

MEMORANDUM OF AGREEMENT:

Coordinators and Other Designated Faculty

In Leadership Roles

July 1, 2018 – June 30, 2020

TERM OF AGREEMENT

This Agreement shall remain in full force and effect from July 1, 2018 – June 30, 2020 unless modified by changes in the Master Agreement.

IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 30th day of June 2018.

For: Stockton University



Harvey Kesselman, President

For: The Stockton Federation of Teachers



Rodger L. Jackson, President

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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 that the mission of the University is best achieved through cooperative efforts, when varied expertise and talents are brought to bear in administrative tasks. The Stockton University Administration and the Stockton Federation of Teachers (SFT) have negotiated a series of Memoranda of Agreement (MOAs) to support faculty in designated leadership roles. These prior agreements have been crafted to facilitate the rotation of leadership roles among faculty who serve to coordinate the efforts of their peers. This current Memorandum of Agreement represents the results of the Administration and the Stockton Federation of Teachers negotiations on this issue. It addresses the method of selection of individuals for leadership roles, the duties and responsibilities associated with each role, the evaluation and oversight of the work relevant to these roles, and the agreed upon compensation associated with these duties.

DEFINITIONS AND GENERAL PROVISIONS

DEAN: The Dean serves as the manager who provides administrative oversight of the academic programs and centers or institutes that reside in their Schools. The Dean overseeing a program shall be made clear to the designated faculty members upon accepting their roles.

PROVOST: The Provost serves as the manager who provides administrative oversight of the academic programs, centers, institutes, and offices in the Division of Academic Affairs. The Deans report to the Provost.

FACULTY: Faculty shall include full-time faculty, part-time faculty, and faculty appointed under XIII-O during any year when the faculty member is under contract for the following academic year but shall exclude other XIII-O faculty and all XIII-D faculty.

FTE FACULTY: For purposes of assigning undergraduate programs to tiers, FTE Faculty are computed each fall term as follows: each full-time faculty member counts 1.0; each part-time (non-adjunct) faculty member holding faculty rank counts at their fraction of full-time, e.g., .5 or .75; for adjuncts teaching in the program every 12 TCH of teaching counts as 1.0; fractions of this are prorated.

DESIGNATED FACULTY: This term refers to appointed and elected faculty in leadership roles covered in this agreement.

FOUNDING PROGRAM COORDINATOR: refers to the first person to serve as coordinator of a newly created program at the undergraduate or graduate level. It is understood by the parties that a new program is officially "created" at the time that students begin their first classes.

NEW PROGRAM: refers to a new degree program at the undergraduate or graduate level.

APPOINTMENTS AND TERMS: Coordinators and other designated faculty shall be appointed as set

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 clerical and professional staff support from the office of the School or administrative unit. It is understood that such support arrangements may vary for designated positions. Where appropriate, the Office of Graduate Studies will also provide graduate degree Coordinators with similar information.

ANNUAL REPORTS: Where annual reports are required of any position outlined herein, the administration will provide a template for its completion in MS Word. The templates are meant to assist designated faculty achieve uniformity, brevity, and proper scope in the report and should be relevant to the positions in the sections of this agreement and to University goals and University-wide accreditation. For example, there may be

- One germane template for all undergraduate program Coordinators
- One germane template for all graduate degree Coordinators
- One germane template for Conveners and Advisors
- One germane template for all center and institute Directors

Designated faculty will use the template, supplemented as needed, in order to produce a report that adequately captures the operations, achievements, and needs of their program or function. Any necessary revisions to the template will be developed collaboratively with Coordinators, Directors, and the administration. The intended aim, however, is that any designated faculty member shall utilize the same template during the totality of their term.

EVALUATION OF DESIGNATED FACULTY:

During the first year of a designated faculty member's two-year term and after the first semester of service, the designated supervisor will meet with the faculty member to discuss their performance in their designated role. Pursuant to the Master Agreement, the designated faculty may request a union observer at the meeting. The content of this meeting, including areas of satisfaction and/or suggestions for improvement, shall be communicated in writing to the designated faculty member. The designated supervisor shall keep a copy of this letter.

After the meeting, the designated supervisor may notify the designated faculty member and the relevant faculty group of their intention to initiate, before the end of the academic year, the 5-step process outlined below.

Upon receiving such notification, the relevant faculty group shall meet to discuss the issues and to

conduct a vote of confidence in the designated faculty member. Untenured faculty may attend the meeting but shall not vote. Voting shall be by secret ballot and a tied vote will not be considered a vote of no confidence.

1. Should a positive vote of confidence occur, the program will recommend to the designated supervisor that the designated faculty complete their term of office.
2. If a majority vote indicates a desire for a change of leadership, the faculty will submit to the designated supervisor, with a copy to the designated faculty member, information establishing just and sufficient cause for this action. Within two weeks the designated faculty member will meet with the relevant faculty and the Dean regarding the no-confidence vote to present their response. Following this step, the designated supervisor will consult again with the faculty to make a final assessment of the status of the designated faculty member.
3. When the designated supervisor's recommendation differs from the faculty recommendations, they must inform the faculty and the designated faculty member of the reasons for the recommendation. If the designated faculty member is to be replaced, replacement will go into effect at the conclusion of the current semester.
4. The designated supervisor having made a determination based upon all available information, will make a recommendation to the Provost as to whether or not the designated faculty member should complete their term of office. The Provost will meet with the designated faculty member and then make the final decision regarding continuation of the designated faculty member's appointment. If the designated faculty member is to be replaced, replacement will go into effect at the conclusion of the current semester.
5. When the designated supervisor does not initiate a formal process of evaluation of a designated faculty member, after the first semester of service any tenured member of the relevant faculty may request a vote of confidence. Before this vote is initiated, the relevant faculty shall have a face-to-face meeting with the designated faculty member to air issues and share concerns. Subsequent to the face-to-face meeting with the designated faculty member, any tenured faculty member may make a motion for a formal vote of confidence. If the motion passes, there will be a formal vote of confidence by the relevant faculty and evaluation by the designated supervisor as set forth in steps 3-4 above.

