

## Memorandum of Agreement

### between Montclair State University (the University) and AFT Local 1904 (the Local) regarding Pre-College Summer Programs

The Provost of the University intends to run week-long, residential, pre-college summer programs for rising 10<sup>th</sup>-12<sup>th</sup> grade high school students. The University and the Local agree to the following terms and conditions for the Program Directors:

#### 1. *Eligibility*

University Faculty are eligible to serve as an academic director of a pre-college summer program implemented pursuant to this agreement.

#### 2. *Appointment Procedures*

- a. The Provost will solicit interest with a deadline in October or November for projects to commence at the beginning of the following spring term. Appointments are made annually during this timeframe and may be renewed based on the success and performance of the pre-college program.
- b. The Provost and/or designees will appoint Program Directors.
- c. Directors will be notified in writing by the Provost or designee whether they will be directing a pre-college summer program, approximately six months before the program begins.
- d. The letter to an accepted applicant (Offer Letter) shall include:
  - i. the initial term of the appointment;
  - ii. deadlines for interim and final program needs;
  - iii. specification of the associated compensation;
  - iv. other anticipated reimbursements (e.g., for travel-related expenses, field trips, and conference registration);
  - v. any other arrangements to enable activities under the program.
- e. Interested faculty who are offered to direct a program shall have ten (10) business days after receipt of an offer letter to accept or decline an offer of appointment.

#### 3. *Information Sharing*

- a. The University Administration shall provide to the Union copies of all announcements and communications to deans, their offices, school directors, and department chairpersons regarding implementation of this Agreement.
- b. The University Administration shall provide the Local with copies of all offers made pursuant to this Agreement, including a record of the acceptance or nonacceptance of each offer.

**4. *Pre-College Program Activities***

- a. Directors will work both independently and in conjunction with the Provost and/or designee(s) to execute and pursue the projects delineated in their respective summer programs. See Attachment A for the full job description.
- b. The Provost may assign a faculty member to serve as a member or observer on University committees relevant to the pre-college summer programs.
- c. The Director will confer with the Provost or designee on a monthly basis, or more frequently as the project demands.
- d. Any substantial additions or alterations to an initial work plan, including those emerging as a result of previous work under the program, shall be documented in written changes to the plan.
- e. Each Director Shall:
  - i. administer program evaluations at the end of each week-long session, following a template and/or written guidance from the Provost or designee, which shall only be used for program improvement and will not be retained in a personnel file;
  - ii. participate in a program evaluation discussion at the end of each summer as determined by the Provost or designee in consultation with the faculty;
  - iii. meet at least twice a month during the spring semester, with other faculty teaching pre-college summer programs, facilitated by the Provost and/or his designees, to discuss learning, progress, approaches, and ideas;
  - iv. consider attending national and/or regional conferences related to creating policies or engaging in strategic planning for pre-college programs, to be approved by the Provost or designee.
- f. Directing a pre-college summer program is voluntary and no evaluation of the participation shall be retained in a personnel file or record. However, a faculty member may request a written documentation and evaluation of their participation and work.

**5. *Compensation and Reimbursement***

- a. Each Director will receive \$3,000 for managing the academic, operational, and instructional components of his/her respective, week-long program.
- b. Each Director will receive an additional \$500 stipend, per day, for leading daily instructional activities, up to \$2,500 maximum. If the program Director wishes to have a colleague or associate instruct his/her program for a day, then that individual would instead receive the \$500 stipend for that particular day.
- c. In consultation with each Director, the Provost, or designee will identify conferences and/or meetings relevant to pursuit of each pre-college program. For such conferences and meetings and at the discretion of the Provost, the Director shall receive full or partial reimbursement, or

direct support for travel expenses, conference registration, and/or for related materials for the project, in accordance with State of New Jersey/ COUNCIL OF NEW JERSEY STATE COLLEGE LOCALS, AFT, AFL-CIO Collectively Negotiated Agreement, Article XXIII.

6. *Joint Consultation*

One month after the Director has completed their pre-college program, (earliest August 2023), the Provost, and/or one to three designees, will meet with one to three designees of the Local to discuss the program, including particularly successful elements as well as any areas that might benefit from adjustment or alteration.

7. *Summer 2023 Pre-College Programs*

- a. Except for solicitation and acceptance of program proposals, the terms, conditions, and operations of the Summer 2023 Pre-college Programs shall be consistent with this Agreement.
- b. The University Administration shall include copies of the accepted offer letters for all Summer 2023 Pre-College Programs with a fully executed copy of this Agreement.

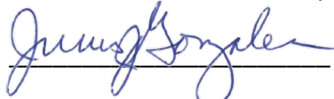
8. *Program Continuation*

- a. The pre-college programs will occur annually, unless the Provost terminates it by written notification to the AFT. Upon such notice, this Agreement will expire, effective immediately once notice is provided.
- b. Notwithstanding any termination of a specific pre-college program, all current Directors shall be eligible to direct pre-college programs in successive summers.

9. 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 SVPAA

Date: August 9, 2023

On behalf of AFT Local 1904



David Trubatch, VP for Negotiations

Date: 27 July 2023

## **Attachment A - Pre-College Summer Programs: Program Director - Job Description**

The Program Director is responsible for all academic oversight of a pre-college program, including: recommendation of additional personnel, development of messaging and marketing content for various audiences (e.g., parents and high-school students), as well as service as the point person for work with other constituents (e.g., housing, enrollment management, etc.) in planning for and execution of their summer pre-college program. There will be one program director for each pre-college program.

Responsibilities include the following:

1. Oversee all academic planning for the pre-college program. This includes creation of syllabus, hiring instructors for each day of the program, recruitment and recommendation of a TA for the duration of the program, securing classroom/teaching space for the duration of the program, ensuring all necessary supplies/technology/texts are secured for the program, and any other academic planning to ensure a positive and appropriate learning experience.
2. Oversee all assessment of student learning, which may include a final written (or graded) assessment given to all students or assessment of any assignments or projects.
3. Create content for promotional and marketing materials (working with promotional/production team), which may include detailed written program descriptions, written content for promotional videos, and letters/emails to send to parents and students enrolling in the program. Serve as “face” of the program for external promotions. Work with the admissions team on any criteria for admissions to the program. Be available to review applicants that may need additional academic review.
4. Communicate as needed with prospective parents and students who are interested or enrolled in the program. Be available to answer emails, calls, etc., about the academic component of the summer pre-college program.
5. Attend regular planning meetings leading up to pre-college, which includes meetings with residential life team, admissions team, marketing team, academic administrators, and other program directors.
6. Serve as lead for the introductory academic session (Sunday afternoon – approximately 1 1/2-2 hours) and the final presentation session (Saturday morning – approximately 60-90 minutes). Plan each session and serve as the “instructor” for each.
7. Be available and on campus throughout the duration of the program. (Note: program directors may also serve as instructors in the program and be paid accordingly for their teaching responsibilities. It is advised that program directors not serve as the sole instructor for the course, as this may make administrative oversight impossible).
8. Plan a day “trip” for the program. This includes creating the daily schedule, coordinating site visits (ex. corporate offices, cultural sites, events, screenings, etc.). Work with the procurement team to secure transportation (buses or trains) and food needed for the trip.

9. Resolve any academic issues that arise during the course of the program. Be a point person to communicate with residential life on any issues with students within the program. Be a point person for communication with parents as appropriate during the program. Be a point person to talk with any students who are experiencing academic challenges throughout the program.
10. General responsibility of other academic and scheduling issues throughout the course of the program. Operate within the fiscal boundaries of the program and other general policies of Montclair summer pre-college.