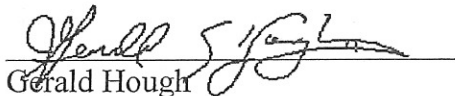


MEMORANDUM OF AGREEMENT
MULTI-YEAR APPOINTMENT AND REAPPOINTMENT
AFT PROFESSIONAL STAFF
Effective Fall 2016

The Rowan University Administration and the AFT Union agree that the following procedures will be operative for the evaluation of professional staff members in the AFT-unit who are eligible for multi-year contract consideration. This MOA will remain in effect until either party wishes to renegotiate the procedures in this MOA, or if there is a change in the statewide agreement regarding multi-year appointments, to be effective at the start of the next academic year.



Robert Zazzali, Senior V.P. for
Community & Economic Development



Gerald Hough
AFT Negotiator

CALENDAR FOR MULTI-YEAR RECONTRACTING REVIEW

CANDIDATES FOR THEIR INITIAL MULTI-YEAR APPOINTMENT (PROFESSIONAL STAFF IN THEIR 5TH YEAR OF SERVICE)

<u>ACTION</u>	<u>NOT LATER THAN</u>
1) Notification of Eligibility	September 15
2) Candidates meet with immediate supervisor to review evaluation process (Sec. 4.4)	October 15
3) Candidates meet with immediate supervisor to review supervisor's evaluation report (Sec. 4.5)	November 15
4) Candidates may respond to evaluation (Sec. 4.6)	November 21
5) Evaluation materials forwarded to President (Sec.4.7)	November 25
6) President notifies candidates (Sec.6.2)	December
7) Board of Trustee Meeting	December

CANDIDATES FOR THEIR MULTI-YEAR REAPPOINTMENT

<u>ACTION</u>	<u>NOT LATER THAN</u>
1) Notification of Eligibility	January 1
2) Candidates meet with immediate supervisor to review evaluation process (Sec. 4.4)	March 25
3) Candidates meet with immediate supervisor to review supervisor's evaluation report (Sec. 4.5)	April 25
4) Candidates may respond to evaluation (Sec. 4.6)	May 1
5) Evaluation materials forwarded to President (Sec.4.7)	May 7
6) President notifies candidates (Sec.6.2)	June
7) Board of Trustee meeting	June

Memorandum of Agreement

Multi-year Appointment and Reappointment Contracts In-Unit Professional Staff

1. Eligibility for Multi-year Contracts

Each member of the professional staff not holding faculty rank or concurrent academic rank who is a member of the bargaining unit shall be eligible for a multi-year appointment or reappointment contract.*

*N.J.A.C. 9:6-4.7(b)

For the purposes of this section the academic year shall be from July 1 to June 30. Contracts for professional staff members shall be concurrent with the academic year. In order for the initial term of employment to qualify as a full academic year for purposes of the multi-year contract probationary period, employment under the contract must begin no later than December 31st.

2. Length of Multi-year Appointment or Reappointment Contract

For those hired prior to October 2, 2012: Each initial appointment to a multi-year contract (after completion of five years of probationary service) shall be for three (3) full calendar years in length. Subsequent reappointments shall be for four (4) years, and then five (5) years. All subsequent contracts shall be for five (5) full calendar years in length.

For those hired after October 2, 2012: Each initial appointment to a multi-year contract (after completion of five years of probationary service) shall be for three (3) calendar years in length. The next two succeeding multi-year contracts, if granted, shall be for three (3) years. All subsequent contracts, if granted, shall be for four (4) years.

3. Multi-year Contract Reappointments

Each candidate for a multi-year reappointment contract shall undergo a thorough and rigorous review of his or her qualifications for continued employment at the University,

and such employee will be expected to present evidence of past performance and future potential such as to warrant the granting of a multi-year contract in the candidate's professional staff position.

4. Process of Evaluation

- 4.1 The entire professional performance record of a member of the professional staff shall be considered at the time such employee is being considered for a multi-year appointment or reappointment contract.
- 4.2 Each member of the professional staff who is eligible for a multi-year reappointment contract shall prepare a written self-evaluation which shall include: a review of past performance and achievements bearing on the contemplated personnel action; a complete description of current professional responsibilities; an analysis of professional contributions and potential for continued development; and a statement of professional goals and objectives. (Form attached) The candidate may include any additional information that he/she deems appropriate, for example, prior years' evaluations.
- 4.3 Each member of the professional staff who is eligible for a multi-year appointment or reappointment contract may be evaluated by employees, who may be in or out of the bargaining unit, who serve in a regular and continuing functional working relationship to the candidate. Employees serving in a functional working relationship shall be those identified by the immediate supervisor of the candidate, after consultation with the candidate.
- 4.4 Candidates for initial multi-year contract consideration by October 15 and candidates for multi-year reappointment consideration, by March 25 will meet with their immediate supervisor to:

- Review the evaluation process and procedures;
- Update his/her job description; this updated job description may be made the basis for a formal request for job reclassification;
- Discuss the specifics of the criteria (e.g., professional performance, contributions to office and University, fulfillment of professional responsibilities, potential for professional growth) that will be applied in the candidate's assessment;
- Identify mutually no fewer than three (3) individuals serving in a functional working relationship with the candidate.

