

CAREER DEVELOPMENT PROGRAM (A-328)

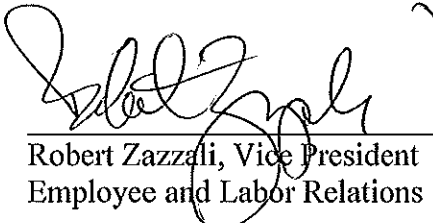
July 2013

Memorandum of Agreement

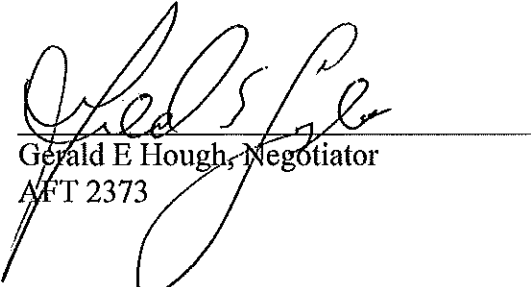
FY 2013 – 2014, FY 2014-2015

The attached document is reflective of the consultation and negotiation that has taken place to implement a program of Career Development for all bargaining unit members for the 2012-13 academic year in accordance with the provisions of Chapter 163 of the Laws of 1973 and the implementing agreement reached between State and the Union.

Any section of this agreement which is in conflict with and/or requires modification(s) due to the successor statewide Agreement between the State of New Jersey and the Council of New Jersey State College Locals will be modified/eliminated to reflect the statewide Agreement and/or negotiated within 90 days of the ratification of the successor Agreement.



Robert Zazzali, Vice President
Employee and Labor Relations



Gerald E Hough, Negotiator
AFT 2373

**CALENDAR OF KEY DATES
CAREER DEVELOPMENT PROGRAM (A-328)**

<i>President/Designee</i>	<i>On or Before</i>
President/Designee Notifies unit members of eligibility for Career Development	November 1
President/Designee and Career Development Committee host workshop for Career Development Applicants and Department Assessment Committees	December 1
President/Designee meets with Career Development Committee (University Senate Standing Committee)	February 7
<i>Departmental Assessment Committee (AC)</i>	<i>On or Before</i>
Election of Departmental Assessment Committee	February 7
Candidates submit application folder to Departmental Assessment Committee * Deadline for candidates is established by AC	February 28*
AC Completes work and submits files with recommendation(s) to appropriate Dean	February 28
<i>Career Development Committee (CDC)</i>	<i>On or Before</i>
Deans submit assessment reports and recommendations to CDC (<i>three copies</i>)	March 14
CDC receives applications from unit members not being assessed	March 14
CDC notifies candidates of its recommendations, allowing candidates to submit response	**
CDC submits report to President/Designee	April 14
**CDC sends candidates its recommendations prior to submission of report to President/Designee.	
<i>President/Designee</i>	<i>On or Before</i>
President/Designee notifies applicants of final determinations	May 7

PREAMBLE

This process is intended to enhance the natural dedication of individual faculty members and librarians to pursue a vigorous program of continuing professional development subsequent to the probationary period at the University. It is structured to aid employees in the development of a positive program of professional growth and career development. So that faculty, librarians and professional staff are fully cognizant of the immediate and longer range institutional, school and department goals and areas of high programmatic need and growth potential, the administration of each College will make these known.

Every five years, the individual tenured faculty member/librarian will engage in an in-depth self-study to determine the manner in which he/she may best advance his/her own professional growth. Participation in this program will not only yield great personal reward but will also serve to satisfy the requirements of N.J.S.A. 18A:60-10.

Additionally, participation will secure priority access to funds negotiated for this purpose, as well as any other institutional funds which may be made available. It is further recognized by the parties that a program of genuine career development for the improvement of instruction should be positive in nature and is best achieved in an atmosphere of trust and cooperation.

