherwise, designated faculty members

[REDACTED]

provide their preference to be compensated in the form of overload payment and/or in the form of released time in-load. The affected faculty members shall indicate their preference to the School Director who will normally honor the preference. However, when the Director determines that

[REDACTED]

SECTION 1. PROGRAM COORDINATORS

SECTION 1a. UNDERGRADUATE PROGRAM COORDINATORS

Eligibility and Appointment Process:

Eligibility to serve as an undergraduate program Coordinator is limited to tenured faculty members who are in good standing and who satisfy any specific criteria established by any outside accrediting agency.

Program Coordinators are selected by simple majority vote of the program faculty. Upon the
[REDACTED]

request of any member of the program faculty, the Dean will conduct the election and may require a quorum of at least three quarters (3/4) of the program faculty. The Dean is responsible for

transmitting the faculty's recommendation to the Provost. In the event of a tied vote, the program
[REDACTED]

Tier 1:

Computer Information Systems (with Computing BA)
Exercise Science
Philosophy and Religion
Sustainability

Tier 2:

Historical Studies
Hospitality and Tourism Management Studies
Languages and Culture Studies
Marine Science

Tier 3:

Studies in the Arts-Performing
Studies in the Arts-Visual
Environmental Science
Literature
Mathematics
Nursing
Applied Physics
Sociology and Anthology
Teacher Education

[REDACTED]

shall consult with the program faculty and make a recommendation to the Provost for a founding Coordinator who does not meet the usual requirements for this position as set forth in this agreement.

During the first two years of a new program, if the founding Coordinator believes that additional [REDACTED]

students, such as open houses and other on-campus recruitment events, during the

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

promotional materials and representation at off-campus events.

- Coordinate the advising activities of the program to ensure that all advising obligations, including graduation certifications and program distinction, are met in a timely manner.
- Serve as the first level of appeal in all matters relating to the academic activities of the

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Coordinates the completion of a program review every five years with the

[REDACTED]

Dean, the program may delegate the responsibilities for developing the five-year program review to a person other than the Coordinator.

[REDACTED]

In addition to the relevant responsibilities of the undergraduate program Coordinators, the

SECTION 1b UNDERGRADUATE TRACK COORDINATORS

As of this MOA, Track Coordinators exist in the following degree programs:

Track:

Business Studies, B.S.	Accounting
Business Studies, B.S.	Finance
Business Studies, B.S.	Management
Business Studies, B.S.	Marketing
Business Studies, B.S.	Business Analytics
TEDU	Special Education Certificate
BSHS	Pre-Physician Assistant
BSHS	Pre-CD
BSHS	Public Health
BSHS	Health Administration
NURS	Transcel
Chemistry	Biochemistry and Molecular Biology
Environmental Science	Geology
Liberal Studies, B.A.	Community Leadership and Civic Engagement

including verifying graduation certifications.

Coordinate track faculty participation in activities related to the recruitment of students, such as open houses and other on-campus recruitment events during the academic year

Gerontology
Global Studies
Holistic Health
Holocaust and Genocide Studies

Jewish Studies
Latin American and Caribbean Studies
Migration Studies
Women's, Gender, and Sexuality Studies
Writing

- Coordinate the activities that fulfill the minor program faculty's responsibilities with regard to a student learning outcomes assessment plan in collaboration with the Director of Academic Assessment.
- Coordinate the scheduling of courses and ascertain the availability of resources with the

- Provide leadership in publicizing the minor
- Advise preceptors and students on course selection, certification, and minor requirements.

2100th Street, San Francisco, California

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- Inform the Dean in a timely fashion of resources needed to accomplish the program's goals.

- As required, meet with the Dean and the Director of Graduate Studies to discuss goals and objectives for the program, discuss budgetary requests, and review progress of the student

-

- program and enrollment.

As needed, meet with other graduate program Coordinators to coordinate goals and objectives and to review progress of graduate education.

SECTION 2. CONVENERS AND ADVISORS

G-GROUP CONVENERS (GAH, GEN, GIS, GNM, GSS)

Appointments of Group Conveners will be recommended for appointment to the Dean of the School of General Studies by the

[REDACTED]

[REDACTED]

[REDACTED]

the faculty conducted in accordance with the procedures set forth in the Constitution of the faculty governance body. The Dean of the School of General Studies is responsible for transmitting these

[REDACTED]

Assist the ERCT Coordinator in the scheduling of courses to ensure that student

offerings and requirements are met by the faculty.

- Identify staffing needs as they relate to reported current and future curricular plans. Chair search committees for faculty and make recommendations for appointment of faculty.

- Coordinate the recruitment of faculty for teaching QUAD or W-2 courses.

- Review proposed Q1 or W-2 designations before course proposals are submitted.

[REDACTED]

- Convene meetings of the QUAD Central Task Force (to review and approve Q1 and Q2 courses) or the Writing Advisory Council (WAC), discuss issues of curriculum and pedagogy, and transmit recommendations and votes of the committees to the appropriate personnel.

[REDACTED]

—Advise the Dean of the School of General Studies on production and utilization aspects.

[REDACTED]

- Develop and distribute appropriate instructional and resource materials for all seminar faculty.
- With the assistance of the First-Year Seminar Advisory Council, oversee choosing, ordering, and distribution of the first-year common reading

seminars, e.g., programs or presentations on information literacy, health and wellness issues, or curricular components, technology assistance, etc.

- Work with the administrative IDEA liaison to resolve all conflicts and problems involving the administration of IDEA.
- Work with the Director of the IFD to provide faculty development workshops and materials for effective use of IDEA, including group summary reports and aggregate data sets.

