

Memorandum of Agreement

Additional Academic Service

The Work of Faculty

The primary work of faculty is teaching. The normal scope of faculty work also includes scholarship, and service. Additionally, full time faculty are expected to engage in curriculum creation and revision, student advisement, and the creation and implementation of academic policy. The domain of faculty service includes service to the department, college, university, the community, and to one's profession. However, there are other essential service tasks that require a level of faculty engagement that exceeds the normal expectation for service. These tasks require significant time invested on a regular basis and hence fall outside the scope of the full-time assignment. Therefore, faculty who assume those tasks qualify for either an adjustment of the full-time teaching assignment or for additional compensation. Such Additional Academic Service activity includes duty as a department chairperson, the coordination of a major program, or a major project such as periodic accreditation review, or similar tasks that serve the university or any of its components and require work that exceeds normal expectations. The recent agreement titled "Faculty Workload Adjustment" specifies a process for adjusting a 12 credit per semester teaching load in order to do scholarly work or exceptional service projects. This agreement specifies the process that governs other Additional Academic Service that qualifies for either teaching assignment adjustment or for additional compensation. Participation in the "Faculty Workload Adjustment Program" does not preclude an individual from participating in the program governed by this agreement.

Additional Academic Service Assignment -General Principles

1. All Additional Academic Service assignments will be reviewed collectively by the College Deans to insure equitable and consistent treatment across academic units. All requests for such service from Departments will be shared with the Union. The Union will also be informed of all approvals or denials of any requests and will be provided a rationale for each.
2. The Administration shall provide the Union with a list of Additional Academic Service assignments determined by this agreement, the description of duties associated with each assignment and the type and amount of compensation. The Administration will automatically notify the Union of any proposed changes. The list of service assignments will be made available to any chairperson upon request.
3. When appropriate, and upon the recommendation and approval of the Department, Dean and Provost, the use of professional staff continues to be an option to assist Departments/Colleges in performing Additional Academic Service duties. Increases in responsibilities for professional staff shall constitute the basis for review for reclassification.

4. All faculty members are expected to teach a minimum of one course per semester (One course per semester should be equivalent to 1/4th of the full-time assignment).
5. This agreement shall be reviewed by the Administration and the Union after one year of its adoption. Data and discussion that emerge from this review shall provide the basis for determining the appropriate level of Additional Academic Service assignment necessary to assure adequate support for College and Departmental needs.
6. Articles XII and XV of the Master Agreement Between the State of NJ and Council of NJ State College Locals are directly applicable to this agreement and are not replaced or altered by it. No part of this agreement replaces or supersedes any part of the Master Agreement.

The following procedures and policies shall be used to identify and define Additional Academic Service projects within a department or college that exceed the scope of full-time faculty obligations and responsibilities:

Ongoing Additional Assignments

1. **Chairpersons:** Act as coordinators of academic departments or programs and are chosen in the manner prescribed by Article XVIII of the Master Agreement between the State of NJ and the Council of NJ State College Locals. All chairpersons shall receive an adjusted teaching assignment of 6 credits per semester to carry out chairperson's duties. Those departments/programs that have received 9 hours of Academic Service time for the Chairperson for the past two years will continue to receive the additional 3 hours of service time for chair-related duties for one additional year. These 3 hours should be assigned to another individual within the department and will be approved by the Dean. During the one-year period, this additional 3 hour allocation for chair related duties will be reviewed by both the Department and the Dean and may be continued. This continued allocation will not be unreasonably denied by the Dean or the administration.
2. **Program Coordinators:** All present Program Coordinators - Undergraduate or Graduate - may serve one additional year (FY '06) performing their presently assigned duties. During this one-year period, all present Program Coordinator duties and assignments will be reviewed by both the Department and the Dean. Additional Academic Service duties as well as the resulting compensation and terms of this service may be redefined for these Program Coordinator tasks. Departments and Deans shall cooperatively list, in general terms, the tasks to be performed for each Program Coordinator. The tasks should be of sufficient scope to justify adjusted teaching assignment or additional compensation. The list of tasks to be performed for each Program Coordinator should in itself provide evidence that the job is essential to the academic welfare of the Department or College and significantly exceeds normal expectations for teaching, scholarship and service.