The career development program is not intended to constitute a replacement for or waiver of rights of any individual accruing Title 18A of the Revised New Jersey Statutes. No personnel actions involving punitive procedures shall be based on or in any way use the results of the evaluations for the career development program. The employer shall not be prevented from following up leads developed in the career development evaluation process.

The following shall constitute the criteria in priority order for determining the allocation of career development funds:

1. Employees who were assessed and found to have identified areas for improvement.
2. Applications that are consistent with the expressed direction/mission and needs of the College and/or to improve instruction.
3. Other criteria as determined by each College.

1.0 Career Development: Faculty and Librarians

1.1 Departmental Assessment Committees (AC)

The primary responsibilities of the Departmental Assessment Committees (AC) shall be the assessment of the individual's professional growth, contributions to the College, teaching effectiveness and the identification of any area(s) for improvement.

- 1.111 The assessment committee shall consist of no less than three (3) tenured faculty or librarians of the department who are not currently being assessed.
- 1.112 Department (or Program) Assessment Committees shall be elected on or before the approved deadline, by majority vote of the full-time faculty/librarians of the department; no others may vote.
- 1.113 If there are insufficient tenured faculty or librarians available within the department or program, all tenured members of the department who are not currently being assessed shall serve on the committee and the full-time faculty or librarians of the department shall elect the balance from a list provided by the University Senate Committee on Committees.

1.12 Criteria for Assessment of Faculty and Librarians:

Consistent with the criteria enumerated above, faculty/librarians undergoing assessment will submit to the department or program AC an application folder. The AC Committee will determine the deadline for the submission of this report promptly after the AC is elected. The application folder submitted by candidates will include the application for *Career Development (A328)*, checklist of application components (required of faculty and librarians only and initialed by AC Chair), a current curriculum vitae, and the following supporting materials:

- 1.121 A description of professional contributions including contributions to the direction/mission of the department, program, college, and/or wider community, focusing on the contributions occurring in the last five years as well as intentions for future contributions;
- 1.122 An assessment and interpretation of that assessment of teaching effectiveness;
- 1.123 A statement of professional objectives and the plans for achieving those objectives;
- 1.124 An assessment of professional strengths and/or areas for improvement; and
- 1.125 A statement regarding what career development assistance is needed.

NOTE:

- *Changing institutional needs do not constitute identified area for improvement.*
- *A personal professional deficiency shall be deemed to exist if, and only if, the individual's performance, taken as a whole, does not meet reasonable standards of acceptable performance.*

1.13 Peer Assessment.*

The process used for assessing teaching effectiveness shall include two basic components: (1) the candidate's description of goals, and (2) evidence of success in realizing these goals.

Evidence of success shall consist of:

- The candidate's own perceptions,
- The candidate's analysis of student perceptions/input of the teaching-learning experience, and
- Colleague assessment of the candidate's teaching effectiveness as described below.

Classroom observations. If classroom observations are used, there shall be provision for advance notice of the observation, and a post-evaluation conference. The employee shall have the opportunity to respond to the report of the classroom observation.

*** NOTE:**

- *If classroom observation is the method chosen, local procedures for observations will prevail; see Memoranda of Agreement on Promotion and Tenure and Recontracting.*

Student Input. Assessment of teaching effectiveness will also include student input obtained by means of a formal process and the AC will have access to such data. All student data shall be collected in writing using a regular and systematic method.

*** NOTE:**

- *The collection of student input will follow the existing University procedures and policies; see Memoranda of Agreement on Promotion and Tenure and Recontracting.*

1.14 AC Assessment Procedures

Assessments shall be based on the evidence of an individual's professional performance primarily during the five-year period preceding the assessment, as reflected in the faculty member or librarian's comprehensive folder and committee

interview.

NOTE:

- *Performance, NOT credentials, will guide the assessment process.*

1.141 Criteria and procedures. Committee deliberations will be consistent with the criteria enumerated in 1.12.

1.142 Interview of candidate by Departmental Assessment Committee (AC). The AC may meet with the individual being assessed to discuss the documentation submitted and to solicit from the individual such additional evidence, information and material as may be deemed relevant and necessary to the Committee's deliberations.

