

MEMORANDUM OF AGREEMENT

NON-TENURE TRACK TEACHING PROFESSORS

Effective Fall 2024

The Rowan University Administration and the AFT Union Local 2373 agree that the following will apply to Non-Tenure Track Teaching Professors (currently titled as “Lecturers” and Non-Tenure Track Faculty) effective September 1, 2024. This Agreement remains in effect until either party wishes to renegotiate the procedures herein.

SIGNATURE ON FILE

Date: March 12, 2024

Theresa Drye, Chief Human Resource
Officer / Vice President

SIGNATURE ON FILE

Date: February 27, 2024

Jonathan Foglein, Negotiator
Rowan AFT Local 2373

Non-Tenure Track Teaching Professors

Non-tenure track teaching professors (hereinafter referred to as Teaching Professors) have the primary responsibility of teaching or supervising clinical experiences or internships. Duties and responsibilities shall not include scholarship, research, or creative activity. Teaching Professors are expected to remain current in their fields of teaching and expertise. All aspects of the master agreement specifically listed in the Letter of Agreement XIV of the 2023-2027 AFT-NJ MOA shall apply to Lecturers or NTTP faculty.

The total number of Teaching Professors appointed shall not exceed the percentage of the regular full-time faculty lines at Rowan University as outlined in the statewide agreement (Letter of Agreement XIV. B. Limitations). Prior to each academic year, the University shall consult with the Local Union regarding the number of planned Teaching Professor appointments.

Teaching Professors are eligible to participate in personnel/peer committees as they relate to their responsibilities, including the department and college TR&P committees in academic years if those committees are reviewing other teaching faculty. However, they can only review the files of other teaching professors.

This agreement will also cover any individuals hired under the former positions of: Non-Tenure Track Faculty and Lecturers.

Professional Responsibilities

1. Teaching Load

Teaching load for Teaching Professor shall be equivalent to the load of TT faculty (12 credit hour per semester/24 credit hours per academic year). Other duties may be assigned in lieu of the credit load. Clinical or student supervision assignments can also be made in lieu of teaching. Teaching Overload should be compensated following the minimum rates per teaching credit hours equivalent to the rates used for TT faculty. Overload teaching shall be limited to no more than 6 credit hours per semester (maximum of 12 credit hours in the academic year).

During the period of instruction, a Teaching Professor shall be present on campus as necessary to their professional responsibilities for a majority of their full-time hours per week. Any professional duties performed away from campus will require specific approval from the department head, department chair in departments without managerial heads, or the dean. In such circumstances, the Teaching Professor shall be accessible to students, faculty and staff colleagues through normal, electronic, telephonic or written modes. For a more comprehensive description of teaching excellence, refer to the Tenure and Recontracting MOA.

2. Professional Development

Teaching Professors are expected to maintain currency in their disciplines. Professional development expectations shall not be extensive for the purposes of recontracting and promotion and should be evident in their professional responsibilities.

3. Service to University (and Wider Professional) Community

Teaching Professors will be expected to perform service to the department, college, and university. Service to the wider and professional community is also possible (but not expected) and would also be included in this section. The nature of this service may vary with programmatic needs and the capabilities of individual teaching faculty. Specific service duties should be planned in consultation with the department head/chair and dean.

Teaching Faculty Degree Requirement

Teaching Professors are expected to hold a terminal degree (or its professional equivalent). Exceptions to faculty degree requirements shall be requested by the academic dean of the college/school and approved in writing by the Senior Vice President for Academic Affairs & Provost or designee. NTPP faculty hired before January 1, 2024, are exempt from the terminal degree requirement.

Salary

Teaching Professors with ten (10) month contracts shall be placed on the salary ranges listed below, based upon their title:

Assistant Teaching Professor	Ranges 21, 24, and X
Associate Teaching Professor	Ranges 25, 27, and X
Teaching Professor	Ranges 28, 30, and X

Teaching Professors with twelve (12) month contracts shall be placed on the salary ranges listed below, based upon their title:

Assistant Teaching Professor	Ranges 24, 27, and X
Associate Teaching Professor	Ranges 28, 30, and X
Teaching Professor	Ranges 31, 33, and X

Teaching Professors who are earning more than the aforementioned ranges shall not have their salaries reduced as per Article XV.B of the Master Agreement.

Appointments and Assignments

Teaching Professors shall be appointed to a two-year initial appointment and can be re-appointed to a three-year appointment. Afterwards, Teaching Professors may subsequently be reappointed to five (5) year appointments.

Contracts tendered to Teaching Professors shall list specific duties for those persons. 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.

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 skillset and/or expertise of the Teaching Professor 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 Teaching Professor applications for reappointment shall be given to the Local Union president and candidate.
2. Teaching Professors shall be reappointed pursuant to established procedures. Only those duties noted on their contracts are used for reappointment evaluations. Any changes to those duties shall be in consultation between the Dean, the candidate and the department, and will be documented on subsequent contracts.

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

Promotion and Range Adjustment

Teaching Professors shall be eligible for promotion and range adjustments pursuant to locally negotiated procedures.

Teaching Professors shall only be evaluated on teaching and specific responsibilities as listed in their contracts for the purposes of promotions and range adjustments. Promotion criteria and standards will be developed by individual Departments in collaboration and consultation with the Dean and approved by the Provost/Designee. Deadlines, forms, and expectations shall be contained within the Promotion MOA for all Teaching Professors.

Anniversary Date

Teaching faculty shall be eligible to anniversary date assignments, pursuant **section B** of Article XXII of the 2023-2027 AFT – NJ State MOA.

