

**Memorandum of Agreement
Supervising Students Serving as FRST Peer Academic Mentors**

Preamble

The parties agree that faculty (full-time, part-time, or adjunct) are eligible to supervise undergraduate students in the "FRST Peer Academic Mentor" initiative. We recognize the need to enhance resources to support inclusive student success and on-time graduation as Stockton continues to grow. The intent of this initiative is for undergraduate students to serve as peer academic mentors to students enrolled in an approved 1000-level FRST course, by assisting the faculty teaching the same FRST course. A valuable component of ensuring the success of this initiative is that faculty participating in this initiative are equipped to prepare and train students to take on the significant responsibility of serving as peer academic mentors to students enrolled in 1000-level FRST courses. The parties also agree that this initiative shall be continued within the terms of this MOA in the event that FRST courses are renamed or redesigned and that the intent to provide this support for faculty teaching first-year students who place in a particular set of first year courses is preserved.

I. Faculty Serving as Peer Academic Mentor Instructors

When the following conditions are met, Stockton faculty will be compensated as Peer Academic Mentor Instructors in accordance with this MOA:

- a. A faculty has been approved to teach a FRST course and has successfully been accepted in response to a call for participation issued by the coordinator of the initiative.
- b. If accepted, a faculty can be assigned a maximum of two (2) student Peer Academic Mentors for each FRST section that they teach in a given semester.
- c. Faculty will serve as the instructor of record for a four-credit Independent Study for each student peer academic mentor assigned to their FRST course in the concurrent semester. Approvals for overloads as a result of participation in this initiative will go through the normal process established in other agreements.
- d. The first-time faculty participate in this program, they are eligible for a one-time payment of \$1000, contingent on the enrollment of at least one (1) student Peer Academic Mentor in their FRST course in the concurrent semester. After the one-time payment, faculty are eligible to participate when they choose with approval from the Peer Academic Mentor Coordinator. There will be a cap of five (5) new faculty participants in any academic year.

II. Peer Academic Mentor Coordinator

- a. **Eligibility:** Candidates for this position must hold the credentials required to be eligible to teach as an adjunct faculty at Stockton, have three (3) to four (4) years of experience interacting with first-year students in the capacity of a faculty or staff member, and have collaborated successfully with faculty.
- b. **Selection and Terms:** An open call for applications for this position shall be issued by the appropriate Dean no later than April 15 prior to the start of the next academic year. The term for the position shall be for three (3) years and can be renewed indefinitely.

c. Responsibilities of a Peer Academic Mentor Initiative Coordinator:

- i. Identify potential faculty members who have recently taught a 1000-level FRST course and are teaching the same course again.
- ii. Contact potential faculty member participants, explain the Peer Academic Mentor Initiative, encourage participation from faculty members, especially adjunct and junior faculty.
- iii. Discuss best practices and how to select students to serve as Peer Academic Mentors with a focus on diversity.
- iv. Recruit and train faculty to supervise Peer Academic Mentors in FRST courses.
- v. Recruit students to serve as Peer Academic Mentors, in consultation with participating faculty.
- vi. Assist with independent study forms, determining appropriate acronyms, getting signatures, and submitting paperwork by end of drop-add.
- vii. Communicate details for faculty compensation to the appropriate party.
- viii. Develop and build a curriculum and sample schedule for Peer Academic Mentors in a learning management system (LMS), in consultation with participating faculty.
- ix. Schedule and run group meetings with all Peer Academic Mentors and participating faculty.
- x. Schedule and run make-up meetings for participants unable to attend large meetings.
- xi. Write up and circulate meeting minutes.
- xii. Schedule and attend break-out meetings for math, critical thinking, and writing teams.
- xiii. Serve as a resource for Peer Academic Mentors and faculty members throughout the term.
- xiv. Coordinate end-of-term meeting and video sessions.
- xv. Work with faculty and Peer Academic Mentors to assess program efficacy and impact.

- d. **Compensation:** The Peer Academic Mentor Coordinator may be remunerated either by a stipend of no less than \$5,000 per semester or complete this work as part of their contracted workload (equivalent to the closest whole number of TCH).

III. Term

This Agreement shall remain in full force and effect from this date until June 30, 2023 unless modified by changes in the Master Agreement or unless a new MOA replaces this one. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify, or amend this Agreement. Said notice shall be given to the other party in writing no later than 30 days prior to June 30, 2023, or 30 days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.

IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 8-4-2020.

For: Stockton University



Harvey Kesselman, President

For: The Stockton Federation of Teachers



Rodger L. Jackson, President