

**Memorandum of Agreement
between Montclair State University (the University) and AFT Local 1904 (the Local)
regarding the Career Development Program**

The University and the Local agree to the following terms for the implementation of the Career Development Program for applications received in the Spring 2024 and Spring 2025 terms for Career Development activities from Summer 2024 through the Spring of 2026:

1. *Agreements in Place*
 - a. The terms, conditions, and procedures for the Career Development Program are specified by Appendix II [CAREER DEVELOPMENT PROGRAM FOR ALL FULL-TIME EMPLOYEES] of the State-wide Agreement, Section 14 [CAREER DEVELOPMENT PROGRAM] of the Local Selected Procedures Agreement (LSPA) as modified by the October 2022 Settlement Regarding the Career Development Program, except as amended herein for applications submitted during the Spring 2024 and Spring 2025 Terms for activities through the Spring of 2026.
 - b. All amendments herein apply only to applications submitted during the Spring 2024 and Spring 2025 Terms and for Career-Development activities through the Spring of 2026.
2. *Amendments to LSPA 14.2.1.2 [TERM OF OFFICE AND METHOD OF ELECTION]*
 - a. 1.4.2.2.2.1 *Text and number remain deleted (typographical error in LSPA).*
 - b. *add:* 14.2.1.2.1 The term of office is from election to June 30, 2025 completion of reviews of one round of applications and after-action review of Committee procedures.
 - c. *change:* 14.2.1.2.2 Elections of a Faculty member of the Committee from each College/School and the Librarian in the Library shall be conducted by the Office of the relevant Dean.
 - d. *Professional Staff and NTTP Members of the University Career-Development Committee*
 - i. Election of Professional Staff and NTTP members of the Committee (one each) shall be conducted as separate elections, each University-wide, by the Office of the Provost in Consultation with the Local.
 - ii. For the Committee meeting in Spring 2024, a request for nominations for Professional Staff and NTTP members will be provided no later than February 16, 2024. Nominations must be received by 4 PM on February 23, 2024.
 - iii. In the event that no nominations are received for Professional Staff and/or NTTP members, these seats will be deemed vacant. Any such vacancies shall not impede the operations of the Committee.
 - e. *change:* 14.2.1.2.3 Elections of Faculty members and a Librarian for the Committee that reviews applications in Spring 2024 must be completed before February 23, 2024. Elections for all members of the Committee that reviews applications in Spring 2025 shall be completed no later than December 20, 2024.

- f. *change:* 14.2.1.2.5 The Committee will meet no later than March 1 of each year to elect its Chairperson, who will assume office immediately and serve for the term of the Committee. The Chairperson shall be responsible for the Committee review of applications and report of recommendations.

3. *Amendments to LSPA 14.2.1.3 [Sequence of Committee Actions]*

- a. *change:* 14.2.1.3.1 The Provost or designee will call for proposals for Career-Development funding for the next academic year and the preceding and following summers. This includes summer proposals, fall proposals, and full-year proposals beginning the following fall.
- b. Section 14.2.1.3.4 is deleted.¹
- c. Sections 14.2.1.3.5, 14.2.1.3.6, 14.2.1.3.7, and 14.2.1.3.8 are deleted.

4. *Deletion of LSPA 14.2.3, 14.2.4, and 14.2.5 (additional committees)*

Sections 14.2.3 [ASSESSMENT COMMITTEES - LIBRARY], 14.2.4 [PROFESSIONAL STAFF ASSESSMENT COMMITTEE], and 14.2.5 [NON-TENURED TRACK TEACHING POSITION (NTPP) CAREER DEVELOPMENT PROPOSAL REVIEW COMMITTEE] shall be deleted, and the respective committees shall not be staffed nor convened.

5. *Eligibility and Review*

- a. Consistent with Provision 4 of this Agreement, Career Development proposals submitted in the Spring of 2024 and Spring of 2025 shall not include the results of preceding peer-assessment, nor self-assessment reports, including self-assessment reports compiled pursuant to LSPA 14.2.2.
- b. For Spring 2024 and Spring 2025 applications only, Career Development proposal submissions, a career self-assessment brief (maximum length of two (2) pages, or one thousand (1,000) words) must be included for all applicants, including members of the Faculty and Professional Staff, Librarians, and NTPPs (instructional/clinical specialists).

6. *Application Procedure*

- a. Program Applications and supporting materials will be uploaded to Qualtrics. The Office of the Provost shall work with the Chairperson of the Career Development Committee in order to assure that all applications and supporting materials are distributed to the members of the Career Development Committee in a timely manner.
- b. The Provost or designee shall provide to the designee of the Local all notices, forms, instructions and activities involved in the administration of the career development program prior to dissemination to AFT members. The AFT shall provide to the Provost or designee any feedback or comments no more than two (2) working days after receiving said materials.

7. *University Career Development Committee Procedures*

- a. There shall be an initial organizational meeting of the University Career Development Committee (UCDC) convened by the Provost's office that includes not only UCDC members but also the

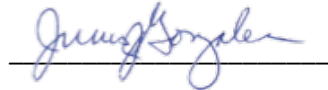
¹ Deadlines for administrative action are included in LSPA 14.2.1.3.3 as amended by the October 2022 Settlement.

Administrative and Union observers. In the initial meeting, the committee will be charged, the calendar laid out and all the parameters of the process discussed. All members of the committee as well as both observers must attend that meeting.

- b. The UCDC shall choose a Chairperson from among its members who shall coordinate all activities of the committee and be the point of contact with the administration.
 - c. Each member of the UCDC shall review each of the applications and evaluate each using the Career Development Program criteria as prescribed by the Provost.
 - d. Once the UCDC members have individually reviewed and rated the applications, the Committee will be reconvened to develop a ranked list, including data for all applications whether or not they are deemed meritorious by the Committee or any other step of review.
 - e. Once the ranked list is finalized, the list itself and all application materials shall be forwarded to the Provost for further review.
 - f. If there are any questions to the committee the Provost will contact the Committee chairperson for clarification.
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.

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



Provost/ Senior Vice President of Academic Affairs

Date: 15 Feb. 2024

On behalf of AFT Local 1904



David Trubatch
VP for Negotiations

14 Feb. 2024
Date: _____