Leaves and Holidays

All Teaching Professors are eligible for sick leave pursuant to Article XXIV and holidays pursuant to Article XXV of the State-Union Agreement. As specified in Article XXV, these positions will not be eligible for an alternate day off in the event they are required to work on a legal holiday or on a holiday declared by the Governor. Teaching professors are also not eligible for sabbatical leave.

Exclusions

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

Teaching Professor Recontracting Procedures

The following procedures will be implemented for Teaching Professor recontracting cycles:

Cycle of Reappointments

Contract	Number of Peer Observations	Number of Student Evaluations
First (2-year contract)	Two (2) with one (1) in each academic year	50% in load per term
Second (3-year contract)	At least 2 in the 2 years prior to next review	50% in load per term for the final 2 years of contract, with at least 1 per semester
Third and Subsequent (5-year contracts)	At least 2 in the 2 years prior to next review	50% in load per term for the final 2 years of contract, with at least 1 per semester

***Note:** An additional review will be held in spring of year 1 to assess faculty members’ midcycle progress. This initial evaluation during year 1 will be largely formative rather than summative, similar to tenure-track faculty initial reviews.

Levels of Review: Department and dean 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 Department T&R Committee
 - Candidate reappointment packet due to department T&R Committee
- April 1 (unless falls on a weekend, in which case **due the following business day**)
 - Reappointment packet and Department T&R Committee's evaluation due to Dean
- May 1 (unless falls on a weekend, in which case **due the following business day**)
 - Dean's recommendation due to Department T&R Committee chair and Candidate

Content of Reappointment Packet

Criteria for Teaching Professors shall be defined by Departments and must be approved by the Dean and by the Provost/Designee. Candidates are expected to use the procedures and forms contained therein.

Note: The spring semester when the review is completed will not include student or peer observations from that semester. However, other information (discussion of courses currently being taught, current professional development, current service obligations, etc.) may be included.

Non-Renewal of a Multi-Year Contract

If a Teaching Professor receives notice of a multi-year appointment non-renewal, then the Teaching Professor 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 Teaching Professor and union representatives and the Dean and administration representatives to track the progress of the Teaching Professor through the PIP.

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

Transition from Lecturer positions to Teaching Professor positions

On the first full pay period of the 2024 – 2025 academic year (after July 1st for 12-month employees, after September 1st for 10-month employees), all Lecturers (regardless of rank) shall be assigned the new title of Teaching Professor and have their salaries adjusted as follows:

From	To
Lecturer	Assistant Teaching Professor
Senior Lecturer	Associate Teaching Professor
Master Lecturer	Teaching Professor

- Lecturers eligible for an anniversary step increase by September 1st, 2024, shall have that step awarded (for example, from 18-5 to 18-6)
- Each employee then shall have three ranges added to their current range (for example, 18 to 21), except for those who are on a range higher than originally allowable for that lecturer rank. In this instance, the employee will be assigned the highest range available in the new teaching professorship corresponding title.
- The steps shall be reduced until a step is found that gives salary equal or exceeding the salary prior to the range change (for example: from 18-6 to 21-3, which is higher in salary than 18-6).
- The time until the next step increase shall be reset.
- This increase is not considered a Promotion in terms of eligibility for future promotion.

To offset the cost of these salary increases, the AFT and Administration agree to the following:

- There shall be a one-year hold on all promotion applications during AY 2023-2024. A revised promotion agreement will be issued by the beginning of AY2024-2025.
- Time in rank shall continue to accrue towards longevity amounts for promotion during this hold.

The transition in cycle of reappointments shall be made as follows:

- Individuals on current contracts shall finish their current contract, then proceed to the next longer cycle of reappointments described in this agreement in the next contract.

RECONTRACTING CHECKLIST FOR ALL TEACHING PROFESSORS

CANDIDATE NAME _____ **DATE HIRED** _____

OFFICE / DEPARTMENT _____ **PHONE EXT.** _____

DEPT CHAIR/HEAD/DESIGNEE _____ **PHONE EXT.** _____

TEACHING PROFESSORS within the Bargaining Unit appointed after December 31 of the current academic year shall be reviewed the following year as a first-year candidate. The Departmental Recontracting Chairperson’s initials must appear on blank lines under “Initials.” Please number the pages of the recontracting file and collate in the order listed and include the corresponding starting page number where indicated.

Start Page	#	CHECKLIST ITEM	Initial
<u>i</u>	1.	Checklist (this page)	
<u>1</u>	2.	Application Form	_____
___	3.	Curriculum vitae (required)	_____
___	4.	Executive Summary (required)	_____
___	5.	Job Description (from initial job posting)	_____
___	6.	Courses Taught and Adjusted Load (current review cycle)	_____
___	7.	Approved Department Recontracting criteria	_____
___	8.	Teaching/Professional Performance: <ul style="list-style-type: none"> • Self-assessment • Candidate’s summary of the student evaluations (current cycle) • Candidate’s response to the student evaluations (current cycle) • Peer evaluations (current cycle) and candidate’s response • Plans for future growth 	_____
___	9.	Professional Development <ul style="list-style-type: none"> • Self-assessment • Plans for future growth 	_____
___	10.	Service to the University and Wider Professional Community <ul style="list-style-type: none"> • Self-assessment • Plans for future growth 	_____
___	11.	Departmental/Committee evaluation, numerical vote, and minority report (if necessary) (Appendix D) ENSURE THAT ALL SIGNATURES ARE PRESENT	_____
___	12.	Previous evaluations (as applicable) <ul style="list-style-type: none"> • Include reviews from Department/Office and Dean/Supervisor 	_____
___	13.	Supplemental Folder <ul style="list-style-type: none"> • Student evaluations raw data (current and prior cycles) • Peer evaluations (prior cycles) • Other supplementary materials (as needed) 	_____