

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 2023 term and for Career Development activities through the Spring of 2024:

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 2023 Term for activities through the Spring of 2024.
- b. All amendments herein apply only to applications submitted during the Spring 2023 Term and for Career-Development activities through the Spring of 2024.

2. *Amendments to LSPA 14.2.1.2 [TERM OF OFFICE AND METHOD OF ELECTION]*

- a. 1.4.2.2.1 *Text and number deleted (typographical error in LSPA).*
- b. *add:* 14.2.1.2.1 The term of office is from election to June 30, 2023.
- c. *change:* 14.2.1.2.2 Elections in each College/School and the Library shall be conducted by the Office of the relevant Dean. Election of Professional Staff and NTTP members of the Committee shall be conducted by the Office of the Provost in Consultation with the Local. *change:* 14.2.1.2.3 Elections must be completed before February 25, 2023.
- d. *change:* 14.2.1.2.5 The Committee will meet no later than March 15, 2023 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.
- e. A request for nominations for Professional Staff and NTTP members will be provided no later than March 2, 2023. Nominations must be received by 4PM on March 5, 2023. In the event that no nominations are received for Professional Staff and/or NTTP members, these seats will be deemed vacant and committee elections will resume in accordance with the specified timeline.

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

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

- 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. There will be no solicitation nor review of Career Development proposals in the Fall of 2023.²

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 2023 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 2023 Career Development proposal submissions only, a career assessment brief must be included for all applicants, including members of the Faculty and Professional Staff, Librarians, and NTPPs (instructional/clinical specialists).

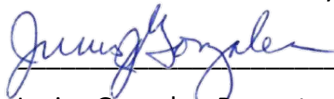
6. *Application Procedure*

- 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 will provide to 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 24-hours after receiving said materials.

- 7. 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



Junius Gonzales, Provost and Senior VPAA

Date: March 3, 2023

On behalf of AFT Local 1904



A D Trubatch, VP for Negotiations

Date: 3 March 2023

² Pursuant to LSPA 14.2.1.3.1 as amended, applications submitted in Spring 2023 will be for activities through June 30, 2024.