GENERAL PROVISIONS REGARDING COMPENSATION OF DESIGNATED FACULTY

The University recognizes that Coordinators and certain other designated faculty are performing duties that qualify them for additional compensation.

Pay Dates. Monetary compensation during the academic year will be made in biweekly payments. For purposes of calculating payment for fractions of a term, Coordinators' and designated faculty terms of service for each year begins on July 1 and ends on June 30. Summer stipends will be paid in two installments: The first half shall be paid during the first pay period after the final pay period of the 10-month regular pay cycle; the second half shall be paid in two pay periods after that.

Method of Compensation. Except where specifically provided otherwise, designated faculty may 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 Dean who will normally honor the preference. However, when the Dean and Provost determine that granting released time would create a hardship for the affected program because of exceptional circumstances, such as the particular needs of the program, they may request the faculty member to accept compensation in the form of an overload payment. Whenever a faculty member elects released time, it will be scheduled within the same academic year (fall-spring) in which it is earned, except as allowed for below.

Periodic Review and Accreditation. When a program, minor, or center/institute covered by this agreement undergoes either a five-year program review as mandated by the University or a periodic review for re-accreditation mandated by external bodies on a frequency that may be more or less than every five years, the designated faculty or another faculty member chosen and approved by the supervising Dean will be compensated by receiving 4 TCH of released time at the senior rank during the year of the review.

Programs with Accreditation Tied to Licensure and Certification. Certain degree programs, graduate or undergraduate, are required to maintain external accreditation or certification in order for their graduates to be eligible for professional licensure. Other programs may wish to achieve optional certification. In such cases the accrediting or certifying body normally requires that the Coordinator perform, on an annual basis, additional duties not included in this agreement and that are over and above the periodic five-year program review. Such duties may include but are not limited to compilation of an annual report that requires substantial analysis and not merely statistical information, or detailed annual evaluations on the professional development of program faculty. Where the program can show that there are such duties, the Coordinator shall receive additional compensation in the form of a 4 TCH release or monetary compensation to be continued annually as long as the duties remain. Where permitted by the accrediting or certifying body, and with the approval of the School Dean, the duties and additional compensation may be assigned to a faculty member other than the Coordinator. New programs may be added upon consultation between the Administration and the Union.

Where the program can show that licensing/accreditation or certification necessitates an unusually detailed and individualized admissions process (e.g., personal interviews, background checks), the Coordinator shall receive additional compensation in the form of a 2 TCH to be continued annually as long as the duties remain. Where permitted by the accrediting or certifying body and with the approval of the School Dean, the duties and additional compensation may be assigned to a faculty member other than the Coordinator. New programs may be added upon consultation between the Administration and the Union.

At the time of this agreement, MAED, Nursing (pre-licensure), MSOT, DPT, MSCD, and MSW are among the programs that qualify for additional compensation. New programs may be added upon consultation between the administration and the union.

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 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 will have one week to resolve the recommendation; if there is no resolution, the faculty shall recommend both candidates to the Dean for consideration. In this latter case, the Dean will confer with the Provost, and the Provost will make the final appointment decision.

Compensation of Undergraduate Program Coordinators:

Coordinators of undergraduate degree programs are grouped in tiers based on FTE faculty:

Tier 1	FTE of 1 – 5	8 TCH + summer stipend of 1 TCH at the senior rank per year.
Tier 2	FTE of 6 – 10	10 TCH + summer stipend of 1 TCH at the senior rank per year.
Tier 3	FTE of 11 – 17	12 TCH + summer stipend of 2 TCH at the senior rank per year.
Tier 4	FTE of 18 – 24	14 TCH + summer stipend of 2 TCH at the senior rank per year.
Tier 5	FTE > 25	16 TCH + summer stipend of 4 TCH at the senior rank per year.

Coordinators who receive 10 TCH or 14 TCH have the option to carry forward 2 TCH to the second year of a 2-year term to be used for a course release in the second year of the term.

Programs in Tier 5 may elect to have two co-Coordinators who shall share the responsibilities and compensation as evenly as practicable. Two faculty co-Coordinators may be preferable in situations where a core course needs to be covered by a Coordinator, for example. There may be other programmatic reasons to opt for co-Coordinators.

Undergraduate degree programs are placed in tiers based on their size at the time of this agreement. The parties are agreed that any changes in the programs' number of FTE faculty during the life of the agreement, calculated once per year by the fourth week of the fall semester, will result in re-classification. Specifically, the Provost will provide the Union with an Excel chart with a full accounting of the regular and adjunct faculty by program, rank, and percent appointment no later than the census date (10th day) in the fall semester. The administration (Deans) will also receive this information and share the relevant program data with their Coordinators.

For example, at the time of the signing of this agreement, undergraduate program Coordinators would be classified into the following tiers based on fall 2017 data:

Tier 1:

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

Tier 2:

Communication Studies
Economics
Historical Studies
Hospitality and Tourism Management Studies
Languages and Culture Studies
Marine Science
Political 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

Tier 4:

First-Year Studies
Biology
Chemistry
Criminal Justice
Psychology
Social Work

Tier 5:

Business Studies
Health Sciences

Exception for New Programs:

It is understood by the parties that a new program is officially “created” at the time that students begin their first classes. Upon the creation of a new program, a founding Coordinator who is a tenured faculty member shall be elected by the relevant faculty and appointed by the Provost for an initial term of two years (the founding term.) The founding Coordinator may be, but does not have to be, the same person who was designated or hired to plan for the creation of the new program.

In the event that there is not a tenured faculty member willing to accept the appointment, the Dean 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 work needs to be done that is not part of the normal duties of the position, she or he may apply through the Dean to the Provost for additional compensation commensurate with the additional work. Such requests shall be reviewed equitably and will not be denied without reasons being given to the faculty member and the union.

At the end of the founding term, the program faculty shall recommend appointment of a faculty member to serve as program Coordinator as in the case of all existing programs. It is understood that until a program has been in existence for at least five years, the person recommended may not meet the usual requirements for this position as set forth in this agreement.

