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Kean College of New Jersey
Union, New Jersey

LETTER OF AGREEMENT #51

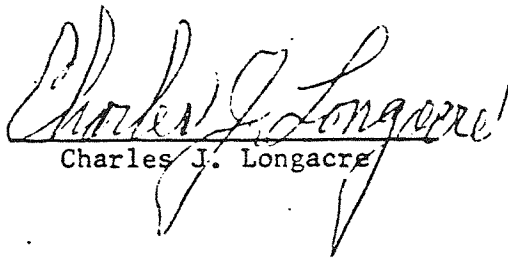
In accordance with Appendix II, Article IV of the Agreement relative to the Career Development Committee the following agreement was reached on November 1, 1978, between representatives of the Kean College Federation of Teachers and the Kean College Administration.

The understandings reached regarding the Guidelines for Career Development Funding and contained in the attached documents will be implemented and followed during the 1978-1979 and 1979-1980 Academic years.

It is further agreed that should there be any recommendations for change based on the experiences of the 1978-1979 and 1979-1980 Academic years, the changes shall be determined by the College in conjunction with the KCFT.

KEAN COLLEGE OF NEW JERSEY

KEAN COLLEGE FEDERATION
OF TEACHERS


Charles J. Longacre


Charles P. Kelly

Dated: November 2, 1978

KEAN COLLEGE OF NEW JERSEY
UNION, NEW JERSEY

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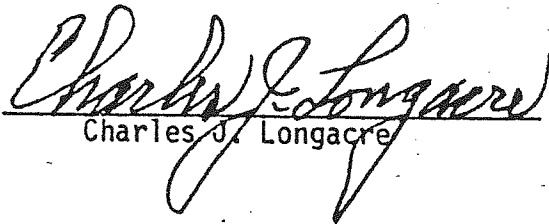
MEMORANDUM OF UNDERSTANDING

(Related to Letter #51)

As a result of discussions between the Kean College Federation of Teachers and the College Administration regarding possible minor revisions in the retention and tenure procedures, both parties agree that beginning with the 1979-80 academic year, the Vice President for Academic Affairs will provide his or her written reasons to probationary faculty members not recommended for reappointment.

KEAN COLLEGE OF NEW JERSEY

KEAN COLLEGE FEDERATION
OF TEACHERS


Charles J. Longacre


Charles P. Kelly

Dated: March 1, 1979

KEAN COLLEGE OF NEW JERSEY

Union, New Jersey

LETTER OF AGREEMENT #51

Revised 9/14/1993

In accordance with Appendix II, Article IV of the Agreement, relative to the Career Development Committee and the original agreement reached on November 1, 1978, between representatives of the Kean College Federation of Teachers and the Kean College Administration, the parties agree that the guidelines for Career Development should be revised.

The understandings reached regarding this revision of the Guidelines for Career Development Funding and contained in the attached documents will be implemented effective September 14, 1993.

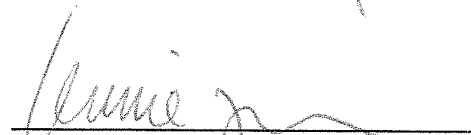
It is further agreed that should there be any recommendations for change, based on the experiences of this 1993-1994 Academic Year, the recommended changes shall be implemented by the College in conjunction with the KCFT for future years.

KEAN COLLEGE OF NEW JERSEY

KEAN COLLEGE FEDERATION
OF TEACHERS



Edward J. Callaghan



Lennie Pierro

Dated: September 14, 1993

KEAN COLLEGE OF NEW JERSEY
Union, New Jersey

Career Development Committee

GUIDELINES

September 14, 1993

GUIDELINES FOR CAREER DEVELOPMENT FUNDING

I. Eligibility

All faculty and non-teaching professionals in the unit are eligible to apply for Career Development funds.

II. Deadlines for Application

Individuals must apply prior to April 30 for priority consideration on the funds of the next covered academic year. X

All applications should be forwarded to the Career Development Committee in care of Dr. Michael Lampert (Townsend 126). Applicants will be notified with regard to their funding status within thirty (30) days after the deadline.

III. Eligibility Priorities

Due to limited funds, all proposals will be evaluated according to need and merit. The following priorities for funding will be utilized by the Career Development Committee:

1. Those individuals who have been through the A-328 found dificient. as l
 2. All other individuals who have been through the A-328 process within the two previous years. X
 3. Tenured faculty and non-probationary professionals who have not been through the A-328 process.
 4. Non-tenured faculty and probationary professional employees who have not received reappointment conferring tenure or a multi-year contract may apply to the Career Development Committee for career development assistance provided that they have received reappointment for the year following their application and provided they are only eligible for assistance which is compatible with the limited nature of their reappointments.
- (1)

IV. Funding Priorities

Career Development funds should be directed toward one or more of the objectives listed below:

1. Individuals interested in developing skills in a new disciplinary or administrative area compatible with the needs of the institution.
2. Individuals interested in improving their teaching or administrative techniques or acquiring knowledge of and skills in new administrative and instructional methods.
3. Individuals interested in increasing their skills in a discipline or in an administrative area in which they are presently involved.

