

MEMORANDUM OF UNDERSTANDING ADJUNCT FACULTY ROWAN UNIVERSITY

Rowan University recognizes that adjunct faculty are a valuable part of the academic enterprise. As members of the teaching faculty, adjuncts perform an important role in the delivery of instruction and in providing critical learning experiences for the students they serve.

This Memorandum of Understanding reflects a spirit of cooperation between the University and AFT Local 2373 to clarify the commitment of the University to provide appropriate and available resources for adjunct faculty in the conduct of their teaching role and fulfillment of professional responsibilities.

To facilitate and support the teaching function of adjunct faculty at Rowan University, the parties agree to the following:

I. SPACE FOR MEETING WITH STUDENTS AND WORK ON INSTRUCTIONAL ACTIVITIES

- A. The dean of each college will consult with department chairs and/or heads and identify spaces where adjuncts may meet with students and work on instructional activities and university matters. Where space permits, adjuncts will be able to reserve the use of common shared offices within the physical space occupied by the department and when feasible and appropriate, doorplates will be provided identifying the space as such.

II. DESK SPACE

- A. Where feasible, space for adjuncts will be provided with desks and will be available one hour before and one hour after scheduled teaching. Where desk space is not available, the dean or department chair and /or head will make a good faith effort to designate desk space that affords privacy.
- B. Where feasible, there shall be no more than two adjuncts to each desk.

III. STORAGE SPACE AND SECURITY

- A. Where feasible, each adjunct will be provided a lockable storage space, preferably a desk drawer or locker for the duration of the teaching assignment.
- B. If space is assigned to an adjunct and it can be locked, keys will be provided.

IV. ACCESS TO TELEPHONES

- A. The university shall make a good faith effort to provide a telephone for each adjunct space or office. If telephones cannot be placed in adjunct spaces or offices, the dean or chair shall make a good faith effort to designate a telephone that affords adequate privacy.
- B. Deans of departments shall provide voicemail for those adjuncts who request it.

V. COMPUTER ACCESS

- A. Where feasible, computer access will be provided at all adjunct desks with the appropriate hardware and software to support academic instruction. A good faith effort will be made by the deans/departments to identify alternative locations, such as existing laboratories, if this access is not available within a department. Adjuncts will be assigned Rowan University network accounts.
- B. Where feasible, adjuncts will be offered computer training through the university training programs available for other faculty.

VI. EQUIPMENT, SERVICES AND SUPPLIES

- A. Arrangements should be made between the adjuncts and the department chairs for clerical support (when feasible) and for copying (preferably scanning) services for work related to academic instruction. This may include making arrangements for access to photocopying (preferably scanning) after the normal office hours.

VII. MAIL/EMAIL

- A. Each adjunct shall have a mailbox.
- B. Mailboxes will be available during normal office hours. During those times when mailboxes are not regularly available, arrangements for access to mailboxes shall be made with the department chair and/or heads or their designee.
- C. The University will make available to adjuncts the materials it reasonably deems appropriate to conduct adjunct teaching assignments.
- D. Upon hire, each adjunct faculty will be provided an email account.

VIII. IDENTIFICATION CARDS

- A. The University shall issue faculty identification cards to adjunct faculty.

IX. ADJUNCT PARKING PRIVILEGES

- A. Parking privileges applicable to full and part-time faculty shall be extended to adjunct faculty during their employment contract with the University.

X. EVALUATION OF ADJUNCT FACULTY

1. The evaluation of adjunct faculty is important to ensure instructional excellence and continued development of the academic programs at the University.
 - A. The process that departments will engage in to evaluate adjunct faculty will be consistent with the established process in place for the evaluation of full-time and part-time faculty, namely, the use of student evaluations and peer observations. Similarly, the implementation of student evaluations and peer observations will be consistent with the current procedures in place at the University.
 - B. During each of their first three academic years of continuous service, adjunct faculty will be peer observed at least once and will have student evaluations administered in at least one class. From the third academic year of continuous service and thereafter (if applicable), adjunct faculty will be observed, and student evaluations will be conducted at least once every third year.
 - C. In special circumstances, the department chair, with the approval of the Dean, and after conferring with the adjunct, may recommend additional peer observations and/or student evaluations be conducted, consistent with the established norms in the department.
 - D. Consistent with University policy and agreement, adjunct faculty will be provided with any/all peer observations and the results of any all student evaluations and have an opportunity to respond to them.
 - E. Copies of any/all observations, student evaluations, and/or any responses or correspondence pertaining to same will become a part of the adjunct faculty member's permanent file.
2. The parties acknowledge that the above language in Article X(1)(A) – (E) is in effect as the status quo provision regarding local performance evaluations for adjunct faculty for Rowan University. However, the parties specifically agree that they will immediately engage in negotiations with respect to changes to be made to Article X.

XI. NOTICE OF APPOINTMENT

- A. Adjunct faculty who taught during the fall semester and who are expected to teach in the spring semester shall be notified of the intent to offer a contract by the end of the fall semester.

- B. Adjunct faculty shall be notified of an appointment to teach during the summer not fewer than three weeks before the start of any summer session.
- C. Adjunct faculty, who taught during the spring semester and who may be offered a teaching contract for the fall semester, shall be notified of the appointment to teach during the fall not fewer than three weeks before the start of the fall session.

