

Memorandum of Agreement

Between Montclair State University (the University) and AFT Local 1904 (the Local) memorializing the Community-Engaged Teaching and Learning (CETL) Fellows Program

Introduction

The CETL Fellows Program (the program) is administered by the Montclair State University (Montclair) Office of Community Engagement and Partnerships (OCEP), reporting to the Office of the President.

The objective of the program is to nurture a culture that values civic engagement, enabling Montclair to develop sustained community partnerships.

The program fosters learning and practical abilities pertaining to issues, concepts, and applied techniques of:

- Community-engaged scholarship (including community-based/participatory action research methods)
- Community-engaged pedagogy
- Community-engaged activities, including “personally responsible”, “participatory” and “justice-oriented” modes.

The program is intended to foster activities that go beyond existing Faculty Roles and Expectations.

1. Eligibility for Fellowship Program

Applicants must be members of the full-time Faculty, Librarians, Professional Staff and NTPPs. (Adjunct faculty may be eligible, but will be addressed in a separate agreement).

2. Application and Review Procedures

The standard application template (See Attachment 1) should be submitted by June 30th of each year/

3. Evaluation of Applications-Potential Conflict of Interest

After each application is submitted to the OCEP, the OCEP will certify eligibility.

4. The Program

The program is conducted over two (2) academic years. It is supported by resources (e.g., readings) and interactive tools of the Canvas platform, invited experts, collaboration between first- and second-year cohort members, regular breakout groups and plenary meetings.

- a. Cohort members work throughout the two (2) year experience towards one or more of the following deliverables
 - i. A community engaged course, conceived in collaboration with a specific community partner. The course would be planned during year one and implemented during the year two.

- ii. If the research requires IRB approval, then participants will submit their research to IRB for approval. An IRB approved community-engaged research project is conceived in collaboration with a specific community partner. The project is planned in year one and implemented in year two.
- iii. A conceptual paper/article concerning ideas and practices of community-engaged teaching and scholarship, to be submitted to an appropriate conference or journal. The conceptual research is conducted during year one and the writing/submission is completed in the second year.

b. Requirements of the Program

- i. During each academic year, fellows must attend at least two monthly meetings. (A program calendar of these meetings will be distributed prior to the academic year) This includes at least one peer-coaching group meeting, convened by a year two fellow. This also includes a plenary meeting (structured conversation).
- ii. Each year of the program, the participating fellow will receive compensation of a one thousand two hundred (\$1200) dollar stipend.

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

On behalf of the University



Junius Gonzales

Provost and Senior VPAA

October 8, 2024

On behalf of AFT Local 1904



Hugh Curnutt

VP for Negotiations

October 6, 2024