

Memorandum of Agreement

Montclair State University and AFT Local 1904 entered into the following agreement on July 27, 2016, with respect to compensation for Graduate Program Coordinators who perform services in connection with the Graduate Student Application, Registration, and Advisement processes.

Montclair State University and AFT Local 1904 separately entered into agreement with respect to compensation paid to Professional Staff who are selected to perform services in connection with Graduate Student registration.

The compensation methodologies agreed upon herein are not precedent setting, and may not be relied upon by either party in determining whether these individuals shall be compensated for such activities in the future, or in determining the amount of such compensation.

Graduate Program Coordinators

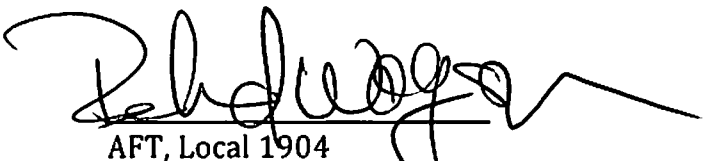
1. Application Process: Montclair State University agrees to pay Graduate Program Coordinators (GPCs) a \$500 stipend for rendering decisions on graduate admission applications in connection with the process identified in the Provost's July 11, 2016 email, a copy of which is attached hereto as Appendix A.
2. Registration and Advisement: Montclair State University agrees to pay Graduate Program Coordinators (GPCs) a \$250 stipend for contacting new and continuing not-enrolled graduate students to assist with registration and advisement as outlined in the Provost's July 25, 2016 email sent to All Summer Chairs and Program GPCs, a copy of which is attached hereto as Appendix B. The \$250 stipend shall be paid to GPCs who contact new and continuing not-enrolled graduate students during one of the weeks specified in the Provost's email, or \$500 to GPCs who contact new and continuing not-enrolled graduate students during both of the weeks specified in the Provost's email.

Professional Staff

1. Registration: Montclair State University has selected certain Professional Staff to perform duties outside of normal work hours, and beyond the normal work week, related to the registration of Graduate Students. Any Professional Staff employee selected to perform such duties in this manner shall be compensated at the straight time rate, on an hour-for-hour basis, as determined by his or her hourly rate of pay.


Montclair State University

Dated: 9/1/2016


AFT, Local 1904

Dated: 9/1/2016

Appendix A

This email is being sent on behalf of the Provost.

July 11, 2016

To: All Summer Chairs and Program GPCs:

In an effort to maximize the enrollment yield on our graduate applications pool the following admissions and registration guidelines for the fall 2016 graduate class will go into effect immediately.

- The Graduate School (TGS) will expect all admissions decisions to be made and returned to TGS within 3 working days of the receipt of the applicant's dossier from TGS.

- Summer Chairs are responsible to see that these decisions are rendered within the 3 day window. If GPCs are unavailable to make an admission decision, the Summer Chair at the time the dossier is received in the department/program will render the admission decision. GPCs who take responsibility to make all these decisions for their program will be remunerated this summer with a \$500 stipend.

- If a decision is not delivered to TGS within the three day window, the admission decision will be rendered in TGS, as determined by the minimum requirements for the program. The normal response of TGS to GPC decisions will continue to apply.

- Students will receive the usual communication from TGS regarding their admission status and encouraged to register ASAP. However, in addition, they will be informed of 4 registration dates in August when either a GPC, Chair or representative from TGS will facilitate their on-site registration for September courses.

Any exceptions to this sequence must be approved by the Graduate Dean, with challenges referred to the Provost.

Regularly scheduled recruitment events will go forward in July and August as planned. All opportunities for individual recruitment outreach by programs representatives should be exploited, as we know decisions to attend graduate school are usually motivated by faculty contacts.

Montclair State is increasingly visible as a graduate institution in New Jersey, while the field itself is increasingly competitive. We offer high career value and our applicants know it, but we must upgrade our response time in order to secure those best applicants who will quickly, if not already, have other offers from peer schools.

Thank you for your prompt attention to this important challenge for all our graduate education programs.

Willard Gingerich, PhD
Provost & Vice President for Academic Affairs

Appendix B

This email is being sent on behalf of the Provost.

July 25, 2016

To: All Summer Chairs and Program GPCs:

In an effort to maximize the enrollment yield of our new and continuing graduate students, The Graduate School (TGS) has developed enrollment initiatives that will allow for partnership between TGS and college/school Summer Chairs/GPCs.

The Graduate School will send a "Graduate Students Not Enrolled" report today. This report will be sent every Monday, and can be requested as-needed at other points in the week. Please use this list to begin your individual outreach to graduate students who have not yet enrolled.

Additionally, we will establish a partnership between TGS and the colleges/schools for college/school specific outreach days according to the following schedule:

- First week of August - TGS partners with college staff and Summer Chairs/GPCs to contact new and continuing not-enrolled students according to the following schedule:
 - Monday 8/1 CART, SBUS
 - Tuesday 8/2 CHSS
 - Wednesday 8/3 CEHS
 - Thursday 8/4 CSAM
- Second week of August - TGS partners with college staff and Summer Chairs/GPCs to contact new and continuing not-enrolled students according to the following schedule:
 - Monday 8/8 CHSS
 - Tuesday 8/9 CEHS
 - Wednesday 8/10 CSAM
 - Thursday 8/11 CART, SBUS

These days represent a continuation of the admission and registration guidelines put forth on July 11, 2016. Similarly, GPCs who take responsibility for these activities will be appropriately compensated based on discussions with the Local. Please watch for an email from The Graduate School which will highlight the expectations for the events listed above.

Willard Gingerich, PhD
Provost & Vice President for Academic Affairs