Responsibilities of Undergraduate Program Coordinators:

In collaboration with the Dean and other program and school administrators and staff, the program Coordinator coordinates the efforts of the faculty to carry out the mission of the program through the following activities:

- Serve as the point of contact of the program for the Dean, Assistant Dean, and other school and University personnel. Assist with the transmittal of information, as needed, from the Dean and other officials of the University to members of the program.
- Convene at least two meetings of program faculty per academic term to deliberate and make recommendations on matters relating to the program's mission. Keep a record of all program minutes and recommendations and, except in unusual circumstances, transmit a copy of these to the Dean.
- Lead the program faculty in creating a recommended teaching schedule for each academic term consistent with guidelines established by the Dean and provide the recommended schedule to the Dean or their designee. Coordinate the scheduling of program and General Studies courses over a 2-year cycle consistent with University and School needs as outlined by the Dean.
- Inform the Dean in a timely fashion of resources and support needed to accomplish the program's goals.
- Serve as steward of program records and facilitate a smooth transition to the Coordinator's successor.
- Coordinate the faculty activities that fulfill the program's responsibilities with regard to a student learning outcomes assessment plan through collaboration with program faculty and the Director of Academic Assessment.
- Coordinate program faculty participation in activities related to the recruitment of

students, such as open houses and other on-campus recruitment events, during the academic year. In the case of new programs, this may include the development of 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 program and its faculty. This would include but is not limited to such matters as appeals regarding program degree requirements, assessment of transfer credit, and, where possible, informal resolution of grade appeals and complaints regarding faculty. Inform the Dean, with an explanation, when resolution at the program level is not possible. Note that in programs such as Teacher Education, Business Studies, Communication Studies, Social Work, and professional programs in the School of Health Sciences where students are placed in internships, clinical sites, student teaching, or fieldwork positions in which they provide services to vulnerable populations, the responsibility for addressing complaints or problems involving student-teachers/interns and the like shall rest on the supervising faculty or professional staff member who is responsible for the internship/clinical site and not on the program Coordinator.
- Consistent with applicable University policies and procedures, lead the program in fulfilling its personnel responsibilities in a timely fashion, coordinate the recruitment and hiring of program faculty (including adjuncts), make recommendations on the appointment of program faculty, and transmit recommendations on program staffing needs to the Dean.
- On behalf of the program, act as the liaison or appoint liaisons as needed with other programs, University units, and external constituencies for the purposes of representing the Program in arranging articulation agreements with other institutions; representing the program to donors, potential donors, and partners; and other similar activities.
- Ensure that program reporting requirements are met in a timely manner, e.g., review and update annually all official program information for publications such as the Bulletin, relevant portions of the Stockton website, and other materials to meet program, School, and University goals.
- Prepare an annual report that summarizes program activity and achievement of its mission and goals, and that presents the program goals for the upcoming year. A copy of the annual report shall be forwarded to the Dean and program faculty prior to June 15 of each academic year.
- In situations in which it appears that an individual faculty member has not or will not meet their obligations in a timely manner, the program Coordinator will advise the Dean appropriately.
- Inform the Dean as to when the Coordinator will be available during July and August for completing relevant responsibilities as described here and in preparation for the fall term. It is understood that such consultation and assistance may not always require the Coordinator's presence on campus.

- Coordinate the completion of a program review every five years. With the approval of the Dean, the program may delegate the responsibilities for developing the five-year program review to a person other than the Coordinator.

FRST COORDINATOR ADDITIONAL RESPONSIBILITIES:

In addition to the relevant responsibilities of the undergraduate program Coordinators, the FRST Coordinator has the following unique responsibilities:

- Present applications for F-designation to a subcommittee (consisting of the FRST Coordinator, a FRST faculty member, and 2 other faculty who teach F-designated courses) for their review and approval and transmit recommendations and votes of the subcommittee to the appropriate persons, including the Dean of the School of General Studies.
- Coordinate review of F-designated courses.
- Facilitate the placement by Tutoring Center staff of students into appropriate FRST courses.
- Serve as the first level of appeal in all matters relating to FRST academic and FRST faculty. This would include but is not limited to such matters as appeals regarding FRST course withdrawal and college dismissal policies, assessment of transfer credit, and where possible, informal resolution of grade appeals and complaints regarding faculty. Inform the Dean, with an explanation, when resolution at the program level is not possible.
- Work with the first-year writing and first-year mathematics Conveners to recruit adjunct faculty members for FRST courses.
- Ensure that FRST instructors fully understand the basic skills competency requirements and communicate these to their students.
- Recruit faculty from throughout the University to teach F-designated courses and work with them to help them design effective assignments.
- Coordinate FRST faculty participation in activities related to the recruitment of students, such as open houses and other on-campus recruitment events during the academic year.
- Serve on the First-Year Experience Advisory Council to help develop appropriate common learning experiences for first-year students, e.g., fall Convocation, guest speakers, etc.
- Facilitate the maintenance of records of currently approved F-designated courses in coordination with General Studies' staff.

SECTION 1b. UNDERGRADUATE TRACK COORDINATORS

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

<u>Program:</u>	<u>Track:</u>
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

New Track Coordinators may be appointed and compensated once an academic degree program faculty and the Stockton administration approve a new track.

Compensation: Track Coordinators shall be compensated 4 TCH per academic year. However, in the School of Business, a track coordinator who serves concurrently as Coordinator of Business Studies will serve as Coordinator of their own track without additional compensation.

Responsibilities of Track Coordinators:

In collaboration with the Dean and other program and school administrators and staff, the program track Coordinator coordinates the efforts of the faculty to carry out the activities of the track through the following activities:

- Serve as the point of contact of the track for the Dean, Assistant Dean, and other school and University personnel. Assist with the transmittal of information, as needed, from the Dean and other officials of the University to members of the track.
- Conduct necessary meetings of the track faculty, keep records of its deliberations, and communicate regularly to the program Coordinator and the Dean or their designee.
- Lead the track faculty in creating a recommended teaching schedule for each academic term consistent with guidelines established by the Dean and the program and provide the recommended schedule to the Dean or their designee. Coordinate the scheduling of the track over a 2-year cycle consistent with School and program needs as outlined by the Dean.
- Meet with the program Coordinator and the Dean on an annual basis to set up goals and objectives for the year, discuss budgetary requests, and review the previous year's progress.

