

**Memorandum of Agreement**  
**between Montclair State University (the University) and AFT Local 1904 (the Local)**  
**regarding Summer 2023 Department Administration (Agreement)**

The University and the Local agree that the continuity in the operations of academic departments and programs in the period between the end of the spring term and the beginning of the fall term (i.e., summer) supports the ongoing mission of the University.

By agreement, and practice, members of the Faculty discharge their main instructional and other assigned duties during the weeks of instruction comprising the Fall and Spring academic terms. Additional assigned duties are provided for by specific agreements.

Therefore, in order to maintain the continuity of operations in Summer 2023,

**the University and the Local agree to the following:**

1. *Summer Department Chairpersons*

- a. Within academic departments, the responsibilities of the summer Chairpersons are the subset of the regular academic-year responsibilities of department chairpersons relevant to the specific circumstances of each department.
- b. Summer Department Chairperson positions are listed in Appendix A.
- c. Each dean shall provide a schedule of meetings, if any, for summer chairpersons in their College/School no later than 30 June 2023.
- d. For each week of assignment, summer department chairpersons will maintain availability and contact arrangements with department staff and relevant dean's office in a manner consistent with support of effective continuity of department operations, including specific in-person office hours to be scheduled between 10:00 AM and 3:00 PM on days when University offices are open (e.g., not including holidays or summer-closure days).

2. *Summer Associate Directors for Faculty*

- a. Within schools with an associate director for Faculty<sup>1</sup> (ADF), the responsibilities of the summer ADF are the subset of the regular academic-year ADF responsibilities relevant to the specific circumstances of the respective School.<sup>2</sup>
- b. Summer ADF assignments are further specified in Appendix B.
- c. Each school director shall provide a schedule of meetings, if any, for the summer ADF no later than 30 June 2023.
- d. For each week of assignment, each summer ADF shall maintain availability and contact

---

<sup>1</sup> John Cali School of Music, School of Communication and Media, and the School of Computing

<sup>2</sup> cf. [MOA Regarding Associate Directors for Faculty in University Schools \(2022\)](#)

arrangements with the school staff and director in a manner consistent with effective attention to their responsibilities.

3. *Summer Graduate-Program Coordinators and Doctoral-Program Directors*

- a. The Provost and/or designees shall offer appointments to members of the Faculty as Summer graduate-program coordinator (GPC) and/or doctoral-program director (DPD) as delineated in Appendix C, which specifies the program(s) under the purview of each particular appointment.
- b. For each week of assignment, each summer Coordinator/Director shall maintain availability and make contact arrangements with the respective Office of the Dean and designated point of contact in the Graduate School in a manner consistent with effective attention to their responsibilities.

4. *Other Summer Academic-Program Continuity Assignments*

- a. Additional academic summer-continuity assignments in the School of Comm. and Media and the John Cali School of Music are listed in Appendix D.
- b. No member of the Unit represented by the Local shall be assigned work in furtherance of academic summer-continuity in the School of Nursing and constituent academic programs, except as may be specifically delineated in the individual appointment letter for an Instructional/Clinical specialist that has been accepted before the date of execution of this Agreement.
- c. This Agreement does not govern, and is not applicable, to any appointments or assignments at Bloomfield College of Montclair State University.
- d. Any additional summer continuity appointments to be made subsequent to execution of this agreement shall be reviewed and subject to agreement on an expedited basis prior to the offer of an appointment.

5. *Appointments*

- a. Where possible, the individual with a 2022-2023 Academic-Year appointment for the corresponding department/school/program will be offered the respective summer-continuity appointment first.
- b. Individuals will have five (5) business days to accept an offer of a summer-continuity appointment made pursuant to this Agreement.
- c. All appointments and assignments governed by this Agreement are voluntary.
- d. Acceptance or non-acceptance of an appointment offer made pursuant to this Agreement shall have no bearing on subsequent assignments in the following regular academic year, nor afterward.

6. *Weekly Schedule of Assignments*

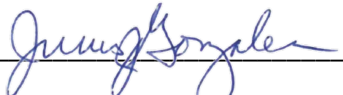
- a. By mutual agreement, individuals may accept an assignment of an appointment under this Agreement for parts of the summer, with each partial appointment consisting of one or more calendar weeks.
- b. The Provost or designee shall provide to the Local a complete Weekly Schedule of Assignments made pursuant to this Agreement no later than 30 June 2023. A revised Weekly Schedule of Assignments shall be provided to the Local as needed within five (5) business days of any change.
- c. If, for a given week and appointment, no assignment has been accepted and recorded on the Weekly Schedule of Assignments, no member of the Unit represented by the Local shall be assigned, nor expected to complete, work related to that appointment.

