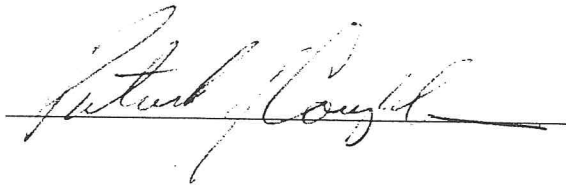


**KEAN UNIVERSITY**  
**LETTER OF AGREEMENT #100**

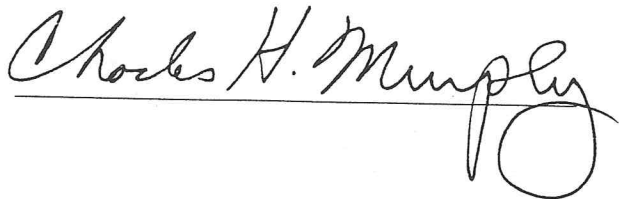
**Untenured Faculty Research Initiative**

The Kean University Federation of Teachers and the University Administration, in an effort to facilitate competitive research efforts of untenured faculty that will advance the state of the art or knowledge in a specific field or area of professional activity; enhance the ability of untenured faculty to participate successfully in the Released Time for Research Program; and promote proposal-writing skills suitable for the preparation of applications to external funding agencies, agree to establish the Untenured Faculty Research Initiative described in the attached document.

Kean University

A handwritten signature in dark ink, appearing to read "Peter J. Lough", written over a horizontal line.

Kean University Federation of Teachers

A handwritten signature in dark ink, appearing to read "Charles H. Murphy", written over a horizontal line. The signature ends with a large, stylized circular flourish.

Date:

6/25/98

## **Letter of Agreement 100**

### **Untenured Faculty Research Initiative**

The Kean University Administration and the Kean Federation of Teachers have agreed to establish an Untenured Faculty Research Initiative. The UFRI program is open to all untenured full-time faculty members and untenured full-time librarians submitting proposals for original research or creative works in any discipline. UFRI support is intended to facilitate competitive research efforts of untenured faculty that will (1) advance the state of the art or knowledge in a specific field or area of professional activity; (2) enhance the ability of untenured faculty to participate successfully in the Released Time for Research Program (which is open to all faculty); and (3) promote proposal-writing skills suitable for the preparation of applications to external funding agencies.

#### **Eligibility for Untenured Faculty Research Initiative Funding**

Only untenured faculty may receive awards in the UFRI program, but no untenured faculty member or librarian may receive the UFRI and the RTR awards concurrently. If the UFRI Committee does not recommend someone for an award, the applicant will be allowed a period of one week to resubmit that application to the RTR Committee. Untenured faculty and librarians may receive a maximum of two UFRI awards. After receiving two UFRI awards, they can participate only in the regular RTR program.

#### **Evaluation Criteria**

The UFRI Committee will utilize the evaluation criteria established for the Released Time for Research Program. These are:

1. The proposal should be considered on its own merits insofar as possible.
2. The proposal clearly indicates that the person submitting it has the necessary competence to carry out and complete the project.
3. The methods detailed in the proposal are adequate to carry out the project.
4. The proposal details the use of all necessary special tools and equipment and indicates that these are or will be available.
5. The proposal is likely to result in publication by major presses here or abroad or publication in scholarly journals; presentation at major professional conferences; public performances and exhibitions; the receipt of external funding.
6. The applicant is not receiving external funding for total support of this proposal. Applicants who have received (or will receive) partial external funding for this project and need

released time as a supplement should explain and justify this need in the application.

## **The Untenured Faculty Research Committee**

### *Committee Membership*

The Untenured Faculty Research Committee will be composed of twelve members, two without vote. The committee membership will be as follows:

Two tenured full-time faculty members from each of the four Schools for a total of eight faculty representatives.

One tenured librarian.

The Vice President for Academic Affairs, or designee.

The Dean of Graduate Studies, Research, and Continuing Education, or designee, ex-officio, without vote.

A representative (observer), without vote, appointed by the Kean Federation of Teachers.

### *Election of the Committee*

The full-time faculty of each school will elect the two faculty members to represent their school; the librarians will elect the library representative. The Faculty Senate will conduct these elections. All elected members will serve for a period of two years except that in the first year one of the two elected faculty members from each academic school will serve for a term of one year.

The elected members of the committee can serve for a maximum of two consecutive terms.

Two members from the same academic department cannot serve on the Committee at the same time.

A faculty member cannot succeed a member from his/her own department.

### *Committee Procedures*

The Provost/Vice President for Academic Affairs, or his/her designee will serve as Chairperson of the Committee (The chair will vote in the case of a tie.)

Two-thirds of the members will constitute a quorum.

The Provost/Vice President for Academic Affairs will inform the Committee regarding the

amount of funds available for released time research awards by December 15th of each year.

The Committee's recommendations, in ranked order, will be forwarded to the President prior to February 15th of each year. If the full number of released-time awards is not granted, the remaining awards will be carried-over for a special review during the following Fall Semester.

Only new faculty and librarians, in their first semester of employment, would be eligible to apply. This award would be for the Spring Semester only and the faculty or librarian member will be eligible for fifty percent of the released time and expense reimbursement.

The calendar will prepared by the Office of the Provost/Vice President for Academic Affairs.

Each candidate who receives a released time award is required to submit a written report regarding the outcome of the project.

The Committee may, by majority vote of the full committee, invite a non-Committee member to evaluate a proposal, which does not fall within the general area of specialization of a Committee member.

### **Additional Agreements**

Application policies and procedures as set forth on page 3 of the RTR proposal booklet will apply to the UFRI program (with exception of SBR funding). This includes conforming to all Institutional Review Board (IRB) regulations governing the protection of human experimental subjects. A full copy of these policies and procedures is attached.

Each candidate who receives a released time award is required to submit a written report regarding the outcome of the project.

The local Letter of Agreement #27 regarding departmental organization for released time for research will remain in effect.

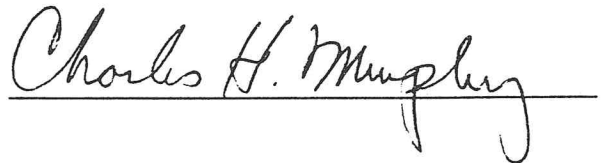
## KEAN UNIVERSITY

### MEMORANDUM OF UNDERSTANDING

In order to promote amicable employer-employee relations, and in order to address issues related to the Library Personnel Committee, the parties agree that the attached Letter of Agreement #101 and the guideline document will go into effect for the 1998-99 Academic Year pending final approval by the KFT membership.

Kean University

Kean University Federation of Teachers

A handwritten signature in cursive script, appearing to read "Richard Conzel", written over a horizontal line.A handwritten signature in cursive script, appearing to read "Charles H. Murphy", written over a horizontal line.

Date: 8/27/98