- Coordinate advising to ensure that all advising obligations are met in a timely fashion, 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.
- Serve as the first level of appeal in all matters relating to the academic activities of the track and its faculty. This would include, but is not limited to, such matters as appeals regarding track degree requirements, assessment of transfer credits, grade appeals, and complaints regarding faculty within the track. If the matter cannot be resolved at the program level, the communication with the Dean should give reasons.
- Lead the track faculty in ongoing discussions of curricular issues to facilitate meeting the program's missions and goals. This would entail assisting in the coordination of the assessment activities.
- Act as liaison, when appropriate, to the program as a whole and to other programs with regard to matters of joint concern, such as program requirements, curriculum development, and facilities requirements.
- Assist in meeting program reporting requirements. This will include, but not be limited to, the track portion of state-mandated five-year review or accreditation requirements, annual program report, revisions in the University Bulletin, and pertinent admissions information. These are to be submitted to the Dean through the program Coordinator.
- Serve as steward of track records and facilitate a smooth transition to the track Coordinator's successor.

Additional Responsibilities of Track Coordinator of Special Education:

- Assist in meeting additional program reporting requirements related to the special education portion of the program self-study (accreditation).
- Act as liaison to the New Jersey Department of Education, special education unit, on matters related to program and licensure.

SECTION 1c. INTERDISCIPLINARY MINOR COORDINATORS

Section 1c applies to coordinators of current undergraduate interdisciplinary minors and similar newly approved programs accepting minors during the course of this agreement. As of 2018, the following interdisciplinary minors are covered by this agreement:

Africana Studies
 Behavioral Neuroscience
 Cannabis Studies
 Childhood Studies
 Digital Literacy and Multimedia Design
 Disability Studies

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

Coordinators for newly approved interdisciplinary minors will also be covered by this agreement.

Eligibility and Appointment Process:

The interdisciplinary minor Coordinators will be recommended for appointment to the Provost by simple majority vote of the core faculty. The faculty shall conduct the election and may require a quorum of at least three quarters (3/4) of the core faculty. Transmittal of the recommendation for appointment will be made to the Dean and the Provost.

Compensation: 4 TCH per year, except as specified below.

If student headcount (HDCT) is greater than 90 students over a 3-year rolling average (fall enrollment reports for the prior 3 years), then Compensation shall be 6 TCH per year for the duration of the Coordinator's current 2-year term. Coordinators who receive 6 TCH have the option to carry forward 2 TCH to the second year of a 2-year term to be used for a course release in the second year of the term.

Responsibilities of Interdisciplinary Minor Coordinators:

In collaboration with the Dean and other program and school administrators and staff, the Interdisciplinary Minor Coordinator coordinates the efforts of the faculty to carry out the mission of the program through the following activities:

- Serve as the point of contact for the interdisciplinary minor for the Dean, Assistant Dean, and other school and University personnel. Assist with the transmittal of information from the Dean and other officials from the University to minor faculty.
- Meet with the Dean on an annual basis to set up goals and objectives for the year, discuss budgetary requests, and review the previous year's progress.
- Conduct necessary meetings of the faculty associated with the minor.
- Recruit faculty to teach courses in the minor, and make recommendations for the hiring of faculty, including adjuncts, where appropriate.
- Provide leadership in curriculum development of the minor by engaging the faculty in ongoing discussions of curricular issues to facilitate meeting the minor's mission and goals.

- 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 Dean, so that instructional offerings and requirements of the minor are met.
- Provide leadership in publicizing the minor.
- Advise preceptors and students on course selection, certification, and minor requirements.
- Act as liaison, when appropriate, to other programs and interdisciplinary minors with regard to matters of joint concerns such as program requirements and designation of cognate courses.
- Certify to the Dean the successful completion of requirements for interdisciplinary minors.
- Prepare an annual program report and evaluation by June 15, provide annual revisions of minor descriptions for the Bulletin, and submit these reports and evaluations to the Dean.
- Coordinate the preparation of five-year review. With the approval of the Dean, the faculty in the minor may delegate the responsibilities for developing the five-year review to a person other than the Coordinator.
- In situations in which it appears that an individual faculty member has not or will not meet their obligations in a timely manner, the program Coordinator will advise the Dean appropriately.

SECTION 1d. GRADUATE DEGREE COORDINATORS

Stockton University has both stand-alone graduate degree programs without a companion undergraduate program (e.g., American Studies) and graduate degree programs that are embedded in an undergraduate program (e.g., BSW and MSW in Social Work). In cases where there are both undergraduate and graduate degree programs within an overall program (administrative) unit, the program faculty and designated faculty leaders are equal partners in the educational mission, working together, when relevant, toward shared goals.

Eligibility and Appointment Process:

It is understood by the parties that eligibility to serve as a graduate degree Coordinator is limited to tenured faculty members of a graduate program who are in good standing and satisfy any specific criteria established by any outside accrediting agency.

Graduate degree Coordinators are selected by simple majority vote of the graduate program faculty and then recommended to the Provost for appointment. Graduate degree Coordinators are recommended for appointment by the Provost by simple majority vote of the faculty. Upon the

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

Compensation of Graduate Degree Coordinators: 8 TCH + summer stipend of 3.5 TCH per year at the senior rank, except as specified below.

If a program's graduate student headcount (HDCT) or graduate student FTE is greater than 90 students over a 3-year rolling average (fall enrollment reports for the prior 3 years), then compensation shall be 10 TCH per year + summer stipend of 3.5 TCH per year at the senior rank for the duration of the graduate degree Coordinator's 2-year term. Further, Graduate degree Coordinators who receive 10 TCH have the option to carry forward 2 TCH to the second year of a 2-year term to be used for a course release in the second year of the term.

