

**KEAN COLLEGE OF NEW JERSEY
LETTER OF AGREEMENT #95
(REPLACES LETTER OF AGREEMENT #58)**

In accordance with Article XVI, Section J of the Agreement relating to paid leaves for unit professional staff, the following agreement was reached between representatives of the Kean College Federation of Teachers and the Kean College Administration.

PAID LEAVES FOR UNIT PROFESSIONAL STAFF

A. LEAVE PROGRAM

In addition to participating in the Career Development Program, professional staff may make application for paid leave of up to one semester for the purpose of personal development aimed at improving professional skills mutually beneficial to the College and the employee. These leaves shall be funded at three-quarters (3/4) salary.

B. PROCEDURE

Each applicant will submit a written proposal to the appropriate supervisor and to the Paid Leave Committee. The appropriate supervisor will review the proposal and submit his/her recommendation to the committee and to the unit director. The unit director will make his/her own independent recommendation to the Paid Leave Committee. The applicant's proposal and these two recommendations will comprise the materials reviewed by the Paid Leave Committee. In certain divisions the unit director is the supervisor and in these instances only a recommendation of the unit director will be forwarded to the Paid Leave Committee.

The Paid Leave Committee will review the applicant's materials and make a determination to recommend (unranked) or not recommend. The committee will forward its recommendation and the applicant's materials including the recommendations of the supervisor and the unit director to the President. The President may approve or disapprove the proposal or accept it in modified form.

C. PAID LEAVE COMMITTEE

1. The committee shall be composed of five members elected from the professional staff, a non-voting observer selected by the Union, and a non-voting, non-unit administrator appointed by the President who will chair the committee.

2. Eligibility: Only professional staff on multi-year contracts are eligible for election to the committee.

3. Election: Nomination and elections for this committee will be conducted by the Faculty Senate. Only members of the professional staff are eligible to vote for this committee.

4. Members of the committee shall serve for two years and can serve no more than two consecutive terms. At any time no more than two members of the committee shall be from the same division, and no more than one member from any one area within a division.

5. In the first year the Paid Leave Committee will be comprised of members of the professional staff nominated by the Union and approved by the Administration as follows:

Two members each from the Divisions of Academic Affairs and Student Affairs and one member from the President's Area.

6. In the following year three members will be elected to a two year term and two members to a one year term. In subsequent years the members will be elected according to the procedure described in C 1-4.

D. GUIDELINES FOR REVIEW

In reviewing paid leave project proposals, the following criteria will be used: (1) Years of service; (2) Merits of the proposal and its impact on the applicant's professional development; (3) Merits of the proposal and its ability to enhance the applicant's contribution to the College, and or the College's service to the community; and (4) Likelihood that the project will improve professional skills mutually beneficial to the College and the employee.

E. GUIDELINES FOR THE APPLICANT

Professional Staff members interested in applying for a paid leave are asked to provide the following information:

a) Description of the project. Be as specific as possible, particularly in stating:

Objective of the project

Plans to accomplish the project

Resources needed and how they will be secured

Proportion of the project to be completed during your Paid Leave and travel required for the project. (Note: for insurance protection)


- b) Relation of the project to any on-going work at Kean College or elsewhere.
- c) Explain how the results of the project may be communicated through a paper or presentation; and/or, include an outline of a proposed paper or presentation.
- d) Include a description of how the project may be used for an administrative endeavor.

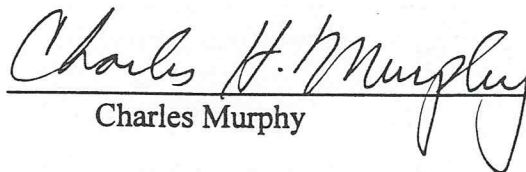
F. CALENDAR

The Calendar for making application for paid leaves will be prepared annually by the Director of Human Resources and published in the Administrative Report.

KEAN COLLEGE OF NEW JERSEY

**KEAN COLLEGE FEDERATION
OF TEACHERS**


Patrick J. Coughlin


Charles Murphy

Date: 12/9/96