1.143 Departmental Assessment Committee (AC) Report

1.1431 The Departmental Assessment Committee (AC) may submit to the individual being assessed a brief report summarizing its findings, including recommendations for resources needed for career development and to address any areas for improvement. The individual who is the subject of the report may present a written request to the AC to reconsider its recommendations. In the request, the individual shall state the specific reasons why he or she feels that the recommendation is inappropriate. If the AC grants the individual's request for reconsideration, it will expedite the reconsideration process so as to allow for the overall completion of the assessment process in a timely fashion. The AC shall forward the final report and all supporting documentation to the President or designee thereof with a copy to the individual.

1.1432 The Departmental Assessment Committee (AC) shall prepare a brief report on each individual assessed that shall include:

1.14321 A review of the individual's professional growth, professional performance and contributions, including contributions to the department/program and college, primarily during the preceding five (5) years, and the individual's intentions for future professional growth and contributions.

1.14322 An identification of the individual's strengths and teaching effectiveness and identification of areas for improvement, if any.

1.14323 In addition, the Departmental Assessment Committee (AC) may prepare a recommended plan for career development tailored to the individual's needs utilizing the

resources available at the college under the Career Development Program.

1.1433 The Departmental Assessment Committee (AC) report will be forwarded to the appropriate academic dean or the Dean of the Library with a copy to the individual faculty member/librarian. The faculty member/librarian may forward to the Dean a written response to the AC report, which may include materials submitted to the AC. Any response shall be attached to the report.

1.2 Review - Academic Dean

Upon receipt of the Departmental Assessment Committee (AC) recommendations and any response to the AC report which may include materials submitted to the AC, the Dean will review the assessment report and recommendations for the individual faculty member or librarian and confer with the individual or the AC if needed for additional clarification.

1.21 The Dean will prepare a statement summarizing his/her review of the materials and recommendations submitted, including the dean's assessment of the candidate's growth, contributions, and teaching effectiveness. If the Dean disagrees with any aspect of the AC report and recommendation or the response submitted by the individual to the AC, the dean will:

1.211 Confer either jointly or separately with the individual and the AC;

1.212 Prepare a written statement setting forth the relevant areas of disagreement and the reasons for that disagreement;

1.213 Submit a copy of his/her statement to the individual and the AC. The individual and the AC may attach and transmit a written response to the CDC.

1.3 Transmission of Materials by Dean's Office

On or before the identified deadline, the Dean will transmit to the Career Development Committee (CDC) three copies of the application for Career Development Assistance and the AC report as well as three copies of the Dean's statements to the individual and to the AC.

2. Career Development: Professional Staff

2.1 Career Development Assistance

Any member of the professional staff granted a multi-year contract and not found to have particular career development needs or personal professional deficiencies, or who was not the subject of multi-year evaluation review, may submit an application directly to the CDC for career development assistance.

2.2 Review of Specifically Identified Career Development Needs

Only if any member of the professional staff granted a multi-year contract is identified by the President as having areas in which Career Development is appropriate will a Professional Staff Assessment Committee (PSAC) be constituted; if such PSAC is established, the procedures described below will be implemented.

NOTE:

- *Personal professional deficiency shall be deemed to exist if, and only if, the individual's performance, taken as a whole, does not meet reasonable standards of acceptable performance.*

2.21 PSAC Review

2.211 Composition of PSAC

2.2111 The Professional Staff Assessment Committee shall consist of four (4) members elected by the professional staff in the bargaining unit. The AFT shall appoint one member. The person receiving the highest number of votes will chair the committee; in the event of a tie, the members of the PSAC will elect the chairperson choosing among the tied candidates.

2.2112 Professional staff in the unit who have been offered a multi-year contract shall be eligible for election to the PSAC.

