

**Memorandum of Agreement
between Montclair State University (the University) and AFT Local 1904 (the Local)
on Summer Department Administration**

Continuity in the operations of academic departments in the period between the end of the spring term and the beginning of the fall term (i.e., summer) supports the ongoing mission of the University.

By agreement, and practice, members of the Faculty discharge their main instructional and other assigned duties during the weeks of instruction comprised by the Fall and Spring academic terms. Additional assigned duties are provided for by specific agreements.

Therefore, in order to maintain the necessary and appropriate continuity of operation in academic departments,

the University and the Local agree to the following:

1. Summer department administration activities may include:
 - a. academic advising,
 - b. orientation of new students, including new students and transfer students,
 - c. staffing and/or schedule adjustments of course sections for summer and/or fall terms,
 - d. completion of assessment, annual, and other, reports,
 - e. operations generally handled by department chairpersons during the fall and spring terms,
 - f. support and coordination of department-specific activities that are part of regular operations in individual departments.
2. The Parties stipulate that each department has submitted, to the cognizant dean, a summer work plan for 2022, which includes specific schedules for members of the Faculty who are designated to support/implement the plan for a given department. Persons included on the schedule included in the work plan are permitted to teach summer-session courses outside their work hours as specified on the schedule. Should any department summer work plan have not been approved by the cognizant dean no later than the close of business on 21 June 2022, the Provost, or designee will inform the Local, including the particulars of any concerns that have forestalled approval of the plan.
3. Each dean shall provide a schedule of meetings for Faculty members engaged in summer department administration pursuant to this agreement no later than 21 June 2022.
4. Summer department chairpersons will maintain availability and contact arrangements with department staff and cognizant dean's office in a manner consistent with support of effective continuity of department operations. Moreover, for each week, the department chairperson designated in each respective department's summer work plan will set specific in-person office hours to be scheduled between 10:00 AM and 3:00 PM on days when University offices are open (e.g., not including holidays or summer-closure days).

5. The total amounts of compensation for each Department for work pursuant to the respective summer work plans are specified in Appendix A.
6. Payment of compensation for work pursuant to a department summer 2022 work plan will be made in two equal payments on the first regular pay dates in July and August 2022.
7. During the month of September 2022, members of the Faculty from each academic department will meet with the Dean to jointly assess the success of their respective summer 2022 work plans.
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.
9. This Agreement applies to the period before the beginning of the Fall 2022 term, having no effect, and providing no precedent for operations in any subsequent period.

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

For Montclair State University

 06-16-22

Junius Gonzales, Provost and Senior VPAA

For AFT Local 1904

 17 June 2022

A. David Trubatch, VP for Negotiations AFT Local 1904

Appendix A: Total Compensation Pool by Department

Department	Level	Amount
Accounting and Finance	Level 1	\$20,800
Anthropology	Level 3	\$8,000
Applied Mathematics and and Statistics	Level 3	\$8,000
Art and Design	Level 1	\$20,800
Biology	Level 1	\$20,800
Chemistry and Biochemistry	Level 2	\$13,400
Classics and General Humanities	Level 3	\$8,000
Communication Sciences and Disorders	Level 2	\$13,400
Computer Science	Level 1	\$20,800
Counseling	Level 1	\$20,800
Earth and Environmental Studies	Level 2	\$13,400
Economics	Level 2	\$13,400
Educational Foundations	Level 2	\$13,400
Educational Leadership	Level 1	\$20,800
English	Level 2	\$13,400
Exercise Science and Physical Education	Level 1	\$20,800
Family Science and Human Development	Level 1	\$20,800
History	Level 3	\$8,000
Hospitality and Tourism	Level 2	\$13,400
Information Management and Business Analytics	Level 2	\$13,400
Justice Studies	Level 1	\$20,800
Linguistics	Level 3	\$8,000
Management	Level 1	\$20,800
Marketing	Level 1	\$20,800
Mathematics	Level 3	\$8,000
Nutrition and Food Studies	Level 2	\$13,400
Philosophy	Level 3	\$8,000
Physics and Astronomy	Level 3	\$8,000
Political Science and Law	Level 2	\$13,400
Psychology	Level 1	\$20,800
Public Health	Level 2	\$13,400
Religion	Level 3	\$8,000
Social Work and Child Advocacy	Level 2	\$13,400
Sociology	Level 3	\$8,000

Summer 2022 Department Administration

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Department	Level	Amount
Spanish/Latino Studies	Level 3	\$8,000
Teaching and Learning	Level 1	\$20,800
Theatre and Dance	Level 2	\$13,400
World Languages and Cultures	Level 3	\$8,000
Writing Studies	Level 2	\$13,400

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