

**Memorandum of Agreement for
Interdisciplinary Minor, Dual-Degree Program, and Pre-Professional Coordinators**

PREAMBLE: This agreement is informed by Stockton University's embrace of a collection of shared values that support the University's mission. These values include a dedication to teaching and learning and a commitment to shared governance. We recognize that the mission of the University is best achieved through cooperative efforts, when varied expertise and talents are brought to bear in completing administrative tasks. The Stockton University Administration and the Stockton Federation of Teachers (SFT) have negotiated a series of Memoranda of Agreements (MOAs) to support faculty in designated leadership roles. This collection of agreements has been crafted to facilitate the rotation of leadership roles among faculty who coordinate the efforts of their peers and specifies the method of selection of individuals for leadership roles, the duties and responsibilities associated with each role, the evaluation and oversight of the work relevant to these roles, and the agreed-upon terms and compensation associated with these administrative duties. It is further understood that the new titles for these positions are equivalent to the corresponding former titles for all local agreements.

I. DEFINITIONS AND GENERAL PROVISIONS

A. DEFINITIONS

1. **RELEVANT DEAN:** The Dean who serves as the manager and provides administrative oversight of the relevant office that resides in their School. The Dean overseeing a relevant office shall be made clear to the Designated Faculty members upon accepting their roles.
 2. **SUPERVISING DEAN:** The Dean who serves as the manager of a Designated Faculty member within a School if different than where the academic program is housed.
 3. **DESIGNATED FACULTY:** This term refers to appointed and elected faculty in leadership roles covered in this Agreement.
 4. **FACULTY:** Faculty shall include regular tenure-track and non-tenure track full-time faculty, part-time faculty, and faculty appointed under XIII-O during any year when the faculty member is under contract for the following academic year but shall exclude other XIII-O faculty and all XIII-D faculty.
 5. **RELEVANT FACULTY GROUP:** A group of faculty that are in the same unit as the Designated Faculty. This may reference faculty members of an academic program or a committee specifically designated to support the work of the Designated Faculty in this role.
- B. **ADMINISTRATIVE SUPPORT AND COMMUNICATION:** At the beginning of each academic year, the Relevant Dean shall meet with the Designated Faculty and provide, to the extent possible, a tentative timetable of important deadlines for the year, to be updated as information becomes available, and shall also provide instructions as to how the Designated Faculty shall obtain clerical and professional staff support from the office of the School or administrative unit.

C. EVALUATION OF DESIGNATED FACULTY: In the exceptional circumstance when the Relevant Dean believes the Designated Faculty has not fulfilled the responsibilities outlined in this MOA, there shall be a meeting with the Designated Faculty about their performance. The Relevant Dean shall then provide the Designated Faculty an opportunity to demonstrate improvement over a reasonable amount of time. After that time period has elapsed, if the Designated Faculty has not met their responsibilities, the Relevant Dean shall notify the Designated Faculty (and the Relevant Faculty Group, if necessary) of their intention to remove the Designated Faculty from this position.

D. APPOINTMENTS AND TERMS: Designated Faculty for all positions below shall be appointed as set forth in this Agreement.

1. Unless otherwise stipulated, Coordinator appointments shall be made before the end of the fall semester, begin the following July 1, and run for three (3) years, with an opportunity for reappointment.
2. Coordinators are selected by simple majority vote of the program faculty. Upon the request of any member of the program faculty, the Dean shall conduct the election and require a quorum of at least three quarters (3/4) of the program faculty. The Dean is responsible for transmitting the program faculty's recommendation to the Provost. In the event of a tied vote, the program shall have one week to resolve the recommendation; if there is no resolution the faculty shall recommend both candidates to the Dean for consideration. In this latter case, the Dean shall confer with the Provost, and the Provost shall make the final appointment decision.
3. It is the understanding of the parties that persons who accept appointments pursuant to this Agreement shall normally serve for the complete term. In exceptional cases where the Relevant Dean and relevant faculty agree, the person can arrange for an interruption in service for purposes of medical, sabbatical, or other appropriate reasons. During the interruption, a replacement shall be appointed, according to the usual method, to serve during the temporary leave. At the end of the term, the usual appointment process shall be followed.
4. In the event that there is not a tenured faculty member able to accept the appointment, the Relevant Dean shall consult with the Program faculty and make a recommendation to the Provost for a Coordinator who does not meet the usual requirements for this position as set forth in this Agreement.