2.212 PSAC Procedures

2.2121 The PSAC will receive a written report from the President specifically describing the career development needs of the professional staff member under review; the staff member will receive copy of this report.

2.2122 Within five (5) working days after receipt of the President's report, the PSAC will meet with the individual to discuss his/her career development needs and to solicit such additional evidence, information and material as may be relevant and necessary to the Committee's deliberations.

2.2123 The primary responsibility of the PSAC shall be the review of career development needs of members of the professional staff who have been granted multi-year appointment contracts and for whom the President has identified areas in which career development is appropriate. The PSAC will first submit its written recommendation to the employee. Within five (5) calendar days after the transmission of the report, the individual who is the subject of the report may present a written request to the PSAC to reconsider its recommendation. In the request, the individual shall state the specific reasons why he or she feels the recommendation is

inappropriate. If the PSAC grants the individual's request for reconsideration, it will expedite the reconsideration process so as to allow for the overall completion of the assessment process in a timely fashion.

2.2124 Within seven (7) working days after this meeting, the PSAC will make a written recommendation to the Career Development Committee (CDC) as to the specific career development needs of the professional staff member. A copy of this statement will be sent to the appropriate divisional Dean, the University President, and to the individual under review. The individual may attach a response to the statement and transmit it to the CDC.

2.213 Reconsideration of PSAC Recommendations

2.2131 Within five (5) calendar days after receipt of the PSAC recommendation to the CDC, the staff member may present a written request to the PSAC to reconsider its recommendation. The request must state the specific reasons why he/she feels the recommendation is inappropriate.

2.2132 If the PSAC grants the individual's request for reconsideration, it will immediately advise the divisional Dean in writing.

2.2133 The PSAC will expedite the reconsideration process so that the overall career development process will be completed in timely fashion.

2.2134 If, as a result of the reconsideration review, the PSAC revises its original recommendation, a revised statement will be forwarded to the CDC with copy to the divisional Dean and the individual staff member.

2.22 Review by Divisional Dean

Upon receipt of the PSAC recommendations, the appropriate Dean or division head will review the Career Development program recommended for the professional staff member.

2.221 If the Dean agrees with the recommendation of the PSAC, he/she shall so indicate in a written statement to the CDC. A copy of the statement will be sent to the PSAC and the individual staff member.

2.222 If the Dean disagrees with any aspect of the PSAC's report and recommendations, he/she shall:

- Confer with the PSAC and the individual staff member under review.
- Prepare a written statement setting forth the relevant areas of disagreement and the reasons for that disagreement.

- Forward the statement to the Career Development Committee (CDC).

2.223 The PSAC and the individual staff member will each receive a copy of the statement and may attach and transmit response to the CDC.

3. University Senate Career Development Committee (CDC)

3.1 Composition

Representation on the CDC shall include elected members of the AFT bargaining unit chosen in a manner that assures an equitable distribution of elected seats among the major academic/administrative divisions of the University. To achieve equitable distribution, representation on the CDC will consist of:

- Faculty – 7 (one from each academic college)*
- Librarian - 1
- Professional Staff - 1
- AFT Representative – 1

The total number of committee members should not exceed ten.

- * *As the number of colleges increase, the number of faculty/staff representatives may increase. The timing of the increase will be negotiated.*

3.2 Committee Procedures

The Career Development Committee (CDC) shall prepare recommendations concerning the Career Development Programs and Career Development assistance to be implemented at the University and may, as needed, make recommendations for improvement. Committee procedures for the assignment of career development resources shall be fairly and equitably applied to all unit members.

3.21 Committee Information

3.211 General Information - Modes of Career Assistance.

3.2111 On or before the approved deadline, the President/Designee of the University will inform CDC as to the amount of funds available under the A-328 Agreement for that particular year. In accordance with Appendix II, Article IV, D.3, Agreement: State of New Jersey and Council of New Jersey State College Locals, AFT, AFL-CIO, the President/Designee shall provide the CDC with estimates of the costs associated with each contemplated mode of activity and estimates of the costs for participation per individual in each mode. The estimates shall include direct costs but shall not include indirect costs such as, but not limited to, the maintenance of university facilities that may be used or heating, lighting or air conditioning.