Responsibilities of Graduate Degree Program Coordinators:

In collaboration with the Dean and other program and school administrators and staff, the graduate degree Coordinator coordinates the efforts of the faculty to carry out the mission of the program through the following activities:

- Serve as the point of contact of the program for the Dean, Assistant Dean, Director of Graduate Studies, and other School and University personnel. Assist with the transmittal of information, as appropriate, from the School Dean, Office of Graduate Studies, relevant undergraduate program Coordinators, and other officials of the University to members of the program.
- Convene at least two meetings of faculty associated with the program per academic term to deliberate and make recommendations on matters relating to achieving the program's mission. Keep records of its deliberations and communicate regularly the results of these deliberations to the Dean, and the relevant undergraduate program Coordinators.
- Consistent with University policies and procedures, coordinate the recruitment of and make recommendations on the hiring of faculty associated with the program (including adjuncts).
- Lead the faculty associated with the program in ongoing discussions of curricular issues to facilitate meeting the degree program's mission and goals.
- Coordinate the faculty activities that fulfill the program's responsibilities with regard to a student learning outcomes assessment plan through collaboration with program faculty and the Director of Academic Assessment.
- Under the guidance of the Dean, implement program policies and procedures in areas such as admissions, orientation and registration, and student academic progress. This includes making recommendations on student assistantships, research fellowships, and other scholarships.
- Lead the faculty associated with the program in creating a recommended teaching schedule for each academic term consistent with guidelines established by the Dean and provide the recommended schedule to the Dean or their designee.

- 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 graduate program and enrollment.
- As needed, meet with other graduate program Coordinators to coordinate goals and objectives and to review progress of graduate education.
- Work with the Office of Graduate Studies and program faculty to recruit, admit, and retain students, including development and updating of marketing materials, providing appropriate information for the graduate website and other online resources, assuring program participation in open houses and other recruitment events, and leading the faculty participation in the admissions process. Work to review student applications and render a decision in a timely manner.
- Coordinate advising and assign advising responsibilities to ensure that all advising obligations are met, including graduation certifications and honors, in a timely manner.
- In the case of graduate programs not associated with an undergraduate program, consistent with applicable University policies and procedures, lead the program in fulfilling its personnel (PRC) responsibilities in a timely fashion.
- On behalf of the program, act as the liaison or appoint liaisons as needed with other programs, University units, and external constituencies for the purposes of representing the program in arranging articulation agreements with other institutions; representing the program to donors, potential donors, and partners.
- Ensure that degree program reporting requirements are met. This will include, but not be limited to, the preparation of the five-year review, any reports that are needed for achievement and maintenance of program accreditation, an annual program report to be submitted to the Dean and program faculty by June 15, and necessary revisions in accreditation self-study, Bulletin, applicable program publications and pertinent admissions information.
- Serve as steward of program records, ensuring their completeness as they are passed on to the Coordinator's successor.
- In situations in which it appears that an individual faculty member has not or will not meet their obligations in a timely manner, the program Coordinator will advise the Dean appropriately.
- Inform the Dean as to when the Coordinator will be available during July and August for completing relevant responsibilities as described here and preparation for the fall term. It is understood that such consultation and assistance may not always require the Coordinator's presence on campus.

SECTION 2. CONVENERS AND ADVISORS

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

Appointment: G-group Conveners will be recommended for appointment to the Provost by a vote of 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 recommendations for appointment to the Provost.

Compensation: 4 TCH per year.

Responsibilities of G-group Conveners:

- In accordance with the guidelines for the approval and five-year review of all General Studies courses, convene and lead the necessary meetings of the G-group faculty, keep a record of its deliberations, and communicate the results to the Dean of the School of General Studies and the Committee on General Studies.
- Act as a consultant to faculty in the process of G-course development and as mentor for new faculty with respect to General Studies.
- Meet on a regular basis with the Dean of the School of General Studies to maintain the integrity of G-group categories and the General Studies curriculum as a whole.
- Serve on the Faculty Senate Committee on General Studies in accordance with the Constitution of the faculty governance body. In this capacity, make recommendations for new courses or changes to the G- curriculum and assist in the coordination of assessment activities.
- Prepare an annual report by June 15 that provides an evaluation of the pertinent G-group's activities and gives a status report on all new and reviewed courses; provide yearly revisions of program descriptions for the Bulletin and conduct 5-year reviews of the courses in each G category.

FRST-WRITING, FRST-MATH, and FRST-CRITICAL THINKING CONVENERS

Appointment: The FRST Conveners will be recommended for appointment based upon the recommendation of the FRST faculty.

Compensation:

FRST-Writing	7 TCH + summer stipend of 1 TCH at the senior rank per year.
FRST-Math	5 TCH + summer stipend of 1 TCH at the senior rank per year.
FRST-Critical Thinking	5 TCH + summer stipend of 1 TCH at the senior rank per year.

Responsibilities of FRST Conveners:

- Meet with the FRST Coordinator and the Dean of the School of General Studies on an annual basis to set up goals and objectives for the year, discuss budgetary requests, and review the previous year's progress.

- Assist the FRST Coordinator in the scheduling of courses to ensure that instructional 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, including adjuncts. Assist in orientation, training, and formative evaluation of new full-time and adjunct faculty.
- Conduct necessary meetings with appropriate faculty, keep records of faculty deliberations, and communicate regularly to the FRST Coordinator and the Dean or their designee.
- Lead the FRST-Writing, FRST-Math, or FRST-Critical Thinking associated faculty respectively in ongoing discussions of curricular issues to facilitate meeting missions and goals.
- Assist with orientation and registration of FRST students.
- Act as liaison, when appropriate, to the FRST faculty as a whole and to other programs with regard to matters of joint concern, such as requirements, curriculum development, and facilities requirements.
- Explore outreach with high school English and Mathematics teachers, programs as appropriate.
- Assist in meeting FRST reporting requirements and, in the case of the FRST- Writing Convener, with Writing requirements. This will include but is not limited to the relevant portion of the 5-year review, annual FRST report, and revisions in the Bulletin.

W-2 and QUAD CONVENERS

Appointment:

The W-2 Convener will be recommended for appointment based on the recommendation of the Writing Advisory Council. The QUAD Convener will be recommended for appointment based on a vote of the QUAD Central Task Force.

Compensation: 8 TCH per year.

Responsibilities of the W-2 and QUAD Conveners:

- Meet with the Dean of the School of General Studies on an annual basis to establish goals and objectives for the year and review the previous year's progress.
- Coordinate W-2 or QUAD efforts with regard to assessment of student learning outcomes.
- Pending the availability of funding, coordinate QUAD or W-2 summer institutes.

