

**Instructional/Clinical Specialists  
Final Agreement  
June 10, 2015**

1. Employees hired as instructional or clinical specialists will be informed in their appointment letter that service in these titles will not count toward tenure should they subsequently be selected to fill a tenure-track position. With the exception of Article XIII, Sections A and B, the remainder of Article XIII shall not apply to employees in these titles.
2. If an instructional or clinical specialist presents a request to the Dean for approval for reimbursement for travel/conference attendance relative to their assignment at the University, such requests will be considered in accordance with University policy and budgetary considerations. Denial of such request shall not be grievable.
3. The provisions of the Statewide and Local Agreements with respect to FSP and Internal grants shall not be applicable to employees holding the instructional/Clinical titles. (Note 1)
4. The provisions of the Statewide Contract related to benefits and sick leave shall apply as appropriate to employees holding the instructional/clinical titles.

The minimum salary for employees hired to teach at least eight courses or the equivalent as Instructional/Clinical Specialists with a Masters' degree will be \$46,000 and with a Doctoral or other appropriate terminal degree will be \$56,000." The agreed upon salary shall be in effect for the period of appointment. If an individual is offered a subsequent appointment, he/she shall be paid a minimum of 2.5% higher salary than that paid in the previous appointment. Instructional/Clinical Specialists hired on multiyear contracts shall not be eligible for an increase in compensation over the term of such contracts.

5. In the event that an Instructional/Clinical Specialist is hired from an Article XIII, Section "D" or "O" position, the compensation for the IS/ CS appointment shall include, for each credit taught over the total number of credits taught under the Section "D" or Section "O" appointment, payment at the rate of \$1,400 per credit. Instructional/Clinical Specialists hired from an Article XIII, Section "D" or "O" position shall be compensated at a rate no less than 2.5% above their most recent rate of pay in the Section "D" or "O" position. Instructional/Clinical Specialists shall not be eligible

for pay increases (ex. across-the-board; step increases) not expressly specified in this Agreement.

6. The maximum teaching load for an employee in the instructional specialist title shall be twelve (12) courses during the fiscal year with no more than four in any one particular term. Summer session and winter session will each be considered one term for this purpose. The number of preparations shall be consistent with Article XII B.2 a. and b. (paragraph one only) of the Statewide Agreement. The remainder of that article shall not apply to employees holding these titles.
7. In each term of the appointment, the University shall ensure that employees in Instructional/Clinical Specialist titles are evaluated by their students in each course taught including experiential/field assignments in accordance with the procedures stipulated in the Statewide and LSPA Agreements with regard to “student evaluations”. Further, a minimum of one peer observation shall be made during each fiscal year of the appointment. The procedures stipulated in the Statewide and LSPA Agreements with regard to “peer observations” shall apply to instructional/clinical specialists. The materials shall be maintained in accordance with procedures in place at that time. Should the University determine that it will continue the position after the expiration of the incumbent’s appointment and the incumbent wishes to apply for a new appointment, the student evaluations, peer observations, and other performance-based criteria shall constitute a part of the review for a subsequent appointment.
8. The University will make a reasonable effort to notify Instructional/Clinical Specialist of any subsequent appointment by May 31<sup>st</sup> of each year. The review process for initial appointment shall be consistent with the process used to hire all faculty. If an appropriate vacancy exists and an IS/CS is interested in a subsequent appointment, the University may, at its discretion offer the appointment to the IS/CS without initiating a search. If the University determines to conduct a search, an individual who is serving or has served as an IS/CS may apply for that position and submit any and all documentation appropriate to that application.
9. Each Instructional/Clinical Specialist shall be provided with shared office space, an identifiable telephone number on which he/she may conduct University business, and a computer.
10. This Agreement shall remain in full force and effect until June 30, 2017 and shall be automatically renewed from year to year thereafter, unless either

party shall serve to the other party written notice of its desire to modify this Agreement. Such notice shall be given no later than January 1st of the year in which this Agreement ends or of any succeeding year for which the Agreement is automatically renewed. During the pendency of any renegotiations of this Agreement, the terms of this Agreement shall remain in full force and effect until a new Agreement is reached.

11. By September 15th of each year of the Agreement, the University will provide to Local 1904 data with respect to salary and load for individuals in these titles for the current academic year.
12. The Council of New Jersey State College Locals shall honor this Agreement and shall provide a letter so stating. The University's obligations under this Agreement shall not arise until such time as it has received the letter from the Council.

