

**Memorandum of Agreement
between Montclair State University (the University) and AFT Local 1904 (the Local)
on Supplemental Course Sections for Instructional Specialists**

The University has a greatly increased matriculation and registration of new students for the 2022-2023 Academic Year as compared to the previous Academic Year. Consequently there is an increase in the number of course sections to be offered.

Therefore, **the University and the Local agree to the following:**

1. Notwithstanding the terms of their individual letters of appointment and the Agreement on Instructional/Clinical Specialists (June, 2015), for the Fall 2022 and/or Spring 2023 Academic Terms, the cognizant Dean or designee may offer Instructional Specialists the opportunity to serve as instructors for additional course sections on a supplemental basis as delineated in this Agreement.
2. Acceptance of offers to serve as instructor on a supplemental basis shall be voluntary.
3. Offers for supplemental assignments shall be made in writing to individual Specialists, with reference to the terms and conditions of such assignments as specified in this Agreement, and to the Agreement itself. Such an offer shall include the meeting days and times for all sections to be assigned to an individual Specialist in the given term. Each individual will have a minimum of five (5) business days to accept such an offer. The University Administration shall provide the Local with copies of all such offers and a record of the acceptance or nonacceptance of each offer.
4. 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.
5. Current Specialist appointments will not be otherwise altered or revised. Course sections assigned on a supplemental basis shall not count towards the number of regularly assigned course sections for a Specialist for the 2022-2023 Academic Year.
6. Compensation for supplemental sections shall be \$2250 per term-credit hour (TCH). If a Specialist serves as the instructor for course sections with unequal TCH in a given term, the sections with the most TCH assigned to the Specialist will count as the supplemental course sections.
7. Payment of compensation for supplemental sections will be made in a single lump sum for each term, on the second regular pay date in December for the Fall 2022 Term and the second regular pay date in May for the Spring 2023 Term.
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, nor the appointment letters for individual Specialists.

9. This Agreement applies to the Fall 2022 and Spring 2023 terms, 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



08-14-22

Junius Gonzales, Provost and Senior VPAA

For AFT Local 1904



14 August 2022

A. David Trubatch, VP for Negotiations