

**MEMORANDUM OF AGREEMENT**  
**MULTI-YEAR APPOINTMENT AND REAPPOINTMENT**  
**AFT PROFESSIONAL STAFF**  
**Effective Fall 2020**

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 effective July 1, 2020. 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.

***Important change: Due to the negotiations of the 2015-2019 Statewide Master Agreement, the length of multi-year contracts have been shortened following the probationary period. This means the following: Anyone currently on a multi-year contract longer than 3 years before July 1, 2017 will receive two more contracts of the same length when the current contract expires, then will receive one less year on new multi-year contracts until down to a 3-year multi-year contract. Individuals who are currently on a 3-year multi-year contract will continue to receive 3-year contracts.***

**Signature on file**

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Theresa Drye, Chief Human Resource  
Officer / Vice President

**Signature on file**

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Jonathan Foglein, Negotiator  
Rowan AFT Local 2373

## CALENDAR FOR MULTI-YEAR RECONTRACTING REVIEW

### CANDIDATES FOR AN INITIAL MULTI-YEAR APPOINTMENT (PROFESSIONAL STAFF IN THE 5<sup>TH</sup> 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/designee (Sec.4.7)	November 25
6) President notifies candidates of recommendation (Sec.6.2)	December 7
7) Board of Trustee Meeting	mid-December

### CANDIDATES FOR A MULTI-YEAR REAPPOINTMENT (PROFESSIONAL STAFF IN THE SECOND-TO-LAST YEAR OF THE CURRENT MULTI-YEAR CONTRACT)

<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/designee (Sec.4.7)	May 7
6) President notifies candidates of recommendation (Sec.6.2)	June 1
7) Board of Trustee meeting	mid-June

**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

Each member of the professional staff not holding faculty rank or concurrent academic rank who is a member of the Rowan AFT Local 2373 bargaining unit shall be eligible for a multi-year appointment or reappointment contract in accordance with the provisions of Chapter 163 of the Laws of 1973. After completion of five years of probationary service, full-time employees not holding faculty rank shall be considered for a multi-year contract. All multi-year contracts granted effective July 1, 2017 or thereafter shall be for three (3) years, unless the employee is on a four-year or five-year contract as of June 30, 2017. For employees who are currently serving in a four-year contract as of June 30, 2017 their next two succeeding contracts, if granted, shall be for four (4) years. Subsequently, all contracts granted shall be for three (3) years. For employees who are serving in a five-year contract as of June 30, 2017, their next two succeeding contracts, if granted, shall be for five (5) years. The contract after that will be for four (4) years. Subsequently, all contracts granted shall be for three (3) years.

### 3. Multi-year Contract Reappointments

Each candidate for a multi-year reappointment contract shall undergo a thorough and rigorous review of their 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 appointment or reappointment contract shall prepare a written self-assessment which shall include, at a minimum: (Form attached)

- a description of current duties (job description) and appropriate evaluation criteria;
- a review of past professional performance and professional development;
- an analysis of contributions to the office and University, and to the wider and professional community; and
- a statement of future professional goals and objectives.

The candidate is encouraged to include any additional information deemed appropriate, such as any supplemental material, and recommendations from others from previous recontracting evaluations. (A candidate should not include previous self-assessments, as the most up-to-date version would be included as part of the current evaluation.)

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, and 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 the job description; this updated job description may be made the basis for a formal request for job reclassification;
- Discuss the specifics of the evaluation criteria (e.g., professional performance, professional development, contributions to office and University, contributions to the wider and professional community) 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 the submitted documentation.
- 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 receive a copy of 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 the candidate's professional performance and potential for future growth. These evaluations shall be included in the submitted documentation.
- 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 electronically submitted to the President/designee by the candidate. Upon receipt of the file for each candidate for recontracting, the President/designee may consult with the administrative staff. If additional written information and/or a written evaluative report on the candidate is presented to the President/designee, the candidate will receive a copy and will have an opportunity to append comments thereto and present them to the President/designee.

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 deadlines)

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

6.2 Not less than five (5) days before official Board action, the President/designee will make known in writing to each candidate the 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/designee (this can occur either before or after the Board of Trustee's meeting). At the candidate's option, the candidate may request a union representative to be present.

6.4 In instances where the President/designee 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. Grievances Due to Non-Renewal

7.1 As stated in Article VII (E.3) of the 2015-2019 Statewide Master Agreement, full-time employees serving under multi-year contracts may grieve notice of non-renewal based on lack of good cause. If the arbitrator finds that the non-renewal lacked good cause, the

arbitrator may direct the withdrawal of the notice of non-renewal. In such event, the arbitrator may either issue a monetary award not to exceed one (1) year's salary or reinstate the employee to employment with the College/University for a term not to exceed one (1) year under the terms of a Performance Improvement Plan (PIP).

7.2 The PIP shall be developed in consultation and cooperation with the employee and representatives of the Local Union, 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. If the College/University determines, in its discretion, that the professional staff member has complied with the PIP, the professional staff member shall be eligible for renewal of their contract in accordance with Section A of Appendix 1 of the Master Contract.

7.3 Failure to comply with the PIP shall subject the professional staff member to non-renewal at the conclusion of the year. Notice of non-compliance shall be provided to the professional staff member no later than April 1 of the terminal contract year. This reinstatement authority applies only to non-renewals based on job performance, and a non-renewal at the conclusion of the PIP year awarded by the arbitrator shall not be subject to the contractual grievance/arbitration provisions.

## 8. Time Limit on Grievances

Grievances involving alleged violations of these procedures must be filed within forty-five (45) 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 professional staff member 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) professional performance and development, (2) contributions to the University and the wider and professional community 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 description of current duties (job description) and appropriate evaluation criteria;
- (2) A review of past professional performance and professional development;
- (3) An analysis of contributions to the University, and to the wider and professional community;
- (4) A statement of future professional goals and objectives.