3.2112 The modes may include but are not necessarily limited to the forms of career assistance listed below; there is no requirement that the CDC should utilize all of the elements of a Career Development Assistance Program in a particular year.

3.21121 Tuition reimbursement, i.e., when a career development leave is approved for the purpose of engaging in a specific educational activity, tuition expenses shall be reimbursed at full cost.

3.21122 Expenses for travel to professional meetings, conferences, short courses and seminars.

3.21123 Career Development Leaves (CDL). Career Development Leaves may be granted for up to two consecutive academic years. CDL's not exceeding one-half year in duration shall be at the rate of three-quarter's salary; CDL's exceeding one-half year shall be at the rate of half salary. No employee shall receive a rate of less than \$13,000 per annum.

3.21124 Financial support for equipment, travel or other items necessary for the successful completion of a research project.

3.21125 Seminars, colloquia or other internal programs relating to teaching techniques and methodology or topics relative to the improvement of professional employees.

3.21126 Recommendations to the President indicating ways in which the University may secure professional development funds from the Federal government or private sources.

3.2113 The President shall provide CDC with estimates of the costs associated with each contemplated mode of development assistance and estimates of the costs for participation per individual in each mode.

3.22 Priority Consideration for Career Development Monies

Tenured faculty and tenured librarians reviewed under the assessment process and professional staff in the unit recommended for a multiyear contract or reappointment to a multiyear contract shall receive priority consideration in the award of career development funds over candidates not undergoing such review. Professional Staff members granted multiyear appointments but with career development needs or personal professional deficiencies noted are also eligible for priority CDC assistance.

3.23 Receipt of Assessment Reports

By the approved deadline, the CDC shall receive and consider the reports of the Department Assessment Committees, the PSAC and the statements of appropriate college Deans concerning all employees under assessment review. The CDC shall, whenever necessary, consult with the Assessment Committee, PSAC,

divisional Dean and individual candidates concerning these recommendations.

3.24 Receipt of applications from other unit members

Any unit member tenured or serving under multiyear contract and may submit applications by probationary faculty and staff, if they have received notice of reappointment for the year following their application.

3.242 The CDC may consult with the applicant if further amplification or additional information is needed.

3.3 Preparation of Career Development Committee (CDC) Report to President

3.31 Notification to Candidates

3.311 The CDC shall notify each candidate for assistance in writing of its recommendations concerning that candidate.

3.312 Each candidate shall have the opportunity to respond in writing to the CDC's recommendation before the recommendations are forwarded to the President. Individual candidate's response to the CDC recommendation may include any materials submitted at previous levels of the review process. Any response shall be attached to the CDC report transmitted to the President.

3.32 Submission to the President

3.321 On or before the approved deadline, the CDC shall prepare a report to the President containing its recommendations for the upcoming academic year concerning the allocation of career development funds. This shall include specific recommendations for each candidate applying for career assistance and the reason(s) for each recommendation.

3.3211 This report shall contain copies of all materials on which the committee report is based including letters sent to individual candidates.

3.3212 The Union shall receive a copy of the committee's report and all relevant materials.

4. Presidential Review of Career Development Committee (CDC) Recommendations

The President shall receive the report(s) of the CDC and may accept, reject or modify each of its recommendations.