E. ANNUAL REPORTS: Where an annual report is required, the Administration shall provide a template for its completion, and Institutional Research shall provide relevant data.

II. GENERAL PROVISIONS REGARDING COMPENSATION OF DESIGNATED FACULTY

A. PAY DATES: Monetary compensation during the academic year shall be made in biweekly payments. For purposes of calculating payment for fractions of a term, Designated Faculty terms of service for each year begin on July 1 and end on June 30. Summer stipends shall be paid in two (2) installments: The first half shall be paid during the first pay period after the final pay period for 10-month regular pay; the second half shall be paid two (2) pay periods after that.

B. METHOD OF COMPENSATION: Except where specifically provided otherwise, a Coordinator may provide their preference to be compensated in the form of overload payment and/or in the form of released time in-load. The affected faculty members shall indicate their preference to the Relevant or Supervising Dean who shall normally honor the preference where possible and make the final determination based on program need. Whenever a faculty member elects released time, it shall be scheduled within the same academic year (fall-spring) in which it is earned, except as allowed for below.

III. COORDINATORS FOR INTERDISCIPLINARY MINORS: Interdisciplinary minors are those that are not program-specific and include a core group of faculty and courses from outside of a single program or School. As of December 2020, the following interdisciplinary minors are covered by this Agreement and new Interdisciplinary Minor Coordinators shall be automatically covered:

General Studies:

Cannabis Studies
Global Studies
Women's Gender and Sexuality Studies
Latin American and Caribbean Studies
Holocaust and Genocide Studies
Jewish Studies
Migration Studies
Writing
Digital Literacy and Multimedia Design
Disability Studies

SOBL:

Behavioral Neuroscience
Childhood Studies
Gerontology
Victimology & Victim Services

HSCI:

Holistic Health

A. ELIGIBILITY: Any part-time or full-time faculty who has taught at least two (2) times in the minor.

B. ADDITIONAL TERMS: There shall be a limit of two (2) consecutive terms, with the ability to serve again after a break of one (1) three-year term. The Relevant Faculty Group may invoke a process to remove a Minor Coordinator from their duties by sending a written request to hold a new election for the next academic year. They must submit this request to the Relevant Dean no later than December 1, and it must be signed by 60% or more of all program faculty.

C. COMPENSATION: Coordinators of interdisciplinary minors are grouped in four (4) tiers based on weighted averages assigned by the following formula: $0.6 (\text{Headcount}) + 0.4 (\text{degrees granted in the preceding year})$. At the time of the signing of this Agreement, interdisciplinary minors would be classified into the following tiers based on data gathered in fall 2020 and are listed in order from largest to smallest weighted values:

Table 1: Interdisciplinary Minor Tiers

<p>Tier 1: (weighted average 1-10)</p> <ul style="list-style-type: none"> - Global Studies (GLST) - Latin American and Caribbean Studies (LACS) - Migration Studies (MIGR) 	<p>Tier 2: (weighted average 11-20)</p> <ul style="list-style-type: none"> - Gerontology (GERY) - Women's Gender and Sexuality Studies (WGSS) - Cannabis Studies (CNST) - Victimology and Victim Services (VICT) - Jewish Studies (JWST) - Digital Literacy and Multimedia Design (LITD)
<p>Tier 3: (weighted average 21-40)</p> <ul style="list-style-type: none"> - Behavioral Neuroscience (NEUR) - Holocaust and Genocide Studies (HGST) - Writing (WRTG) - Disability Studies (DIST) 	<p>Tier 4: (weighted average 41 and above)</p> <ul style="list-style-type: none"> - Childhood Studies (CHST) - Holistic Health (HOLH)

Table 2: Interdisciplinary Minor Coordinator Compensation Tiers

Tier 1	Two (2)* TCH at the senior rank per year.
Tier 2	Four (4) TCH at the senior rank per year.
Tier 3	Five (5)* TCH at the senior rank per year.
Tier 4	Six (6)* TCH at the senior rank per year.

*Coordinators who receive a TCH that is not evenly divisible by four (4) shall have the option to carry forward additional TCH to the second year of a three-year term to be used for a course release in the second year of the term.

D. **RESPONSIBILITIES:** In collaboration with the Dean and other program and School administrators and staff, the Interdisciplinary Minor Coordinator coordinates the efforts of the faculty to carry out the mission of the program through the following activities:

- Serve as the point of contact for the interdisciplinary minor for the Relevant Dean, Assistant Dean, and other School and University personnel. Assist with the transmittal of information from the Relevant Dean and other officials from the University to members of the minor.
- Meet with the Relevant Dean on an annual basis to set up goals and objectives for the year, discuss budgetary requests, and review the previous year's progress.
- Conduct necessary meetings of the faculty associated with the minor.

