

LETTER OF AGREEMENT

NON-TENURE TRACK LIBRARIANS

Effective Fall 2024

The Rowan University Administration and the AFT Union Local 2373 agree that the following will apply to Non-Tenure Track Librarians effective on the date signed below. This Agreement remains in effect until either party wishes to renegotiate the procedures herein.

SIGNATURE ON FILE

SIGNATURE ON FILE

Date: July 31, 2024

Date: July 30, 2024

Theresa Drye, Chief Human Resource
Officer / Vice President

Jonathan Foglein, Negotiator
Rowan AFT Local 2373

Non-tenure-track Librarians

Non-tenure-track librarians (hereinafter referred to as NTTLs) have primary responsibilities defined by their role within the Rowan University Libraries. Duties and responsibilities shall not require scholarship, research, or creative activity. NTTLs are expected to remain current in their fields of expertise by engaging in activities that support their professional development.

The total number of NTTLs appointed shall not exceed forty percent (40%) of the tenure-track AFT librarian lines at Rowan University. If at any time the number of NTTLs exceeds this percentage due to a drop in TT librarian numbers, the University shall not hire any new NTTLs until that ratio drops below the maximum.

NTTLs shall be eligible to participate in personnel and peer committees that relate to their rank, such as serving on a recontracting committee for another NTTL and can participate on search committees as they relate to their responsibilities.

Professional Responsibilities

1. Workload

NTTLs will have a comparable work week and responsibilities to their tenure-track peers, except that their duties do not require scholarship, research, or creative activity. Like their tenure-track colleagues, their positions are typically twelve (12) months, although ten (10) month appointments may be made as well.

NTTLs shall be accessible to students, faculty, and staff colleagues primarily through in-person interactions, and also through electronic, telephonic, or written modes.

2. Professional Development

NTTLs are expected to remain current in their fields of expertise by engaging in activities that support their professional development. Professional development expectations shall not be extensive for the purposes of recontracting and promotion and should be evident in their professional responsibilities; however, the lack of professional development will significantly hinder promotion opportunities.

Conversely, extensive professional development shall not constitute grounds for reappointment or promotion.

3. Service to University (and Wider & Professional) Community

NTTLs will be expected to perform service to the libraries and the university. The nature of this service may vary with programmatic needs and the capabilities of individual NTTLs. Service to the wider and professional community is also possible (but not expected) and would also be included in this section. Specific service duties should be planned in consultation with their immediate supervisor, and the Associate Provost/Designee.

Salary

The salary ranges for the ten (10) month NTTL titles listed below shall be as follows:

Non-Tenure Track Librarian III	Ranges 17, 19, and X
Non-Tenure Track Librarian II	Ranges 21, 23, and X
Non-Tenure Track Librarian I	Ranges 25, 27, and X
Non-Tenure Track Assistant Dir of Lib	Ranges 29, 31, and X

The salary ranges for the twelve (12) month NTTL titles listed below shall be as follows:

Non-Tenure Track Librarian III	Ranges 20, 22, and X
Non-Tenure Track Librarian II	Ranges 24, 26, and X
Non-Tenure Track Librarian I	Ranges 28, 30, and X
Non-Tenure Track Assistant Dir of Lib	Ranges 32, 34, and X

Appointments and Assignments

NTTLs shall be appointed to a two-year initial appointment and can be re-appointed to a three-year contract. Afterwards, NTTLs shall be subsequently reappointed for five (5) year contracts.

Initial contracts tendered to NTTLs shall list specific duties for those persons and be reflected in the original job description of the position. If there are any changes to those duties in a subsequent year, the changes need to be communicated in writing prior to the start of the year and added to the updated job description and responsibilities.

Over and above satisfactory and successful performance, continued reappointment will also be based on continued programmatic need and subject to the availability of funds and applicable State action. In cases where there is no longer a programmatic need for the position or the skill set and/or expertise of the NTTL in the position, individuals will be notified no later than February 1st of the previous academic year of their non-reappointment. In all such cases, the Union will be notified in a timely manner of non-reappointment based on a lack of programmatic need. Individuals and the Union will also be notified of a contract termination for budgetary reasons by no later than April 1st.

Procedures for Reappointment

1. Prior to its issuance, the notice of the calendar for NTTL applications for reappointment shall be given to the Local Union president and candidate.
2. NTTLs shall be reappointed pursuant to established procedures. Only those duties noted on their current job description are used for reappointment evaluations. Any changes to those duties shall be in consultation between the Associate Provost/designee and the candidate and the Libraries Personnel Committee* and will be documented on subsequent contracts.