- Coordinate the recruitment of faculty for teaching QUAD or W-2 courses.
- Review proposed Q or W-2 designations before course schedules are finalized.
- 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 persons, including the Dean of the School of General Studies.
- Advise the Dean of the School of General Studies on graduation qualification appeals.
- Prepare an annual report to be transmitted to the Dean by June 15.
- Ensure that program reporting requirements are met. This will include but is not limited to revision of the Bulletin, provision of pertinent admissions information, and compliance with all state-mandated reports related to basic skills. These are to be submitted to the Dean of the School of General Studies.
- Participate in five-year review.
- Work with instructors of Q2 or W-2 courses to help them design effective assignments.
- Facilitate the maintenance of records of currently approved Q and W-2 designated courses in coordination with the School of General Studies staff.

FIRST-YEAR SEMINAR CONVENER

Eligibility and Appointment:

The first-year seminar Convener will be a tenured faculty member who has taught a first-year seminar course at least twice or has significant experience in teaching first-year-only courses. The Convener will be appointed by the Provost upon the nomination of the Dean of the School of General Studies and the Coordinator of the First-Year Experience.

Compensation: 8 TCH course release + summer stipend equivalent to 4 TCH per year.

Responsibilities of the First-Year Seminar Convener:

- Assist in defining activities and outcomes for the First-Year Experience, reassessing on a regular basis.
- Research “best practices” for continued improvement of seminars in keeping with Stockton’s unique approach.
- Work with the Director of Academic Assessment to develop, revise, and implement an assessment plan for first-year seminars.

- 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.
- Develop and revise a common set of supplemental components that may be included in all seminars, e.g., programs or presentations on information literacy, health and wellness issues, co-curricular components, technology assistance, etc.
- Assist in defining activities and outcomes for students' first-year experience at Stockton. Assist in preparing and administering an outcomes survey to faculty and students.
- Convene a First-Year Seminar Advisory Council whose membership will include the first-year seminar Convener, the Honors Director, the Director of Academic Assessment, the Chair of the Faculty Senate Committee on General Studies, and two at-large members (one tenured, one untenured faculty, each of whom has taught first-year seminars). The advisory council shall meet at least twice per semester.
- Facilitate first-year student participation in other appropriate campus events, e.g., cultural events, campus lectures, etc.
- Assist in the recruitment of first-year seminar faculty.
- Conduct at least two (2) seminar development meetings each semester with all first-year seminar faculty.
- Serve as a resource to all first-year seminar faculty re: potential enhancements, activities, materials, etc. for their courses.
- Prepare and submit an annual report to the Dean of the School of General Studies and first-year seminar faculty and advisory council by June 15.

FACULTY IDEA ADVISOR

Eligibility, Appointment, and Term:

Tenured full-time faculty are eligible for appointment by the Provost. Application shall be by a letter to the Provost indicating interest. Applicants will be screened by a committee consisting of the Director of the IFD, the administrative IDEA liaison, and recommendations made to the Provost. The term shall be two years, with an opportunity for reappointment.

Compensation: 4 TCH per year.

Responsibilities of Faculty IDEA Advisor:

- Communicate with all faculty, including adjunct faculty, about IDEA procedures and deadlines.

- 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 3 + 2 programs). As of the signing of this agreement, the following Advisors are covered in this agreement:

- Criminal Justice BA + MACJ
- Business BS or BA + MBA
- BS + PSM
- BS/BSE or BS/MSE in Engineering

Additional Advisors may be added after a program is approved and upon consultation of the administration and the union.

Appointment of Dual-Degree Advisors:

Dual-degree Advisors will be selected in the same manner as undergraduate Coordinators.

Compensation for Dual-Degree Advisors: 4 TCH per year + summer stipend of 2 TCH.

Responsibilities of Dual-Degree Advisors:

- Assist in the recruitment of students, including preparation of advertising and marketing materials, and communications with students interested in seeking a dual degree.
- Oversee the ongoing development of pedagogy and curriculum.
- Serve as liaison to faculty, including adjuncts.
- Serve as advisor and mentor to dual-degree students.
- Serve as the first level of appeal in all matters relating to the academic activities of the undergraduate program and its faculty. This includes but is not limited to such matters as appeals regarding dual-degree admission.

PRE-PROFESSIONAL ADVISORS (Pre-Medical, Pre-Law)

Pre-professional Advisors serve as advisors to students seeking to pursue selected professional graduate degrees elsewhere, specifically degrees with an extra-normal, arduous application process.

Appointment of Pre-Professional Advisors:

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

Compensation of Pre-Professional Advisors: 4 TCH per year.

Responsibilities of Pre-Professional Advisors:

- Demonstrate leadership in program revisions/curriculum development necessary to prepare students for competitive positions in professional school applications.
- When appropriate, coordinate scheduling of needed courses with appropriate Deans and program Coordinators.
- Advise interested students about suggested programs of study, professional school requirements, strategies for application, and other requirements.
- Inform faculty about professional school requirements, suggested programs of study for students, requirements for application, examinations (MCAT, LSAT, etc.), and other pertinent information.
- Work with the Office of Admissions and other campus offices on student recruitment, interviews, and recommendations to professional schools to improve and develop Stockton's programs designed to prepare students for competitive professional careers.
- Work with the Office of Admissions and other campus offices to recruit new pre-professional students and to provide existing pre-professional students with necessary support for graduate school applications and interviews.
- Provide regular revisions of pre-professional descriptions for the Bulletin, advertisements and announcements, and other reports as may be required.
- Maintain accurate records of student applicants, academic performance and progress, application examination performance, and other appropriate information.

SECTION 3. PRESIDENTS AND CHAIRS**PRESIDENT OF THE FACULTY SENATE/ASSEMBLY**

Selection Process: The President of the Faculty Senate is elected in accordance with the Constitution of the Faculty Senate and bylaws of the faculty.

Compensation: The President of the Faculty Senate shall receive 8 TCH per semester + a summer stipend of 4 TCH per year.

Responsibilities of the President of the Faculty Senate: Responsibilities are those set forth in the Constitution of the Faculty Senate or any superseding governance body.