- Recruit faculty to teach courses in the minor, and make recommendations for the hiring of faculty, including adjuncts, where appropriate.
- Provide leadership in curriculum development of the minor by engaging the faculty in ongoing discussions of curricular issues to facilitate meeting the minor's mission and goals.
- Coordinate the scheduling of courses and ascertain the availability of resources with the Dean, so that instructional offerings and requirements of the minor are met.
- Provide leadership in publicizing the minor.
- Advise preceptors and students on course selection and certification and minor requirements.
- Act as liaison, when appropriate, to other programs and interdisciplinary minors with regard to matters of joint concerns such as program requirements and designation of cognate courses.
- Certify to the Relevant Dean the successful completion of requirements for interdisciplinary minors.
- Collaborate with program faculty to identify a student learning outcomes assessment plan for the interdisciplinary minor and communicate that to the Director Academic Assessment.
- Prepare an annual program report and evaluation by June 15 and submit these reports and evaluations to the Relevant Dean. Interdisciplinary Minor Coordinators may choose to include assessment of student learning outcomes and apply for funding pursuant to the [local agreement on Assessment](#).
- Coordinate the preparation of six-year Program Self-Studies. With the approval of the Relevant Dean, the faculty in the minor may delegate the responsibilities for developing the six-year program review to a person other than the Coordinator.

IV. COORDINATORS FOR DUAL-DEGREE PROGRAMS: There are two types of Dual-Degree Program Coordinators: (1) Those who serve as advisors to Stockton students pursuing an accelerated dual-degree program, where both the baccalaureate and graduate portions are completed at Stockton (often 4 + 1 programs); (2) Those who are advising undergraduate students completing graduate degrees elsewhere under an official articulation agreement (often 3 + 2 programs). As of the signing of this Agreement, the following Dual-Degree Coordinators are covered in this Agreement, with compensation subject to the requirements of this section:

Internal Dual-Degree Programs:

- Criminal Justice B.A. + Master of Arts in Criminal Justice (MACJ)
- Business B.S. or B.A. + Master of Business Administration (MBA)
- Environmental Science B.S. + Professional Science Master's degree (PSM) in Environmental Science; Accelerated B.S./PSM Program (Combined PSM)
- B.A. in Literature + Master of Arts (MA) in American Studies (LIAM)

External Dual-Degree Programs:

- Math B.S. (BSE), Applied Physics B.S. (BSE), or Chemistry B.S. (BSE) + Master of Science (MSE) in Engineering (Combined Engineering)
- B.S. in Biology + Doctor of Osteopathic Medicine (DO); B.S. in Biochemistry at Stockton + Doctor of Pharmacy; B.S. + Doctor of Dental Medicine (DMD) (Combined Pre-Medical)

- B.S. in Health Sciences in the Pre-Physician Assistant Concentration + Master of Science in Physician Assistant Studies (MSPA)

Additional Dual-Degree Coordinators may be added after a program is approved by the Senate and upon consultation of the Administration and the Union.

- A. **ELIGIBILITY:** Eligibility to serve as a Dual-Degree Coordinator is limited to tenured faculty members who are in good standing and who satisfy any specific criteria established by any outside accrediting agency.
- B. **COMPENSATION:** The roles and responsibilities of Dual-Degree Coordinators vary by program and by time of year, as reflected in the compensation table below.

Internal Dual-Degree Programs with at least 15 students	Four (4) TCH per academic year and two (2) TCH in the summer at the senior rank.
External Dual-Degree Programs	<ul style="list-style-type: none"> - Combined Engineering: Four (4) TCH during the academic year and two (2) TCH in the summer in the senior rank. - Combined Pre-Medical: Four (4) TCH during the academic year and two (2) TCH in the summer at the senior rank. - Physician Assistant or any new External Dual-Degree Program with equivalent admissions process: Four (4) TCH during the academic year and two (2) TCH during the summer at the senior rank for the first 25 students interviewed for admission, with an additional 1 TCH for each additional 25 students interviewed per academic year.