7. *Compensation*

- a. Compensation shall be determined according to the number of calendar weeks assigned, with one-eighth ( $\frac{1}{8}$ ) of the total compensation amounts specified in the respective Appendices to this agreement for each calendar week of assignment.
  - b. Payment of compensation shall be according to the regular payroll schedule of the University<sup>3</sup>.
  - c. If an individual is appointed for more than one position, the total compensation shall be the sum of the specified amounts.
8. This Agreement does not otherwise alter nor supersede other agreements between the State of NJ and the Council of NJ State College Locals, nor any agreements between Montclair State University and AFT Local 1904, including the Local Selected Procedures Agreement.
9. This Agreement applies to the period before the beginning of the Fall 2023 term, having no effect, and providing no precedent for operations in any subsequent period.

In witness whereof, the representatives of the University Administration and AFT Local 1904 have acknowledged their understanding of this Memorandum of Agreement and affix their signatures below.

For Montclair State University

  
\_\_\_\_\_  
Provost and Senior Vice President of Academic Affairs

June 27, 2023  
\_\_\_\_\_

For AFT Local 1904

*A. David Trubatch*  
\_\_\_\_\_

A D Trubatch, VP for Negotiations  
\_\_\_\_\_

26 June 2023  
\_\_\_\_\_

<sup>3</sup> cf. <https://www.montclair.edu/human-resources/payroll-services/payroll-schedules/> Third Quarter 2023

### Appendix A: Summer Department Chairperson Assignments

Department	En SP23 UG	En SP23 GR	En SP23 Tot	Comp. Amt.
Psychology	1697	202	1899	21,500
Accounting and Finance	1026	119	1145	21,500
Biology	865	60	925	21,500
Art and Design	873	1	874	21,500
Marketing	769	57	826	21,500
Exercise Science & Phys Ed	762	48	810	21,500
Management	733	75	808	21,500
Teaching and Learning	0	612	612	21,500
Educational Leadership	0	428	428	21,500
Counseling	0	402	402	21,500
Family Science and Human Devel	430	0	430	21,500
Info Mgmt & Business Analytics	205	110	315	21,500
Justice Studies	525	43	568	14,500
Educational Foundations	531	32	563	14,500
Theatre and Dance	440	32	472	14,500
English	338	32	370	14,500
Social Work and Child Advocacy	151	219	370	14,500
Political Science and Law	316	42	358	14,500
Nutrition and Food Studies	205	95	300	14,500
Public Health	206	56	262	14,500
Chemistry and Biochemistry	226	16	242	14,500
Economics	219	0	219	14,500
Linguistics	143	60	203	14,500
Earth and Environ Studies	139	53	192	14,500
History	176	0	176	14,500
Sociology	118	42	160	14,500
Mathematics	106	49	155	14,500
Hospitality and Tourism	146	0	146	14,500
Comm Sciences and Disorders	0	145	145	14,500
Writing Studies	27	0	27	14,500
Classics and Gen Humanities	68	0	68	9,500
Spanish and Latino Studies	49	14	63	9,500
World Languages and Cultures	45	16	61	9,500
Physics and Astronomy	46	0	46	9,500
Anthropology	43	0	43	9,500
Philosophy	28	0	28	9,500
Religion	2	0	2	9,500

## Appendix B: Summer Associate Director for Faculty Assignments

### 1. John Cali School of Music

- a. Summer Duties and Responsibilities include:
  - i. recruitment and hiring of NTTPs;
  - ii. meetings with the Director, etc. to plan for the following academic year;
  - iii. representation of the Faculty in such meetings and in planning;
  - iv. meeting individually with coordinators to address area-specific needs and issues;
  - v. responding to faculty inquiries regarding preparation of applications for reappointment.
- b. Compensation: \$7,000

### 2. School of Comm. and Media

- a. Summer duties and responsibilities include:
  - i. recruitment and hiring of NTTPs
  - ii. meetings with the Director, etc. to plan for the following academic; year, representation of the Faculty in such meetings and in planning;
  - iii. meeting individually with coordinators to address area-specific needs and issues;
  - iv. responding to faculty inquiries regarding preparation of applications for reappointment.
- b. Compensation: \$7,000

### 3. School of Computing

- a. *Summer Duties and Responsibilities* include:
  - i. coordination all undergraduate degree accreditation and assessment;
  - ii. recruitment and hiring of NTTPs, as well as adjunct and temporary faculty;
  - iii. responding to faculty inquiries regarding preparation of applications for reappointment.
- b. *Compensation*: \$7,000

**Appendix C: Summer Graduate-Program Coordinators and Doctoral-Program Directors**

Department	Graduate Program(s)	Tot. Enroll SP 23	Comp Amt.
Feliciano School of Business	Business Administration - inc. all conc., and undec.	538	3,500
Counseling	Counseling - all concentrations	350	3,500
Teaching and Learning	Teaching w/subject, inc. w/TSD, Urb. Res., and K12 CS cert.	309	3,500
Educational Leadership	Educational Leadership	308	3,500
Social Work and Child Advocacy	Social Work	147	3,500
Psychology	Clinical Psychology - all conc., and cert.	138	3,500
Teaching and Learning	Alt Route Teacher Cert P3, mod. P3, K6, and subj.	121	3,500
School of Computing	Computer Science	116	3,500
Comm Sciences and Disorders	Communication Sci & Disorders	100	3,500
Accounting and Finance	Accounting - incl. cert.	85	2,800
Educational Leadership	certificate programs	83	2,800
Nutrition and Food Studies	Nutrition and Food Science	82	2,800
Info Mgmt & Business Analytics	Business Analytics - incl. cert.	78	2,800
Public Health	Public Health - all concentrations	76	2,800
Social Work and Child Advocacy	Child Advocacy and Policy, incl. cert.	72	2,800
Teaching and Learning	Bilingual/Bicultural Education cert.	71	2,800
Linguistics	Applied Linguistics, Comp. Ling., and cert.	60	2,000
Teaching and Learning	Reading, Reading Spec. cert.	53	2,000
School of Computing	Data Science	53	2,000
Counseling	certificate programs	52	2,000
Mathematics	Mathematics - incl. Math Ed, Mid Grades, and CRI	48	2,000
Teaching and Learning	Inclusive Education - all conc., Sp. Ed., and cert.	45	2,000
Justice Studies	Paralegal Studies certificate	43	2,000
Political Science and Law	Law and Governance - all conc.	42	2,000
Sociology	Social Research & Analysis and cert.	42	2,000
School of Computing	Information Tech., Comp Tech. certification	40	2,000
Psychology	Industrial Organizational Psyc	38	2,000
Educational Leadership	Higher Education	37	2,000
Biology	Biology - all conc., and Marine	34	2,000
School of Computing	Cybersecurity	34	2,000
Exercise Science & Phys Ed	Exercise Sci and Sport Studies - all conc.	33	2,000
Earth and Environ Studies	Sustainability Science	33	2,000
Educational Foundations	certificate programs	32	2,000
English	English - inc. cert.	32	2,000
Psychology	Psychological Sciences	26	2,000

Biology	Molecular Biology, incl. cert.	26	2,000
School of Computing	Applied Mathematics, Statistics	26	2,000
Teaching and Learning	TSD P3, K6, w/subj. cert., and Elem. Sch. cert.	24	2,000
Management	Human Resource Analytics, and Mgmt. cert.	24	2,000
Theatre and Dance	Theatre - incl. certificate	23	2,000
Earth and Environ Studies	Earth & Environmental Science	20	2,000
Spanish and Latino Studies	Spanish incl. Trans. Cert.	17	2,000
Chemistry and Biochemistry	Chemistry - incl. Bio Chem and Pharm	16	2,000
Exercise Science & Phys Ed	Athletic Training, and HPE cert.	15	2,000
World Languages and Cultures	French - all conc.	14	2,000
Nutrition and Food Studies	certificate programs	13	2,000
Marketing	Digital Marketing Analytics, and Mktg. cert.	12	2,000
Theatre and Dance	Dance	9	2,000
Doctoral	Audiology		3,500
Doctoral	Clinical Psychology		3,500
Doctoral	Counseling		3,500
Doctoral	Environmental Science and Management		3,500
Doctoral	Family Science and Human Development		3,500
Doctoral	Industrial/Organizational Psychology		3,500
Doctoral	Mathematics Education		3,500
Doctoral	Teacher Education and Teacher Development		3,500

**Appendix D: Additional Summer Continuity Assignments**

School	Program(s)	Comp. Amt.
Cali School of Music	Choral Activities	2,500
Cali School of Music	Graduate programs in Cali outside of music therapy and music education	2,500
Cali School of Music	Large Ensemble Support 1	2,500
Cali School of Music	Large ensemble Support 2	2,500
Cali School of Music	Music Education	2,500
Cali School of Music	Music History and General Education Course	2,500
Cali School of Music	Music Theory and Composition	2,500
Cali School of Music	Music Therapy	2,500
Cali School of Music	Vocal Performance	2,500
School of Comm. and Media	Communication Studies	2,500
School of Comm. and Media	Film and Television	3,500
School of Comm. and Media	Fundamentals of Speech	3,500
School of Comm. and Media	Journalism and Digital Media	2,500
School of Comm. and Media	Sports Communication	2,500
School of Comm. and Media	Strategic Communications	2,500