The assessment of NTTLs performance, in all of the contractually specified areas, inherently includes an expectation that all the NTTLs activities are carried out in a professional manner. NTTLs, as well as all Rowan University employees, are expected to engage other librarians, faculty members, members of the

administration, staff, and students with courteousness and respect at all times. These responsibilities are essential to promote a positive and productive working environment.

* The Libraries Personnel Committee shall be composed of tenured and non-tenure track, in-unit members and be elected as per prior practice; more details are contained in the Library Tenure and Recontracting MOA.

Promotion and Range Adjustment

NTTLs shall be eligible for promotion pursuant to Article XVII of the 2023-2027 State of NJ-AFT Agreement and locally negotiated procedures. NTTLs shall be eligible for range adjustment pursuant to Article XXI of the 2023-2027 State of NJ -AFT Agreement and locally negotiated procedures. NTTLs can only be evaluated on specific responsibilities as listed in their promotion criteria for the purposes of promotions and range adjustments. Promotion criteria and standards will be developed by the Librarians in consultation with the Associate Provost and approved by the Provost/Designee.

Anniversary Date

Non-Tenure Track Librarians shall be eligible for anniversary date assignments, pursuant section B of Article XXII of the 2023-2027 AFT – NJ State MOA.

Leaves and Holidays

Ten (10) month NTTLs are eligible for sick leave pursuant to Article XXIV and holidays pursuant to Article XXV of the State-Union Agreement. Twelve (12) month NTTLs are eligible for vacation-sick leave pursuant to Article XXIV and holidays pursuant to Article XXV of the State-Union Agreement.

NTTLs are NOT eligible for sabbatical leave.

Exclusions

All terms and conditions of NTTLs employment shall be governed by the NTTP State-Union Agreement unless specifically excluded herein.

Terminal Degree

Per the Association of College and Research Libraries (ACRL): “The master's degree from a program accredited by the American Library Association or from a program in a country with a formal accreditation process as identified by ALA’s Human Resource Development and Recruitment Office is the appropriate terminal professional degree for academic librarians.”

NTTL Recontracting Procedures

The following procedures will be implemented for NTTL recontracting cycles:

Levels of Review: University Libraries Personnel Committee and Associate Provost in each cycle. Negative decisions on recontracting may be appealed to the Provost/Designee.

Calendar of Reappointment

Reviews will take place in the spring semester prior to issuance of a contract for fall of the following academic year. The review cycle dates include:

- Date TBD by Libraries Personnel Committee (LPC)
 - Candidate reappointment packet due to LPC
- April 1 (unless falls on a weekend, in which case due following Monday)
 - Reappointment packet and LPC's evaluation due to Associate Provost
- May 1 (unless falls on a weekend, in which case due following Monday)
 - Associate Provost’s recommendation due to LPC chair and candidate

***Note:** An additional review will be held in spring of year 1 to assess NTTLs’ mid cycle progress. This initial evaluation during year 1 will be largely formative rather than summative, similar to other first-year initial reviews.

Content of Reappointment Packet

Reappointment criteria for NTTLs shall be defined by University Libraries, which must be approved by the LPC, Associate Provost/designee, and Provost. Candidates are expected to use the procedures and forms contained therein.

Non-Renewal of a Multi-Year Contract

If an NTTL receives notice of a multi-year appointment non-renewal, then the candidate shall be offered a one-year Performance Improvement Plan (PIP). A PIP may also be triggered by documented lack of professional behavior. The PIP shall be developed in consultation and cooperation with the employee and union representatives, provided however that the College/University shall have final decision-making authority as to the content of the PIP, which is not subject to review.

The contents of the PIP shall include defined and achievable benchmarks which would show progress towards reinstatement of the multi-year contract, a timeline for completion of each benchmark, and a schedule of regular meetings between the candidate and union representatives and the Associate Provost/designee and administration representatives to track the progress of the candidate through the PIP.

If the College/University determines, in its discretion, that the candidate has complied with the PIP, the candidate shall be eligible for renewal of their full multi-year contract. Failure to comply with the PIP shall subject the candidate to non-renewal at the conclusion of the PIP year. Notice of non-compliance shall be provided to the candidate no later than April 1 of the terminal PIP year.