4.41 The candidate's immediate supervisor shall request the identified employees to provide a written appraisal of the candidate's ability, performance, contributions and potential. If as a result of this consultation, the candidate and the immediate supervisor disagree as to which employees serve in a functional working relationship to the candidate, the immediate supervisor and the candidate will each identify employees who serve in a functional relationship. The immediate supervisor will then request written appraisals from all employees so identified. (Form attached)

4.42 Following the consultation, the candidate will receive in writing a statement of the specific criteria to be applied by the immediate supervisor in evaluating the candidate. If the candidate and the immediate supervisor disagree as to the appropriate evaluative criteria, the candidate may attach a statement to this effect for inclusion in his/her review folder.

4.5 Candidates for initial multi-year contract consideration by November 15 and

candidates for multi-year reappointment consideration by April 25 will meet with their immediate supervisor. At that meeting each candidate shall review the evaluations submitted by the individuals identified by the process outlined in section 4.4 above and shall receive a copy of immediate supervisor's evaluative report of his/her professional performance and potential for future growth.

4.6 Candidates for an initial multi-year contract and candidates for multi-year reappointment consideration will have one week from the evaluation meeting to attach written comment to the evaluation materials and indicate by signature that they have had opportunity for review and comment.

4.7 The evaluation materials will then be sent to the President or his designee by the candidate. Upon receipt of the file for each candidate for recontracting, the President may consult with his administrative staff. If additional written information and/or a written evaluative report on the candidate is presented to the President, the candidate will receive a copy and will have an opportunity to append comments thereto and present them to the President.

5. Definition of Immediate Supervisor

For the purposes of this Article, the immediate supervisor shall be construed as that supervisory management-level person not included in the bargaining unit and who is first reached in the normal chain of command leading from the candidate.

6. Notification of Multi-year Appointment or Reappointment

(See calendar for notification deadlines)

6.1 If members of the academic administrative staff other than the immediate supervisor provide a written evaluative report to the President on a candidate, the candidate will receive a copy and will have an opportunity to append comments

thereto and present them to the President.

6.2 Not less than five (5) days before official Board action, the President will make known in writing to each candidate his recommendation and the reason for the recommendation to the Board of Trustees.

6.3 A professional staff member receiving a negative recommendation may request and shall receive an informal appearance before the President (this can occur either before or after the Board of Trustee's meeting). At the candidate's option, he/she may request a union representative to be present.

6.4 In instances where the President is making a negative recommendation, the candidate shall have the option of filing written comments directly with the Board of Trustees prior to Board deliberations.

7. Time Limit on Grievances

Grievances involving alleged violations of these procedures must be filed within thirty (30) days from the date on which the candidate should have reasonably known of its occurrence.

FORM 18
Evaluation of Professional Staff in the Unit

As part of the annual review and evaluation process for professional staff members in the unit eligible for multi-year contracts, we are evaluating the performance of

_____ as _____
(Name of Professional Staff Member) (Title)

It is my understanding that within the past year you have had the opportunity to work in a functional relationship with the administrator named above. If you are willing, we would appreciate your input in this evaluation process. All evaluative information will be shared with the professional staff member under review. I would appreciate knowing as soon as possible if you cannot participate in the evaluation process.

(Please return this form to _____ by _____). The following statement reflects my observations and appraisal of the above named professional staff member's: (1) competencies, (2) professional performance and, (3) potential for continued professional growth.

Date

Signature

FORM 19
Individual Self-Assessment Statement
Professional Staff in the Unit

Date: _____

As part of the review and evaluation process for appointment to a multi-year contract, you are asked to complete the attached self-assessment form.

Name _____

Date of Appt. to Rowan _____

Title _____

Present Position _____

Division _____

Highest Degree _____

Previous Rowan University Position _____

The evaluation of professional activities is based on total professional performance.

The self-assessment statement should include at a minimum:

- (1) A review of past job performance;
- (2) A description of current duties, (job description):
- (3) An analysis of professional contributions;
- (4) A statement of future professional goals and objectives.