DUAL-DEGREE ADVISORS

There are two types of dual-degree Advisors: (1) Those who advise Stockton students who are pursuing an accelerated dual-degree program, where both the baccalaureate and graduate portions are completed at Stockton (often 4 + 1 programs); (2) Those who advise undergraduate students who are completing graduate degrees elsewhere under an official articulation agreement (often 2 + 2 programs).

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Appointment of Pre-Professional Advisors:

Designated faculty members will be appointed by the Provost based upon the recommendation of the appropriate School Dean.

Responsibilities of Pre-Professional Advisors:

Demonstrate leadership in program revisions/curriculum development necessary to ensure

Responsibilities of Pre-Professional Advisors:

Demonstrate leadership in program revisions/curriculum development necessary to ensure

students for competitive positions in professional school applications.

- When appropriate, coordinate scheduling of needed courses with appropriate Deans

CHAIR, RESEARCH & PROFESSIONAL DEVELOPMENT (R&PD) COMMITTEE

[The following content is heavily redacted with black bars, obscuring all text and structural elements.]

[Redacted content continues throughout the page.]

- Respond appropriately to internal and external opportunities for partnerships, collaborations, information and assistance, and assist in formalizing such arrangements where appropriate.
- Plan and execute meaningful assessment of the work of the center/institute and the extent to which it meets its mission and engages Stockton faculty and students.

Represent the center/institute in activities related to achieving University enrollment goals.

Engage in strategic planning for the center/institute that includes annual goal-setting, assessment, and succession planning.

- Complete an annual report, submitted to the supervisor of the Director of the center/institute by June 15th of each year and complete a 5-year review of the center/institute.
- Manage the activities of the center/institute within the budgetary parameters available to the center/institute.

In addition to the general responsibilities of the faculty-led center and institute Directors, the following eligibility requirements and responsibilities are specific to the Directors of particular centers/institutes.

DIRECTOR, INSTITUTE FOR FACULTY DEVELOPMENT (IFD):

Eligibility:

Tenured faculty members at the level of Associate Professor or above are eligible to serve as

[REDACTED]

Appointment and Term:

The Director will be appointed by the Provost upon recommendation of a search committee that

[REDACTED]

[REDACTED]

[REDACTED]

the Provost appoints in consultation with the President of the Faculty Senate. Nominations will be based on a letter of application that addresses the eligibility requirements and a CV.

Compensation: The Director shall receive 20 TCH per year as release time and a 13-O faculty member will be hired to replace the temporary vacancy in the Director's academic program. In addition, the Director shall receive two summer course compensations (8 TCH) at the senior rank each year.

[REDACTED]

DIRECTOR, ACADEMIC ASSESSMENT

Eligibility:

Tenured faculty members at the level of Associate Professor or higher are eligible to serve as Director of Academic Assessment if they possess the following qualifications:

The ability to plan, carry out, and assess the effectiveness of academic programs (majors, minors, and credit-based certificate programs) at the undergraduate and graduate levels.

Demonstrated knowledge of student learning systems, processes, and assessment of student learning.

Minimum of five years of experience in higher education.

Prior participation in assessment-related workshops or seminars.

- Work with the IFD to help academic programs advance the use of assessment results in program decision-making.

DIRECTOR, HONORS PROGRAM

Eligibility and Appointment:

The Honors advisory committee shall solicit applications from tenured faculty members at the level of Associate Professor and above, screen applicants, and make a recommendation to the Provost. The Provost will then appoint the Director.

Compensation: 8 TCH course release in the fall semester, 12 TCH course release in the spring

semester, plus a summer stipend equivalent to 8 TCH to reflect the nature of the workload over the course of the academic year and activities conducted over the summer. The Director will teach an Honors course in lead each year.

DIRECTOR, STOCKTON CENTER ON SUCCESSFUL AGING (SCOSA)

Eligibility:

Tenured faculty members at the level of Associate Professor or above are eligible to serve as Director if they possess the following qualifications:

- Expertise in gerontology or related discipline.
- Commitment to the mission of SCOSA.

(This area is redacted with black bars)

Eligibility:

Tenured faculty members at the level of Associate Professor or above are eligible to serve as Director if they possess the following qualifications:

- Expertise in financial literacy, personal/consumer finance or related disciplines
- Demonstrated commitment to the professional development of teachers and Stockton students.
- Commitment to working with the New Jersey Coalition for Financial Education (NJCFE), as SCEFL co-exists as the southern regional office of NJCFE.
- Demonstrated effectiveness in communication, organization, and leadership.

Appointment:

The Director will be appointed by the Provost who will receive nominations from a screening committee composed of the Dean of the School of Education, one tenured faculty member from the

DIRECTOR, DEAN C. AND ZOË S. PAPPAS INTERDISCIPLINARY CENTER FOR HELLENIC STUDIES

1. **EDUCATION**

Tenured faculty members at the level of Associate Professor or above are eligible to serve as Director of the Pappas Center if they possess the following qualifications:

2. **RESEARCH AND SCHOLARSHIP**

3. **TEACHING**

4. **LEADERSHIP**

5. **OTHER**

based on a letter of application that addresses the eligibility requirements and a CV.

Compensation: 8 TCH per year + summer stipend of 4 TCH at the senior rank.

Additional Responsibilities:

[Redacted]

Develop and oversee effective programming to advance the mission of SJCHC, with a dual focus on

[Redacted]

following ways:

Oversee maintenance of SJCHC website and social account(s) and publication of brochures

DIRECTOR, STOCKTON TEXT CENTER

Eligibility:

Top and faculty members at the level of Associate Professor or above are eligible to serve as

[REDACTED]

- Collaborate, when possible, with Stockton Theatre faculty to present new translations/adaptations of plays as part of the theatre season productions.

- Coordinate with Languages and Culture Studies faculty to facilitate programming in translation studies and to encourage translation projects by students, faculty, and community members.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]