



KEAN FEDERATION OF TEACHERS
An Association of Professors, Professional Staff and Librarians
Local 2187, American Federation of Teachers
Kean University, Union, N.J. 07083
Phone 908 737-3925 Fax 908 737-3929

LETTER OF AGREEMENT #84

Computer Grant Committee.

Handwritten notes:
Kean College
Federation of Teachers

KEAN COLLEGE OF NEW JERSEY

LETTER OF AGREEMENT #84R
Revised 4/10/92

The Kean College administration and the Kean College Federation of Teachers have agreed to establish a Computer Grant Committee to consider and recommend applications for computer related training and research which meet the following purposes:

1. External computer training; related courses, conferences, or workshops.
2. Released time for computer research.

The program is open to all full-time faculty members, administrators and professional staff members employed at the College.

The Computer Grant Committee will be established and proceed as follows:

1. The committee will be composed of thirteen (13) members.
 - 1.1. Six (6) representatives appointed by the Faculty Senate Chairperson.
 - 1.2. One (1) representative appointed by the Kean College Federation of Teachers as an observer.
 - 1.3. One (1) representative elected by the All College Released Time for Research and Creative Works Committee.
 - 1.4. The Dean or her/his designee from each of the four (4) academic schools of the college
 - 1.5. The Vice President for Academic Affairs or her/his designee.
2. The memberships of each of the groups cited in 1.1. through 1.5. above will elect or appoint their respective representatives as indicated. The representatives (with the exception of the Vice President for Academic Affairs, Deans or their designees) must be bargaining unit members. It is recommended that preference be given to persons with experience in computer applications.

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3. Members will serve for a period of two years.
4. No member of the Computer Grant Committee may be a candidate for an award under this program.
5. The Computer Grant Committee will elect a chairperson from the committee membership.
6. The calendar for making applications for Computer Grants will be prepared by the Vice President for Academic Affairs and published in the Administrative Report. Final recommendations are submitted by the Committee to the President of the College.
7. Requests for external training should be submitted on the form prepared for this purpose (Application for External Training Funds).
8. Faculty proposals for computer training will move through the respective Dean's office to the Committee.
9. Administrator and professional staff applications for training will move through the appropriate administrative office to the the Committee.
10. Requests for released time should be submitted on the appropriate form (Application for Released Time for Computer Research Grants).
11. Released Time for Computer Research Program - Projects funded by the Released Time for Computer Research must be directed to computer initiatives and should serve to:
 - a) Advance the state of the art or knowledge in a computer related activity, or
 - b) Develop a particular courseware project to the point where it can be utilized in classroom, laboratory or library instruction, and/or be shared beyond the Kean College community.
12. Criteria for Evaluation the Released Time for Computer Research Proposals - The Computer Grant Committee will use the criteria that follows in evaluation proposals:
 - a) The proposal will be considered on its merits.
 - b) The proposal clearly indicates that the person submitting it has the necessary competence to carry out and complete the project or has access to support personnel who can provide the necessary technical assistance.
 - c) The methods detailed in the proposal are adequate to carry out the project.

- d) The proposal details the use of all necessary special tools and equipment and indicates that these are or will be available.
- e) The research proposal is likely to result in one or more of the following: technical or scholarly publications; public performance and exhibitions; presentations at professional conferences; the receipt of partial external funding; incorporation of computers in the curricula or significant enhancement in application skills to develop courseware or improve teaching effectiveness through the use of computers.
- f) The applicant is not receiving external funding for total support of this proposal. Applicants who have received partial external funding for this project and need Released Time as supplement should explain and justify this need in the application. Applicants who have applied for total external funding which is pending must:
 - 1) attach their application for such funding; and
 - 2) include a statement indicating that Released Time will not be needed if the external award is received.

13. Application Policies and Procedures for the Released Time for Computer Research Program

- a. The maximum number of awards granted will be determined by the Computer Grant Committee on the basis of available funds (budget) and this maximum number of awards shall appear in application material or announcements for the program.
- b. Each faculty award shall equate to from one to three teaching credit hours, or the equivalent per semester and cannot exceed six hours per faculty member in any one academic year. Awards for Released Time for professional staff and librarians shall be a total of twenty (20) days per semester. Direct Cost Support may also be awarded based on project need, the proposal budget and available funds.
- c. Awardee's normal teaching or work load assignment released by the award may be reassigned by the department chairperson or supervisor in consultation with the Dean or Vice President as appropriate.
- d. Each application accompanied by the department chairperson's or supervisor's recommendation on how the

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released assignment will be handled or course(s) will be taught if the award is granted shall be transmitted by the chairperson or supervisor directly to the Computer Grant Committee.