C. **RESPONSIBILITIES:**

- Assist in the recruitment of students, including preparation of advertising and marketing materials, and communications with students interested in the program.
- Oversee the ongoing development of pedagogy and curriculum for the program.
- Serve as liaison to Stockton faculty in both related programs, including adjuncts.
- Monitor students meeting requirements to transition to graduate phase.
- Serve as advisor and mentor to Dual-Degree students.
- Serve as the first level of appeal in all matters relating to the academic activities of the undergraduate program and its faculty. This would include, but is not limited to, such matters as appeals regarding admission to the Dual-Degree program.

ADDITIONAL DUTIES FOR EXTERNAL DUAL-DEGREE PROGRAMS:

- Oversee the admissions interviews and selection process with support from

- Admissions office(s).
- Participate in negotiation of agreements with external degree programs.
- Serve as a liaison to the external graduate program.
- Conduct annual audits of student transcripts and current academic standing to ensure compliance with external program requirements.
- Serve as first point of contact with students regarding communication of their standing in the Dual Degree program.

V. PRE-PROFESSIONAL COORDINATORS: There are two types of Pre-Professional Coordinators, in Pre-Law and in Pre-Med, who advise students from across the University seeking to pursue selected professional graduate degrees elsewhere.

A. ELIGIBILITY: The Pre-Law and Pre-Med Coordinators shall be tenured faculty members with significant experience in teaching courses or practical experience in their relevant fields.

B. COMPENSATION: The Pre-Law Coordinator shall be compensated at four (4) TCH per academic year and one (1) TCH in the summer at the senior rank. The Pre-Med Coordinator shall be compensated at one (1) TCH per academic year at the senior rank and one (1) TCH in the summer at the senior rank.

C. RESPONSIBILITIES

- Develop and advocate for changes to curriculum (within and outside of their Programs) necessary to prepare students for competitive positions in professional school applications.
- Coordinate scheduling of required courses with appropriate Deans and Chairs across the University.
- Meet with Deans and Chairs across the University to ensure they are aware of undergraduate course requirements and services available through these positions.
- Advise students about their undergraduate degree program, and the series of courses recommended to strengthen their applications for professional schools. This includes holding additional precepting sessions outside of normal program expectations for advising, including over the summer.
- Advise students from across the University about possible graduate programs, professional school requirements, strategies for application, and other requirements. This also includes holding additional precepting sessions outside of normal program expectations for advising, including over the summer.
- Consult and advise students about exam requirements, test prep options, application requirements, including, but not limited to, reviewing sample writing statements, providing feedback, and more. This includes meeting with students over the summer, when much of this activity occurs.
- For Pre-Law, write letters of recommendation for eligible students at the discretion of the Designated Faculty.
- For Pre-Med, recruit and lead other faculty to serve on a committee that is responsible for writing “committee letters” of recommendation.
- Coordinate the Pre-Med committee to establish criteria for student eligibility, lead the process of conducting student interview(s), and write “committee letters” of recommendation.

- Inform students, faculty, and academic programs about professional school requirements, suggested programs of study for students, requirements for application, examinations, and other pertinent information.
- Work with the Office of Enrollment Management, Career Services, and other campus offices on student recruitment, interviews, and recommendations to professional schools to improve and develop Stockton's programs designed to prepare students for competitive professional careers. This may include arranging and supervising visits to admissions fairs, and otherwise connecting admissions offices to our students.
- Participate in activities related to the recruitment of students, such as open houses and other on-campus recruitment events during the academic year and summer.
- Provide regular revisions of pre-professional descriptions for the *University Bulletin*, advertisements and announcements, and other reports as may be required.
- Maintain accurate records of student applicants, academic performance and progress, application examination performance, and other appropriate information.
- Network with admissions officers at law schools to build and maintain a pipeline for Stockton graduates.
- Attend conferences and workshops annually to stay relevant in the field (e.g., National Association of Pre-Law Advisors Annual Conference).
- Consult with other academic programs regarding various pre-law curricula, distributing information about pre-law extra-curricular activities, and more.
- Oversee the Arcuri Fund, including soliciting applicants, matching winners with alumni mentors, and supervising the mentor program throughout the year.

Term

This Agreement shall remain in full force and effect from this date until June 30, 2023 unless modified by changes in the Master Agreement or unless a new MOA replaces this one. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify, or amend this Agreement. Said notice shall be given the other party in writing no later than 30 days prior to June 30, 2023, or 30 days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.

IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 23rd day of December, 2020.

For: Stockton University



Harvey Kesselman, President

Date: 12/23/2020

For: The Stockton Federation of Teachers



Rodger L. Jackson, President

Date: 12/23/20