

## Memorandum of Agreement

### FACULTY DIRECTOR, Hughes Center for Public Policy

#### PREAMBLE:

The Hughes Center provides a forum for public policy discussions in New Jersey, with particular emphasis on the southeastern region of our state. This document governs the directorship of this center and is informed by Stockton University's embrace of a collection of shared values that support the University's mission.

These values include a longstanding dedication to civic engagement in the public good of higher education and an enduring 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 serve to 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.

#### I. DEFINITIONS AND GENERAL PROVISIONS

##### A. DEFINITIONS

- i. **RELEVANT DEAN:** The Dean who serves as the manager and provides administrative oversight of the relevant Center or Institute that resides in their school. The Dean overseeing a relevant Center or Institute shall be made clear to the Designated Faculty members upon accepting their roles.
- ii. **CENTER DIRECTOR:** This term refers to appointed and elected faculty in the leadership role covered in this Agreement. Faculty shall include regular tenure-track faculty and non-tenure-track full-time positions, 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.
- iii. **ADVISORY BOARD:** A group of faculty, administration, and community members that serve in an advisory capacity to guide the activities of a Center or Institute.

- B. **ADMINISTRATIVE SUPPORT AND COMMUNICATION:** At the beginning of each academic year, the Relevant Dean will meet with the Center Director and provide, to the extent possible, a tentative timetable of important deadlines for the year, to be updated as information becomes available, and will also provide instructions as to how the Center

Director will obtain clerical and professional staff support from the office of the School or administrative unit. It is understood that such support arrangements may vary for designated positions.

- C. **EVALUATION OF THE CENTER:** At the midpoint of the Center Director's term, the Relevant Dean shall meet with the Center Director to review the status of the Center, strategic goals, and resource requirements.
- D. **EVALUATION OF THE CENTER DIRECTOR:** In the exceptional circumstance when the Relevant Dean believes the Center Director has not fulfilled the responsibilities outlined in this MOA, there shall be a meeting with the Center Director about their performance. The Relevant Dean shall then provide the Center Director an opportunity to demonstrate improvement over a reasonable amount of time. After that time period has elapsed, if the Center Director has not met their responsibilities, the Relevant Dean shall notify the Center Director and the Advisory Board of their intention to remove the Center Director from this position.
- E. **ANNUAL REPORTS:** An annual report is required of the Center Director. The Administration shall provide a template for its completion and Institutional Research shall provide relevant data, including an annual inventory of the William J. Hughes Collection of artifacts and memorabilia.

## 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 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 pay periods after that.
- B. **METHOD OF COMPENSATION:** Except where specifically provided otherwise, a Center Director 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 Dean who will normally honor the preference where possible and make the final determination based on program need. Whenever a faculty member elects released time, it will be scheduled within the same Academic Year (Fall-Spring) in which it is earned, except as allowed for below.

**III. ELIGIBILITY:** Faculty members are eligible to serve as Director of the Hughes Center if they possess the following qualifications:

- Expertise in political science, public policy, and civic engagement or related discipline
- Commitment to the mission of the Hughes Center
- Track record in scholarship and community engagement
- Demonstrated effectiveness in communication, organization, and leadership

**IV. COMPENSATION:** The Hughes Center Director shall receive 16 TCH per academic year as release time, and 4 TCH in the summer at the senior rank OR can opt for 12 TCH per academic year as release time, and 8 TCH in the summer, and at the time of their appointment may request a call for an Assistant Director who shall receive 4 TCH per academic year.

**V. APPOINTMENT AND TERM:** The Center Director shall be appointed for a two-year term by the Provost who will receive nominations from a screening committee composed of the Dean of the School of Social and Behavioral Sciences, one (1) provost designee, one (1) tenured faculty member of the School of Social and Behavioral Sciences, one (1) tenured faculty member from another school; and one member of the Hughes Center Advisory Board. Such nominations shall be based on a letter of application, which addresses the eligibility requirements, and a CV.

Should the Center Director opt for reduced compensation of 12 TCH during the academic year and 4 TCH in summer, or 8 TCH during the academic year and 8 TCH in summer, a call will be issued for an Assistant Director. The Assistant Director shall be appointed for a two-year term by the Provost who will receive nominations from a screening committee composed of the Dean of the School of Social and Behavioral Sciences, one (1) provost designee, one (1) tenured faculty member of the School of Social and Behavioral Sciences, one (1) tenured faculty member from another school; and one member of the Hughes Center Advisory Board. Such nominations shall be based on a letter of application, which addresses the eligibility requirements, and a CV.