- e. In the case of a joint submission, the "senior research associate" must be identified.
- f. The awardee should participate in an annual computer research colloquium in the year following the completion of his or her research.
- g. Requests for Computer Related Awards shall be made following the prescribed application form attached. The computer Related Research Awards calendar shall be adhered to for all deadlines.

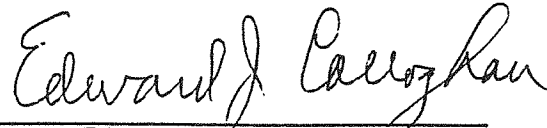
Committee members will read applications and, if additional expertise proves necessary, obtain evaluations from other (but non-voting) faculty members, professional staff, or librarians. The Committee shall consult with the applicant regarding potential evaluators. In all such cases, a majority of the voting members of the Committee must agree on the need to call for the special evaluation and must agree on the specific evaluator.

The committee will meet as a group under the chairperson to agree on a rank order for all proposals, including written evaluations. The proposals not recommended by the Committee will not be ranked. The rulings of the Committee will include the setting of project budgets, which may be modified according to budgetary constraints. In no case, however, will the Committee approve a budget request more than the allowable \$600 limitation and \$200 for travel.


The complete list will then go to the President for final approval. After this, funding will proceed downward from the top of the rank-ordered list of highly recommended and recommended applications until budgeted Computer Related Research monies are exhausted. The President will then award announcements according to the calendar. The parties agree to review this letter of agreement yearly if necessary.

Kean College of New Jersey

Kean College Federation
of Teachers



 Edward J. Callaghan



 Leonard C. Pierro

April 10, 1992

KEAN COLLEGE OF NEW JERSEY

Union, New Jersey

after #84

MEMORANMDUM OF UNDERSTANDING

It is understood that in order to avoid hardship for faculty interested in applying this year for promotion, the date on which candidates are to submit application for promotion has been extended to Monday, November 5, 1990.

It also is understood that by Thursday, November 1, 1990 candidates will notify the department chairperson in writing of intent to apply for promotion.

It also is understood that the remainder of the Application Calendar for Promotion in Faculty Rank (1990-91) remains intact as initially published by the Office of the Vice President for Academic Affairs.

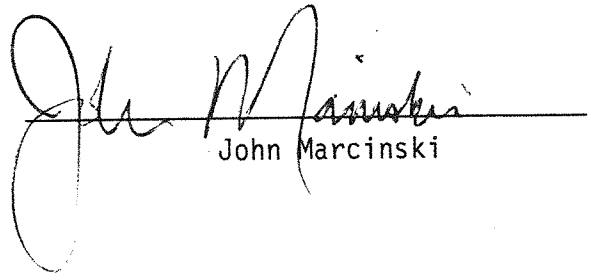
It also is understood that the above-noted adjustments to the Application Calendar for Promotion in Faculty Rank (1990-91) affect the 1990-91 process only.

Kean College of New Jersey



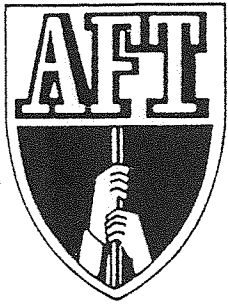
Charles T. Kimmett

Kean College Federation of Teachers



John Marcinski

DATE: 15 October 1990



KEAN COLLEGE FEDERATION OF TEACHERS

Local 2187, American Federation of Teachers
Kean College of New Jersey, Union N.J. 07083
908-527-2122

May 2, 1992

To: The Faculty and Staff

From: Bob Sitelman, President
Kean College Federation of Teachers

1. The enclosed Letter of Agreement (revision of #84) reconstitutes the Computer Grant Committee with thirteen members, including seven voting faculty.
2. The enclosed Memorandum of Understanding was negotiated and agreed to by the Union and the Administration. It deals with this year's double Summer Session, provides extra compensation for department chairpersons whose departments will be participating in the double session, and includes language aimed at securing important guarantees for the faculty.

KEAN COLLEGE OF NEW JERSEY

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1. External computer training; related courses, conferences, or workshops.
2. Released time for computer research.

The program is open to all full-time faculty members, administrators and professional staff members employed at the College.