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

Selection Process: The selection of the Chair of the R&PD committee is in accordance with the MOA on Personnel Procedures and the Constitution of the Faculty Senate.

Compensation: The Chair of the R&PD committee shall receive 4 TCH per year.

Responsibilities: The responsibilities of the Chair of the R&PD committee are in accordance with the MOA on Personnel Procedures and the Constitution of the Faculty Senate.

SECTION 4. DIRECTORS OF FACULTY-LED CENTERS AND INSTITUTES

APPOINTMENTS AND TERMS:

Center and institute Directors shall be appointed as set forth in this agreement. Unless otherwise stipulated, appointments will be made before the end of a fall semester and begin the following July 1. Also, unless otherwise stipulated, terms will be for three (3) 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 temporary leave. 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. Candidates are expected to possess excellence in both formal and informal communication, good organizational skills, comfort with technology, and an understanding of budgets and other resources.

General Responsibilities of Faculty-Led Center and Institute Directors

In collaboration with other University, program and school administrators and staff, the Director coordinates the activities of the center or institute to fulfill its mission in a manner that provides learning and engagement opportunities for Stockton faculty and students. All center and institute Directors have the following responsibilities in common.

- Serve as the contact person for the center/institute to internal and external constituencies.
- Respond to all communications regarding the center/institute in a timely fashion.
- Maintain up-to-date hard copy and digital communication materials regarding the work of the center/institute, including the center/institute website.
- Provide regular communication with the campus and external communities about the activities of the center/institute.
- Maintain a current mission, vision and values statement for the center/institute that aligns with the University mission, vision, and values statements.
- Work collaboratively with an advisory committee that includes representation of appropriate internal and external stakeholders, including at least two (2) Stockton faculty members and one (1) Stockton administrator, and convene the advisory committee at least once each semester.

- 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 Director of the Institute for Faculty Development if they possess the following qualifications:

- Evidence of excellence in teaching.
- Familiarity with faculty development literature and activities and with assessment.
- Experience with best practices in teaching and learning and with learning outcomes assessment.
- Ability to maintain and keep current a program of mentoring in teaching, scholarship, and service for junior faculty that makes use of the faculty and resources of the University and ability to plan an array of relevant activities for mid-career and senior faculty.
- Ability to plan, carry out, and assess the effectiveness of center/institute programming.
- Ability to lead the center or institute in developing teams and projects to utilize resources and funding sources available nationally to improve teaching and learning and campus life and to promote the development of faculty as teacher/scholars

Appointment and Term:

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

Additional Responsibilities of Director of the IFD:

- Research, develop, and maintain a library of best practices, analyses, and other resources that will support the development of the Stockton faculty.
- Keep the faculty community up to date on issues relevant to pedagogy and professional growth by publishing newsletters (at least three issues per calendar year), highlighting the work of the Institute, the work of the faculty, effective pedagogical strategies, and other resources.
- Maintain the IFD webpage.
- Convene an advisory committee to the IFD that includes at least one faculty member from each academic School and convene the committee at least once per semester.
- Coordinate the mentoring of new tenure track and adjunct faculty through a mentoring program recommended by the advisory committee and approved by the Provost.
- Conduct an orientation session for adjunct faculty.
- Conduct faculty development workshops, including first-semester seminars for new faculty.
- Provide leadership and assistance to faculty responsible for peer observation of classroom teaching.
- Serve as a resource to assist faculty in developing tenure/promotion files and teaching portfolios by collaborating with the Faculty Review Committee (FRC) to conduct file construction workshops.
- Assist in recruitment and selection of Faculty Institute Associates and coordinate their work.
- Work with the faculty IDEA Advisor to assist in informing the faculty about the formal tool for student evaluations of teaching (IDEA).

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 outcomes assessment and practices in higher education.
- Prior participation in assessment-related workshops or seminars.
- The ability to support academic program assessment work in all its phases from planning and interpretation of assessment findings to the use of assessment findings.
- Excellence in communication and organizational skills.

Appointment:

The Director of Academic Assessment will be appointed by the Provost upon the recommendation of a selection committee. The selection committee shall consist of the Director of the IFD, three faculty members chosen by the Provost in consultation with the President of the Faculty Senate and the Director of the IFD, and a designee chosen by the Provost.

Compensation: The Director shall receive 8 TCH of release time per semester during the academic year. There will be an expectation of part-time summer responsibilities that will be compensated at a minimum of 4 TCH and a maximum of 8 TCH based on specific summer assignments approved by the Provost.

Additional Responsibilities of the Director of Academic Assessment:

- Provide expertise for faculty in program assessment to plan, implement, use, and improve upon meaningful assessment activities in order to continue to improve student learning.
- Assist faculty in determining if stated student learning goals for academic programs are being met.
- Assist in the analysis and interpretation of student learning assessment data and communicate these findings to the faculty.
- Chair the University's committee dedicated to student learning and assessment, comprised of one faculty member from each School (ensuring representation from undergraduate and graduate programs), two faculty members selected by the Faculty Senate, one faculty member selected by the Stockton Federation of Teachers, and a designee selected by the Provost.
- Assist academic programs in the assessment of student learning outcomes as part of the 5-year review process.

- 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-load each year.

Additional Responsibilities of the Honors Director:

- Manage overall Honors development and any staff assigned to Honors.
- Develop and monitor curriculum; develop and shepherd approval of needed courses.
- Develop and implement Honors co-curricular components.
- Work with the Director of the IFD and the Director of Academic Assessment to develop and maintain an appropriate assessment plan for Honors.
- Advise admissions on the recruitment of Honors students.
- Lead activities that will engage current Honors students.
- Direct the Honors Experience for incoming first-year Honors students.
- Develop appropriate materials for facilitating the transition for Honors transfer students.
- Serve, ex officio, as non-voting member of the Honors Student Executive Board.
- Recruit faculty for participation and serve as a resource to faculty teaching Honors courses.
- Serve on the First-Year Seminar Advisory Council and the First-Year Experience Advisory Council.