XII. DIRECTORIES

- A. Each semester, each department or program will prepare a list of all adjunct faculty teaching that semester, including their names, campus locations and campus phone numbers.

XIII. NOTICE OF AVAILABLE POSITIONS

- A. The University will provide notice of all available positions of full-time faculty, professional staff, and librarians on the Rowan web.

XIV. EMPLOYEE TUITION WAIVER/REIMBURSEMENT PLAN

An Adjunct Faculty who has completed fourteen (14) or more semesters teaching as an Adjunct Faculty at the University will be eligible for a hybrid plan of tuition waiver and partial tuition reimbursement (the “Waiver/Reimbursement” plan), subject to the following terms and conditions:

1. A “semester” (for purposes of calculating whether the Adjunct Faculty has taught for fourteen or more semesters in order to be eligible for the benefit) shall be defined as a Fall or Spring semester.
2. The Adjunct Faculty must be currently teaching as an Adjunct Faculty for Rowan during any semester in which the Adjunct Faculty utilizes the Waiver/Reimbursement plan. Should an Adjunct Faculty choose to utilize the Waiver/Reimbursement plan during a summer or winter session, the Adjunct Faculty must have taught during the semester immediately preceding that session.
3. The Waiver/Reimbursement plan may only be used for the Adjunct Faculty. It is not transferable to any other individual.
4. The benefits of Waiver/Reimbursement plan is as follows:
 - a. In any one calendar year, an eligible Adjunct Faculty may have waived the tuition of one (1) three-credit (3 credit) course, as well as utilized partial reimbursement for up to seven (7) credits per calendar years, and no more than three (3) credits per semester/session: OR

- b. In any one calendar year, an Adjunct Faculty may have waived the tuition of one (1) four-credit (4 credit) course, as well as utilize partial reimbursement for up to five (5) credits per calendar year, and no more than two (2) credits per semester/session.
5. An eligible Adjunct Faculty may not exceed seventy-five dollars (\$75) for a credit in partial reimbursement. If the credit cost for the course is less than \$75 per credit, the partial reimbursement will be limited to the costs for the credit (that is less than \$75) for that credit.
6. Any eligible Adjunct Faculty utilizing this Waiver/Reimbursement plan may not also concurrently utilize any other Rowan tuition benefit/waiver/reimbursement program for the Adjunct Faculty's course enrollment.
7. In order to use this Waiver/Reimbursement plan, the Adjunct Faculty must be enrolled in a Rowan University course or degree program. Admission to such courses and programs is also subject to the availability of seats; an Adjunct Faculty utilizing this benefit will not be admitted to the course if the result is the exclusion of a student who is not benefiting from the benefit. An Adjunct Faculty utilizing this benefit is also subject to all rules and regulations regarding course registration.
8. Utilization of this Wavier/Reimbursement plan applies only to Rowan University courses. However, it does not apply to any professional doctoral degree programs at Rowan (including but not necessarily limited to Psy.D., M.D., D.O., and D.V.M. programs).
9. Utilization of this Waiver/Reimbursement plan only applies to the tuition portion of the cost to enroll in any courses. It does not apply to any other portion of cost attendance, including but not necessarily limited to any fees or course materials.

XV. PROFESSIONAL DEVELOPMENT

With the goal that an Adjunct Faculty remain current with respect to new developments in subject matter related directly to the course content for which the Adjunct Faculty is contracted to teach for the University, an Adjunct Faculty may request from the academic department reimbursement for the enrollment in learning/reinforcement opportunities.

Any request made by an Adjunct Faculty must be in writing and contain a written explanation as to why the Adjunct Faculty believes the learning opportunity(s) is directly related to the course content and how it will directly benefit the teaching of

that course. Specifically excluded for eligibility for reimbursement under this section are any learning opportunities for which the Adjunct Faculty has already taken, as well as fees/dues for any professional associations. Further, any travel, accommodation, or meal expenses associated with any learning/reinforcement opportunities are also specifically ineligible for reimbursement.

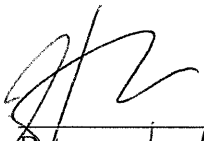
The academic department (in conjunction with any necessary approvals from the particular college and/or university) will have full discretion to approve reimbursement (in whole or in part) or deny reimbursement. Should a learning opportunity presented by the Adjunct Faculty be approved, the Adjunct Faculty must tender to the academic department appropriate documentation of attendance/completion, as applicable. The submission of this documentation must be made as soon as is reasonably practicable. The outcome of the decision by the academic department regarding reimbursement under this provision is not grievable.

XVI. DURATION OF AGREEMENT

This Memorandum of Understanding shall remain in full force and effect and shall automatically be renewed from year to year unless either party requests to meet for the purpose of reviewing and/or modifying the administration of this Memorandum of Understanding. The parties agree to provide at the minimum, ninety (90) days' notice of intent to review and/or modify this Memorandum of Understanding before the end of the semester prior to the commencement of a new academic year.

In WITNESS HEREOF, the University and AFT Local 2373 have acknowledged their understanding of this Memorandum of Understanding and affix their signatures below.

For the University:



Date: 8/4/26

For AFT Local 2373:

Carlos Parker

Date: