

## **Memorandum of Agreement**

### **between Montclair State University and AFT Local 1904 (the Parties) regarding Associate Directors for Faculty in University Schools**

Whereas the Parties agree that peer review and shared governance are central to the mission of the University;

Whereas the Parties recognize that AFT members employed in colleges and schools without departments have the same rights and privileges provided in the Collective Negotiations Agreement (CNA) and the Local Selected Procedures Agreement (LSPA) as those employed in colleges and schools with departments;

Therefore, the Parties agree to the following terms regarding Associate Directors for Faculty in colleges and schools that do not have constituent departments with elected department chairpersons:

1. The position of Associate Director for Faculty (ADF)<sup>1</sup>, originally established in the 2010 negotiated Agreement on the Administration of the John J. Cali School of Music and extended by an October 17, 2022 negotiated Agreement to the School of Communication and Media and other schools, shall now apply to all colleges and schools that do not have constituent departments with elected department chairpersons. In such colleges and schools, any provision in the LSPA referencing department chairpersons shall be interpreted as applying to Associate Directors for Faculty, unless otherwise agreed upon by the Parties.
2. ADFs will perform certain responsibilities otherwise performed by department chairs, including:
  - A. Perform second-level peer reviews of faculty personnel actions including, but not limited to, reappointment, tenure, promotion, and sabbaticals.
  - B. Receive self-assessment statements from faculty members in their school/college who are applying for career development funds, in accordance with LSPA 14.3.
  - C. Make recommendations to the dean, independent from, and, in schools, simultaneous with those of the school director, regarding the recruitment and hiring of tenure-track/tenured faculty members and persons hired in teaching faculty positions (NTTPs).
  - D. Conduct formal teaching observations for tenure-track faculty and teaching faculty (NTTPs).
  - E. Attend university-wide chairs meetings and participate in professional development programs offered to department chairs.
  - F. Act as a liaison between tenure-track/tenured faculty members and teaching faculty (NTTPs), and, in schools, the school director, and dean, by consulting with area heads/area coordinators and convening faculty meetings.
  - G. Perform other duties designated to the ADF in school/college bylaws.
3. ADFs must be full-time, tenured faculty in their respective school/college. The elections for ADF

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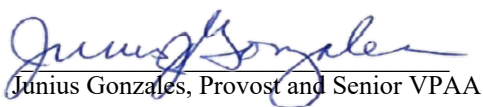
<sup>1</sup> The Associate Director of Faculty title is a local designation unrelated to the managerial title of Associate Director in the State Generic Title system.

shall be conducted by PAC chairs and shall be governed by the procedures set forth in Article XVIII of the parties' Collective Negotiated Agreement. Elections shall be completed by April 30th and appointed by the school director or college dean for a three-year term. The PAC chair will conduct a mid-term evaluation of the ADF, calling for a formal vote of confidence by the end of December in the second year of the ADF's service. If an ADF does not receive a majority vote of confidence, they will maintain that office pending the election of a new ADF, which will take place no later than the end of the following February. The new ADF will serve for the remainder of the previous ADF's term, i.e., for the remainder of that academic year and the next.

4. Unless otherwise negotiated, the establishment of any new college or school without constituent departments with elected department chairpersons shall include a timeline for election and assumption of office by the school/college ADF within the first semester that members of the faculty are deemed to have their primary appointment in the new college or school.
5. ADFs will be reassigned either one-third (eight) of their annual TCH credits or a greater amount. ADFs are eligible to participate in the Faculty Scholarship Program.
6. Personnel evaluations of tenured and tenure-track faculty will follow the administrative calendar. In schools, evaluations will proceed from the Personnel Advisory Committee to the Associate Director for Faculty, then to the School Director, Dean, Provost, President, and Board of Trustees. In colleges, the process is the same, except evaluations go from the Associate Director for Faculty directly to the Dean. Evaluations for teaching faculty (NTPPs) will follow the procedures outlined in the 2024 Teaching Faculty Agreement.
7. Any provision of the 2010 Agreement on the Administration of the John J. Cali School of Music or the 2022 Associate Directors for Faculty Agreement that conflicts with this Agreement shall be superseded by the terms of this Agreement.
8. These terms and conditions for Associate Directors for Faculty in colleges and schools shall remain in full force and effect unless and until they are modified by agreement of the parties, and during the period of their renegotiation. Either party desiring to modify any of these terms or conditions shall serve notice to the other party in writing no later than January 1st of the academic year before which any such modifications would go into effect.
9. This Agreement does not otherwise alter nor supersede other agreements between the State of New Jersey and the Council of New Jersey State College Locals, nor any agreements between the University and the Union, including the Local Selected Procedures Agreement.

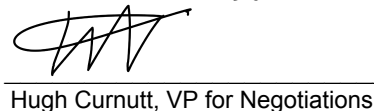
In witness whereof, the Parties' representatives have acknowledged their understanding of this Memorandum of Agreement and affix their signatures below.

For Montclair State University

  
Junius Gonzales, Provost and Senior VPAA

Date July 18, 2025

For AFT Local 1904

  
Hugh Curnutt, VP for Negotiations

Date 07/15/2025