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.
- Track record in scholarship and community engagement.
- 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 Social and Behavioral Sciences, the Gerontology Coordinator, one tenured member of the Gerontology faculty, and one member of the SCOSA Community Advisory Board. Such nominations will be based on a letter of application that addresses the eligibility requirements and CV.

Compensation: The Director of SCOSA shall receive 12 TCH release from teaching duties to be spread over the fall and spring terms of the academic year in a manner arranged with the Dean. Summer compensation will be equivalent to 4 TCH at the senior level each year.

Additional Responsibilities of the SCOSA Director:

- Oversee maintenance of the SCOSA website and publication of a SCOSA newsletter, brochures, press releases, and other documents.
- Respond appropriately to internal and external opportunities for partnerships, collaborations, information and assistance and formalize such arrangements where appropriate.
- Oversee implementation of any externally-funded opportunities housed in SCOSA.
- Pursue local agency contracts and other revenue streams (e.g., memberships, donor contributions, events) in support of the SCOSA operating budget.
- Seek to involve the 55+ community in SCOSA activities.
- Disseminate current research and practice through a lecture/workshop series (at least one per semester).

DIRECTOR, STOCKTON CENTER FOR ECONOMIC AND FINANCIAL LITERACY (SCEFL)

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 School of Education, and one tenured faculty member from either Economics or Business Studies. Such nominations will be based on a letter of application that addresses the eligibility requirements and a CV.

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

Additional Responsibilities:

- Facilitate professional development opportunities for teachers, education professionals, and Stockton students interested in economic and financial literacy and Advanced Placement (AP) Economics.
- Oversee SCEFL's Peer Financial Education Program for Stockton students.
- Maintain relationships with teachers, scholars, other centers/institutes and institutions as well as private, public, and nonprofit organizations with similar goals and objectives, particularly where external funding possibilities exist.
- Remain current with economic and financial literacy curricular requirements in the state of New Jersey and any relevant national standards.
- Provide regular updates for the SCEFL website.
- Sponsor events related to economic and financial literacy that benefit Stockton students and New Jersey P/K-12 students and teachers.
- Seek external financial support for projects related to economic and financial literacy.

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

Eligibility:

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:

- Interest in and familiarity with Hellenic studies and culture.
- 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 Arts and Humanities, one tenured faculty member from the School of Arts and Humanities, one tenured faculty member from another School, and one representative from the Hellenic community. Such nominations will be 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:

- Represent the Center with the Stockton Foundation, external agencies, community groups, the media, and other external constituencies.
- Help plan the Center budget, under the supervision of the Dean of Arts and Humanities and the Stockton Foundation.
- Collaborate with the Bjork Library to oversee the Constantelos Hellenic Collection and Reading Room.

DIRECTOR, SOUTH JERSEY CULTURE & HISTORY CENTER

Eligibility:

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

- Interest in and familiarity with the history and culture of New Jersey.
- Demonstrated effectiveness in communication, organization, and leadership.

Appointment:

The Director of SJCHC will be appointed by the Provost who will receive nominations from a screening committee composed of the Dean of the School of Arts and Humanities, one tenured faculty member from the School of Arts and Humanities, one tenured faculty member from another School, and one representative from the local community who serves on the advisory board. Such nominations will be

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:

Develop and oversee effective programming to advance the mission of SJCHC, with a dual focus on engagement with Stockton students/community and the local south Jersey community in the following ways:

- Oversee maintenance of SJCHC website and social account(s) and publication of brochures, press releases, and other documents.
- Oversee implementation of any externally-funded opportunities housed in SJCHC.
- Pursue publication agenda for the publication or republication of titles of significant historical or cultural import to south Jersey.
- Pursue distribution and sale of publications and republications in support of the SJCHC operating budget.
- Develop and oversee student editing and publication of *Sojourn* (the South Jersey Magazine) as a semi-annual magazine featuring articles on south Jersey history and culture written by local historians and Stockton students.
- Pursue production and distribution of video documentaries, chiefly student productions, presenting topics of significant historical or cultural import to south Jersey.
- Deliver educational opportunities related to south Jersey history and culture.
- Pursue affiliation agreements with south Jersey historical societies, museums, and centers best suited to work with Stockton students as interns.
- Disseminate current research and practice through lecture/workshop series, library exhibitions, and museum exhibitions (at least one per year will have significant community outreach).
- Maintain open and regular communication with the Director of the Bjork Library and with the Archivist of Special Collections. Facilitate appropriate community donations to special collections.
- Maintain open and regular communication with the SJCHC advisory board and the Dean of the School of Arts and Humanities.

DIRECTOR, STOCKTON TEXT CENTER

Eligibility:

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

- Interest in and familiarity with humanities archival research and scholarship and/or translation studies.
- Demonstrated effectiveness in communication, organization, and leadership.

Appointment:

The Director of STC will be appointed by the Provost who will receive nominations from a screening committee composed of the Dean of the School of Arts and Humanities, one tenured faculty member from the School of Arts and Humanities, one tenured faculty member from another School, and one representative from the local community who serves on the advisory board. Such nominations will be 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:

Develop and oversee effective programming to advance the mission of STC, with a focus on engaging Stockton students in humanities scholarship, with the ultimate goal of publication, conference presentation and/or performance, in the following ways:

- Oversee maintenance of STC website and social account(s) and publication of brochures, press releases, and other documents.
- Supervise student interns assigned to the STC.
- Locate appropriate manuscripts and archival projects for students' work.
- Deliver research, publication, and performance opportunities for students through archival research and/or translation studies in the humanities.
- Coordinate student trips to regional, national, and international archives, such as visits to the Bienecke Rare Book and Manuscript Library at Yale University and to the Manuscript Division of the Library of Congress.
- Coordinate and disseminate current archival research and practice through co-authored (faculty/student) scholarly publications.
- Coordinate and facilitate student performances of unpublished or little-known texts (e.g., poems, short fiction, nonfiction, play excerpts) at academic humanities conferences, including text preparation and rehearsals.
- Coordinate student travel to academic conferences and other performance venues.

- 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 (with goal of annual publication of a multilingual journal of poetry, short fiction and nonfiction).
- Maintain open and regular communication with the STC advisory board and the Dean of the School of Arts and Humanities.