- 4.1 The following shall constitute the criteria in priority order for determining the allocation of Career Development funds:
- 4.11 Employees who were assessed and found to have identified areas for improvement.
- 4.12 Applications that are consistent with the expressed direction/mission and needs of the College and/or to improve instruction.
- 4.2 Before the end of spring semester, the President shall make known in writing to each applicant the relevant reasons for accepting, modifying or rejecting the CDC recommendation in his/her particular case. CDC will receive copy of these individual statements and a display of the allocation of all CDC funds.
- 4.3 Where implementation of the President's recommendations requires Board action, the President shall present them to the Board of Trustees.
5. Personnel Files
- 5.1 All materials generated in the Career Development assessment process shall be placed in the individual's personnel file.
6. Grievability of Career Assessment Procedures
The procedures for conducting the Career Development Assessment, identifying deficiencies and the assignment of Career Development resources shall be fairly and equitably applied to all unit members.
- 6.1 Violations are grievable under Article VII, 8, 1 of the Agreement: State of New Jersey and Council of New Jersey State College Locals, AFT, AFL-CIO.
- 6.2 If an arbitrator determines that a violation has occurred, the matter may be:
- Remanded to the appropriate level for reconsideration, or
 - Set aside and a request made that the assessment process be done *de novo*. In such case, the affected individual will be considered with the next group of faculty/librarians coming up for assessment review. The records concerning the original assessment will not be included in the individual's personnel file.

Appendix A
Career Development Application
and
Checklist

ROWAN UNIVERSITY
CAREER DEVELOPMENT (A328)
Application Form and Checklist

Last Name _____ First Name _____

Department, Office, or Program _____

Phone (Office) _____ (Home) _____

1. Status: (Check one)

_____ **Priority 1**
Tenured Faculty currently being assessed for Career Development
Tenured Librarian currently being assessed for Career Development
Professional Staff currently being assessed for multiyear contract

_____ **Priority 2**
Tenured Faculty not currently being assessed
Tenured Librarian not currently being assessed
Professional Staff presently serving under multiyear contract

_____ **Priority 3**
Probationary staff recontracted for following year

2. Brief description of plan for Career Development (two or three sentences)

3. Type of assistance needed if any (check categories as applicable)

_____ Tuition reimbursement

_____ Expenses for travel to professional meetings, conferences, short courses and seminars

_____ Career Development Leave (CDL)
If CDL is checked, also check:
Half Year _____ *or* Full Year _____

_____ Monetary support for equipment, travel, or other items necessary for the successful completion of a research project

_____ Seminars, colloquia, or other internal programs relating to teaching technique, and methodology or topics relative to the improvement of professional techniques and methodology of other professional employees

4. Itemized budget of any financial requests (seminars, travel, equipment, etc).

(Specify item)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Dollar Amount Requested \$ _____

Members of Department Assessment Committee (optional)

Chair _____	Member _____
Member _____	Member _____
Member _____	Member _____

Signature - Applicant's Signature _____
Date

Signature - Department Assessment Committee Chair (optional) _____
Date

NOTE: Staff members in any of the categories listed may apply for Career Development Assistance; if they do apply, this form must be used. Additionally, Department Assessment Committees may file this form *on behalf* of any department member currently being assessed.

Application Folder Checklist

Faculty and Librarians

As noted in section 1.12 and 1.12, The application folder submitted by a candidates will include the following materials in the following order and initialed by the applicant:

- _____ 1. Application with requested financial support, if any
- _____ 2. Checklist for *Career Development (A328)*,
- _____ 3. A current curriculum vitae (section 1.12)
- _____ 4. Supporting materials (section 1.12):
 - A description of professional contributions occurring in the last five years as well as intentions for future contributions;
 - An assessment and interpretation of that assessment of teaching effectiveness;
 - A statement of professional objectives and the plans for achieving those objectives;
 - An assessment of professional strengths and/or areas for improvement; and
 - A statement regarding what career development assistance is needed.
- _____ 5. Assessment of teaching effectiveness including (section 1.13):
 - The candidate's description of goals in teaching,
 - Evidence of success in reaching those goals consisting of the candidate's own perceptions, the candidate's analysis of student perceptions/input of the teaching-learning experience, and a colleague assessment of the candidate's teaching effectiveness