#### Table Talk

1. In the vast majority of cases, each Instructional/Clinical Specialist shall be assigned to an academic department.
2. Instructional/Clinical Specialists are not eligible for administrative on-load time for functions that are not directly related to their job responsibilities.
3. The initiation and coordination of hiring of prospective Instructional/Clinical Specialists will be the responsibility of the relevant academic department and will be consistent with established and approved hiring procedures which are specified in the department's bylaws.

Note 1. As stated in the approval of these positions by the MSU Board of Trustees on July 19, 2012 (see Appendix A), "neither position includes the scholarly or general services requirements of tenured and tenure-track faculty, and consequently, both positions require academic credentials that differ from those of such faculty."

Montclair State University

Date:

6/25/15

Local 1904, AFT

Date:

6-25-2015



# **MONTCLAIR STATE UNIVERSITY**

**Office of the President**  
973-655-4212  
Fax: 973-655-7195

To: Academic Affairs and Facilities Committee  
From: Susan A. Cole  
Date: July 19, 2012  
RE: Instructional and Clinical Specialists

A handwritten signature in black ink, appearing to be 'S. Cole', written over the 'From' and 'Date' lines of the header.

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Consistent with its authority under NJSA 18A: 64-6(h) and (i), I recommend that the Board of Trustees create two new academic positions, the Instructional Specialist and the Clinical Specialist, as defined on the attached sheet. This type of position has been requested for some time by various academic departments or programs and advocated for by the deans. The Instructional Specialist will be dedicated only to instruction and curricular and advising responsibilities related to the courses he or she teaches. The Clinical Specialist may offer some course instruction, but his or her primary responsibility will be to coordinate and oversee the engagement of students in internships, practica, studios, and clinical and field assignments. Neither position includes the scholarly or general service requirements of tenured and tenure-track faculty, and, consequently, both positions require academic credentials that differ from those of such faculty. Examples of programs that have a need for Instructional Specialists are the Accounting program and the Writing program of the English Department. Examples of programs that have a need for Clinical Specialists are Psychology, Child Advocacy, Speech Pathology, Paralegal, and many programs in the College of Education and Human Services.

Upon approval by the Board of Trustees, the University will present these new positions to AFT Local 1904 to develop an agreement concerning any negotiable terms and conditions of employment relating to them.

Att.

### Instructional Specialist

The position of Instructional Specialist is a full-time, non-tenure track position without academic rank with responsibility for offering course instruction to students within a specific discipline(s) and for providing curricular development and assistance and advising to students in such courses. An appointment as an Instructional Specialist may be for one term or for one or more fiscal years. Within any fiscal year appointment, an Instructional Specialist's responsibilities may be assigned over two, three, or four terms.

There is no expectation for reappointment to a position of Instructional Specialist. However, an individual occupying a position of Instructional Specialist may be considered for subsequent appointments if the University decides to continue the position and if the University determines that the individual's performance in his/her responsibilities has been excellent. The University retains the right to identify an alternate candidate for the position if it deems that another candidate will better serve the University's needs.

A doctoral degree and post-secondary instructional experience in the relevant discipline will be the normal requirement for appointment as Instructional Specialist. In some instances, a candidate with a Master's degree and/or significant relevant professional experience may be deemed qualified.

Academic departments and programs may invite Instructional Specialists to participate in department meetings and curricular and other educational matters. However, an Instructional Specialist may not participate in any personnel matters.

### Clinical Specialist

The position of Clinical Specialist is a full-time, non-tenure track position without academic rank with responsibility, within a specific discipline(s), for providing clinical/non-classroom instruction and advisement and supervision and coordination of internships, practica, and other applied and professional experiential learning. In addition to those responsibilities, Clinical Specialists may also offer related curricular development and course instruction. An appointment as a Clinical Specialist may be for one term or for one or more fiscal years. Within any fiscal year appointment, a Clinical Specialist's responsibilities may be assigned over two, three, or four terms.

There is no expectation for reappointment to a position of Clinical Specialist. However, an individual occupying a position of Clinical Specialist may be considered for subsequent appointments if the University decides to continue the position and if the University determines that the individual's performance in his/her responsibilities has been excellent. The University retains the right to identify an alternate candidate for the position if it deems that another candidate will better serve the University's needs.

A doctoral degree and post-secondary instructional experience in the relevant discipline will be the normal requirement for appointment as a Clinical Specialist. In some instances, a candidate with a Master's degree and/or significant relevant professional experience may be deemed qualified.

Academic departments and programs may invite Clinical Specialists to participate in department meetings and curricular and other educational matters. However, a Clinical Specialist may not participate in any personnel matters.