Many factors affect the amount of time assigned for program coordination. These factors may constitute the basis for discussions about the

need for an adjusted teaching load: number of advisees, number of applicants, number of transfers, recruiting activities, recordkeeping, accreditation activities, curriculum revision, coordination with other programs, departmental initiatives, time on tasks, maintenance of materials and any other task essential for the satisfactory performance of the job.

Program Coordinators shall be appointed for a specific period of time, not to exceed 3 years, and shall not have the level or type of compensation altered for the duration of the appointment unless approved by all parties – the Administration, the appointee and the Union. Continuation of an assignment is contingent upon satisfactory performance of the duties associated with the job.

Special Additional Assignments

1. Special Additional Academic Service tasks first must be identified and defined mutually by the Academic Department and the Dean. They shall cooperatively identify tasks to be performed by faculty that fall outside of regularly defined faculty work and, therefore, result in an adjusted teaching assignment or additional compensation to the individual concerned.
2. Departments and Deans shall cooperatively list, in general terms, the tasks to be performed in each Special Academic Service assignment. The tasks should be of sufficient scope to justify adjusted teaching assignment or additional compensation. The list of tasks to be performed for each Special Academic Service assignment should in itself provide evidence that the job is essential to the academic welfare of the Department or College and significantly exceeds normal expectations for teaching, scholarship and service.
3. In addition, each College will be assigned a pool of Additional Academic Service time that may be allocated to substantial projects, assignments, and responsibilities within the College (e.g., preparing self evaluation report for accreditation, advisement coordination or extraordinary advisement obligations, managing complex academic or interdisciplinary programs, or serving as a liaison to PDS school). This pool of Additional Academic Service time will be developed in consultation with the other College Deans and the Provost to insure that equitable and consistent applications are provided across the University.
4. Although "three credits" is the usual faculty load that is identified with teaching most college courses, that measure may not always be appropriate for Additional Academic Service assignments. The "load" assigned to each Additional Service assignment will be decided on its own merits - based primarily on the time that is devoted to it on a weekly basis. Departments and Deans shall recommend the level of compensation in terms of adjusted teaching assignments or additional compensation for each Additional Academic Service assignment. Some tasks may have a single form of compensation; others may lend themselves to a combination of compensation forms. If an Additional Academic Service project is compensated monetarily the overload limitations found in the Faculty Workload Adjustment Agreement would not apply or affect this assignment. Many factors affect the amount and type of compensation. They include the task and time requirements of the job, the number of full time, part time and adjunct faculty engaged in the project, the number of students served,

critical departmental initiatives and other elements deemed appropriate by both the Department and the Dean.

5. Faculty who are offered an adjusted teaching assignment as compensation for Additional Academic Service shall be appointed for a specific period of time and shall not have the level or type of compensation altered for the duration of the appointment unless approved by all parties the Administration, the appointee and the Union. Continuation of an assignment is contingent upon satisfactory performance of the duties associated with the job.

Departments shall recommend individuals for appointment to Additional Academic Service projects and Deans shall make appointments after consultation with the recommended individual. Acceptance of an Additional Academic Service project and its established level of compensation is a voluntary decision on the part of the individual faculty member.

6. Periodic review of Additional Academic Service projects is essential to optimize the value of the service and be equitable to the individual serving. If alteration is necessary, such alterations shall follow the same process of cooperative discussion between Deans, Departments, Chairpersons, and affected individuals as described in items 1 to 5 above. Additional service time of temporary duration may be allocated for other substantive projects, assignments and responsibilities in response to emerging needs or emergencies. Renewal of such assignments shall follow the process described in items 1- 5 above.

Dr. Donald Farish _____ Date

President
Rowan University

Dr. Stanley Urban _____ Date

Negotiator, AFT Local #2373
Rowan University

This agreement replaces the agreement entitled, RELEASED TIME FOR ACADEMIC DEPARTMENT MANAGEMENT AND GRADUATE PROGRAM ADVISEMENT.

The Administration and the Union agree to review the status of the procedures and results of this agreement at the end of the first year of its implementation.