The Computer Grant Committee will be established and proceed as follows:

1. The committee will be composed of eleven (11) members.
 - 1.1. One (1) representative elected by the Career Development Committee.
 - 1.2. One (1) representative elected by the Computer Training Committee.
 - 1.3. One (1) representative elected by the Human Resource Development Committee.
 - 1.4. One (1) representative appointed by the Faculty Senate Chairperson.
 - 1.5. One (1) representative appointed by the Kean College Federation of Teachers.
 - 1.6. One (1) representative elected by the All College Released Time for Research and Creative Works Committee.
 - 1.7. One (1) representative elected by the General Education Committee.
 - 1.8. The Dean or her/his designee from each of the four (4) academic schools of the College.

2. The memberships of each of the groups cited in 1.1 through 1.7 above will elect or appoint their respective representatives as indicated. The representatives (with the exception of the Deans or their designees) must be bargaining unit members. It is recommended that preference be given to persons with experience in computer applications.
3. All elected members will serve for a period of two years except for the first year in which one-half the elected and appointed committee members will receive a one year term.
4. No member of the Computer Grant Committee may be a candidate for an award under this program.
5. The Computer Grant Committee will elect a chairperson from the committee membership.
6. The Director of Professional Records and the Director of Grants will assist the Computer Grant Committee in the handling and processing of approved awards.
7. The calendar for making applications for Computer Grants will be prepared by the Vice President for Academic Affairs and published in the Administrative Report. Final recommendations are submitted by the Committee to the President of the College.
8. Requests for external training should be submitted on the form prepared for this purpose (Application for External Training Funds).
9. Faculty proposals for computer training will move through the respective Dean's office to the Committee.
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- a) Advance the state of the art or knowledge in a computer related activity or
- b) Develop a particular courseware project to the point where it can be utilized in classroom, laboratory or library instruction and/or be shared beyond the Kean College community.

13. Criteria For Evaluating the Released Time for Computer Research Program Proposals - The Computer Grant Committee will use the criteria that follow in evaluating proposals:

- a) The proposal will be considered on its merits.
- b) The proposal clearly indicates that the person submitting it has the necessary competence to carry out and complete the project or has access to support personnel who can provide necessary technical assistance.
- c) The methods detailed in the proposal are adequate to carry out the project.
- d) The proposal details the use of all necessary special tools and equipment and indicates that these are or will be available.
- e) The research proposal is likely to result in one or more of the following: technical or scholarly publication; public performances and exhibitions; presentation at professional conferences; the receipt of partial external funding; incorporation of computers in the curricula or significant enhancement in application skills to develop courseware or improve teaching effectiveness through the use of computers.

f) The applicant is not receiving external funding for total support of this proposal. Applicants who have received partial external funding for this project and need Released Time as a supplement should explain and justify this need in the application. Applicants who have applied for total external funding which is pending must:

- 1) attach their application for such funding
- 2) include a statement indicating that Released Time will not be needed if the external award is received

14. Application Policies and Procedures for the Released Time for Computer Research Program

- a. The maximum number of awards granted will be determined by the Computer Grant Committee on the basis of available funds (budget).
- b. Each faculty award shall equate to from one to three teaching credit hours or the equivalent per semester and cannot exceed six hours per faculty member in any one academic year. Awards for Released Time for professional staff and librarians shall be a total of twenty (20) days per semester. Direct Cost Support may also be awarded based on project need, the proposal budget and available funds.
- c. Awardee's normal teaching or work load assignment released by the award may be reassigned by the department chairperson or supervisor in consultation with the Dean or Vice President as appropriate.
- d. Each application (accompanied by the department chairperson's or supervisor's recommendation on how the released assignment will be handled or course(s) will be taught if the award is granted) shall be transmitted by the chairperson or supervisor directly to the Computer Grant Committee.

- e. In the case of a joint submission, the "senior research associate" must be identified.
- f. The awardee should participate in an annual computer research colloquium in the year following the completion of his or her research.
- g. Requests for Computer Related Research Awards shall be made following the prescribed application form attached. The Computer Related Research Awards calendar shall be adhered to for all deadlines.

Committee members will read applications and, if additional expertise proves necessary, obtain evaluations from other (but non-voting) faculty members, professional staff, or librarians. The Committee shall consult with the applicant regarding potential evaluators. In all such cases, a majority of the voting members of the Committee must agree on the need to call for the special evaluation and must agree on the specific evaluator.

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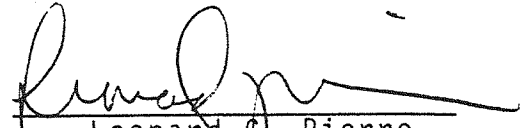
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Kean College of New Jersey

Kean College Federation
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Charles T. Kimmett



Leonard C. Pierro

Date: 10 Dec. 1987