**VI. RESPONSIBILITIES:**

- A. In collaboration with other University, Program, and School administrators and staff, the Center Director coordinates the activities of the Center or Institute to fulfill its mission in a manner that provides learning and engagement opportunities for Stockton faculty and students and shall:
- Maintain a current mission, vision, and values statements for the Center that align with the University mission, vision, and values statements.
  - Work with the Dean of the School of Social and Behavioral Sciences to identify Advisory Board members and work collaboratively in accordance with the by-laws of its Advisory Board that includes representation of appropriate internal and external stakeholders, including public policy leaders, the Provost and President (or their designees), the Dean of the School of Social and Behavioral Sciences, and convene the Advisory Board at least once each semester.
  - Navigate and cultivate relationships with advisory board and other external stakeholders to ensure strong collaborations.
  - Support, develop, and oversee effective programming in collaboration with staff to advance the mission of the Hughes Center, with a dual focus on engagement with Stockton's community, the local South Jersey, and statewide governmental, political, legal, and business communities.
  - Work with the Hughes Center staff to seek and manage internal and external funding opportunities through grants and donations. Fundraising and grant-seeking is a priority for the Hughes Center Director. In addition to traditional means of fundraising and grant-seeking, the Faculty Director is expected to meet frequently with industry leaders and attend industry events throughout the year, including hosting the commemorative bi-annual Hughes Center

- Honors program (odd-numbered years at the time of this agreement).
  - Respond appropriately to internal and external opportunities for partnerships, projects, collaborations, information and assistance.
  - Serve as the Editor-in-Chief of the Hughes Center's reports, columns, press releases, and written submissions by contributing analysts and fellows.
  - Work with the Dean of the School of Social and Behavioral Sciences and the Office of General Counsel to oversee negotiated terms of contracts undertaken by the Center to conduct research and perform other activities for external constituencies.
  - Manage the activities of Hughes Center staff to meet the Center's needs.
  - Serve as the primary spokesperson, press commentator, or contact person for the Center to internal and external constituencies including industry, press, government entities, and more.
  - Respond to all communications regarding the Center in a timely fashion, conducting interviews with the press and other constituencies upon request.
  - Maintain up-to-date hard copy and digital communication materials regarding the work of the Center, including editorial oversight of the Hughes website.
  - Provide regular communication with the campus and external communities about the activities of the Center.
  - Plan the Center budget in consultation with the Dean of Social and Behavioral Sciences and the Stockton Foundation.
  - Manage the activities of the Center within the budgetary parameters available to the Center, including overseeing implementation of any externally-funded programs housed in the Hughes Center and pursuing local agency contracts and other revenue streams (e.g., contracted projects, donor contributions, events).
  - Plan and execute meaningful assessment of the work of the Center and the extent to which it meets its mission and engages Stockton faculty and students.
  - Engage in strategic planning for the Center that includes annual goal-setting, assessment, and succession planning.
  - Complete an annual report that includes updates to an inventory of the Hughes Collection, submitted to the supervisor of the Director of the Center by June 15<sup>th</sup> of each year, and complete a periodic self-study of the Center, at the time of this agreement, every six (6) years.
  - Recruit and train Hughes Center fellows, if applicable, to carry out the functions of the Center.
  - Recruit and encourage faculty to join the Center staff in conducting research and carrying out other Center projects as needed.
- B.** In collaboration with the Center Director, and other University Program, and School administrators and staff, the Assistant Director (if applicable) shall:
- Recruit and train Center fellows, if applicable, to carry out the functions of the Center.
  - Recruit and encourage faculty to conduct research and carry out other Center projects as needed.
  - Assist the Director in the development of effective programming to advance the mission of the Hughes Center
  - Serve as a secondary contact person for the Center to internal and external constituencies including industry, press, government entities, and more.
  - Work with the Hughes Center Director and staff to support center research, projects, and publications.

- Assist the Director in developing strategic planning for the Center that includes annual goal-setting, assessment, and succession planning.
- Submit an annual report of efforts, outcomes, and impact of the Assistant Director to the Hughes Center Director by June 15<sup>th</sup> each year.

**TERM**

This Agreement shall remain in full force and effect from this date until June 30, 2026 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, 2026, 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 28<sup>th</sup> day of February, 2024.

For: Stockton University



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Joe Bertolino, President

For: The Stockton Federation of Teachers



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Emari DiGiorgio, President