V. Career Development and Assistance Programs*

Career Development Programs may include, but need not be limited to, the following types of assistance:

1. Career Development Leaves up to two (2) consecutive years.

Career Development Leaves not exceeding one-half of the academic year in duration shall be at the rate of three quarters (3/4) salary. Career Development Leaves exceeding one-half (1/2) salary or at the rate of employee's salary less \$6600 whichever is greater. No employee shall receive a rate of less than \$11,000 per annum under this program.

2. Released time for research study and participation in other aspects of the Career Development Program.
3. Financial Support of Direct Expenses.

Travel, lodging, and other costs related to participation in seminars, workshops, or other external programs that are part of your Career Development Program.

4. Tuition Reimbursement.

Tuition charges to be incurred as part of a Career Development Program may be included. Tuition expenses associated with a Career Development Leave are not subject to the limitations of the regular Tuition Reimbursement plan and may be reimbursed fully.

5. Other forms of assistance or programs where circumstances warrant them.

VI. Post Program Report

All individuals who are awarded Career Development funds will submit a report. The report should include a narrative description of the activities and their benefits. The purpose of the report is to assist the Career Development Committee in evaluating future proposals.

VII. Reimbursement Information

When an approved activity has been completed, all receipts and refund requests should be submitted to the Career Development Committee in care of Dr. Michael Lampert (Room Townsend 126), with appropriate forms. Arrangements will then be made for reimbursement as soon as possible.

- * In accordance with existing State Rules and Regulations.

September 14, 1993

CAREER DEVELOPMENT COMMITTEE (CC)

(Appendix II, Article IV of the Agreement)

I. Membership:

The Career Development Committee shall consist of nine (9) members selected as follows:

A. Elected Members:

One faculty member from the School of Business, Government and Technology.

One faculty member from the School of Liberal Arts.

One faculty member from the School of Education.

One faculty member from the School of Natural Science, Nursing and Mathematics.

One representative from the Non-Teaching Professionals.

One representative from the Librarians.

B. Appointed Members:

One representative of the Bargaining Agent appointed by the KCFT President.

Two representatives of the Administration appointed by the President of the College.

II. Eligibility:

A. Faculty: All elected and appointed Faculty members must be tenured, or in a tenure track position, and members of the bargaining unit.

B. Non-Teaching Professionals: The elected non-teaching professionals must be members of the bargaining unit and must serve under a multi-year contract, or be eligible for a multi-year contract at the time of their election.

III. Election/Appointment Procedures:

A. Elections shall be conducted prior to June 1 for three year terms of office. Elections shall be conducted by the Faculty Senate Elections Committee. Eligibility for voting shall be limited to full time employees who are

members of the bargaining unit.

- B. Appointments by the President of the College and the President of the KCFT will be made annually no later than June 1 for one-year terms.
- C. Should a vacancy occur among the elected representatives of the Career Development Committee, a replacement shall be made by the KCFT President. Should a vacancy occur among the appointed members, a replacement shall be made by the appropriate appointing authority.

IV. Election of the Career Development Committee Chairperson:

- A. The Chairperson shall be a member of the bargaining unit and annually shall be elected by the entire membership of the Career Development Committee. Election shall take place no later than June 10.
- B. Three (3) teaching credit hours, or its equivalent, released time per semester shall be granted to the Chairperson.
- C. The Chairperson shall be responsible for conduct of Career Development Committee meetings and Committee functions and preparation of reports as required in the Agreement.

V. Other Career Development Committee Officers:

- A. The Career Development Committee shall elect a vice-chairperson to serve in the absence of the chairperson.
- B. The Career Development Committee shall elect a Secretary to maintain appropriate minutes.

VI. Annual Reorganization:

- A. The Career Development Committee shall meet prior to June 10 for the purposes of reorganization for the following year: July 1 through June 30.

VII. Rules of Order:

- A. Conduct of Career Development Committee meetings shall follow Roberts Rules of Order.
- B. A quorum shall consist of four (4) members.
- C. In instances of conflict of interest as determined by a majority of Committee members, a member of the Career Development Committee will remove himself or herself from Committee deliberations on that individual case.