

Memorandum of Agreement

between Montclair State University (the University) and AFT Local 1904 (the Local) regarding the Innovative Teaching Fellowship Program

The Office for Faculty Excellence implemented a Teaching Innovations Program (TIP) in 2023. The Center for Teaching and Academic Innovation (CTAI) will run the continuation of TIP beginning in 2025.

The University and the Local agree to the following terms and conditions for the implementation of TIP:

1. *Eligibility*

- a. Participants must have a full-time appointment as a Tenure-Track or Tenured member of the faculty or as an NTTP.
- b. Participants must be fully available on the defined dates in June.

2. *Criteria for Evaluation of Proposals*

- a. Criteria for evaluation of proposals are delineated in the attached TIP Theme and Criteria document.
- b. The Center for Teaching and Academic Innovation will notify the Local prior to any change in the evaluation criteria.
- c. The criteria used to evaluate proposals in response to a specific solicitation shall be fully specified and announced to the people who are eligible for the program (TT/Tenured faculty and NTTPs) no less than ten (10) business days prior to the application deadline.

3. *Application, Review, and Appointment Procedures*

- a. The Center for Teaching and Academic Innovation will solicit applications in March for projects to commence during May. The application deadline shall be no earlier than thirty (30) calendar days following the complete, official dissemination of the solicitation.
- b. Application materials, as delineated in the Theme and Criteria document, will be emailed to the address provided in the solicitation (e.g., application materials, as delineated in the Theme and Criteria document, will be uploaded to an electronic document management system). In the event that the mode of electronic transmission changes, the University will notify the Local prior to implementation.
- c. Proposals will be reviewed by the Center for Teaching and Academic Innovation.
- d. Applicants will be notified in writing by the Center whether their proposal has been accepted, and they will be offered a position in the program, or declined no more than thirty (30) business days after the application deadline.
- e. The letter to an accepted team shall include:
 - i. The term of the program

- ii. Deadlines for scheduled meetings and reports
 - iii. Specifications for associated compensations
 - iv. Any other arrangements to enable activities under the Program
- f. Applicants offered a spot in the program shall have ten (10) business days after receipt of an offer letter to accept or decline an offer of appointment.
- g. Applicants whose applications are declined shall receive from the Center, or designee, a letter, no later than ten (10) business days after the announcement, stating the reasons.
- h. The number of applications accepted in response to any solicitation shall be at the discretion of the Vice Provost for Undergraduate Education, Success, and Academic Innovation, or designee.

4. *TIP Participant Activities*

- a. Communicate with the TIP program staff between notification of acceptance and May 31 of application year to clarify plans and identify team needs.
 - b. Fully attend the three-day workshop in June with other fellows and program staff to design the details of the new or revised course or program.
 - c. August of implementation period: Submit brief plan for the fall implementation and meet with program staff to finalize fall implementation.
 - d. October of implementation year: Meet with program staff to report and reflect on implementation.
 - e. January of implementation year: Submit a redesign memo clarifying changes to course or program for the spring semester.
 - f. March of implementation year: meet with program staff to report and reflect on implementation
 - g. June following implementation year: Submit a final action plan that has been reviewed and co-signed by the department chair.
 - h. Any substantial additions or alterations to an initial work plan, including those emerging as a result of previous work in the Program, shall be documented in written changes to the plan.
 - i. Time spent by the participants on Program-related activities will be proportionate with the honorarium, excluding normal time spent on course preparation and instruction or program engagement.
 - j. Participation in TIP is voluntary and no evaluation of the participation of the Fellow in the program shall be retained in a personnel file or record. However, a Fellow may request a written documentation and evaluation of their participation and work.
5. Intermediate work products and an accounting of activities undertaken by each Fellow or team in pursuit of their respective project will be documented by the team and submitted to the Center or designee, with these documents held by the Center for Teaching and Academic Innovation. Such

materials, with the Fellow's permission, may be made available to the University Community and/or generally available online.

6. *Compensation and Reimbursement*

- a. The fellow will receive a total of \$2,000 honoraria over the course of the implementation year, with three disbursements aligned with meeting specified milestones.
 - i. First regular pay date in June: \$1,000. This payment is contingent on attendance at the June 3-day workshop
 - ii. Second regular pay date in the following January: \$500. This payment is contingent on submission of the completed Redesign Memo.
 - iii. Third regular pay date in the following June: \$500. This payment is contingent on submission of a completed Final Report

7. *Extensions*

- a. The Center may offer a Fellow or Team an extension of the deadlines of the program if there is good reason not to be able to implement the course or program in the second semester (for example, the course is not offered in the second semester, or the faculty will be unable to participate for such reasons as a sabbatical).
- b. Extensions shall not include additional compensation.

8. *Joint Consultation*

Two years after the third cohort of participants has completed the Program (earliest January 2027), the Provost, and/or one to three designees, will meet with one to three designees of the Local to discuss TIP, including particularly successful elements as well as any areas that might benefit from adjustment or alteration.

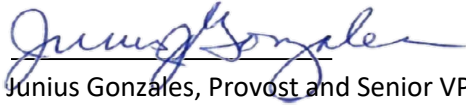
9. *Program Continuation*

- a. TIP will automatically renew annually, unless the Provost terminates it by written notification to the Local. Upon such notice, this Agreement will expire effective at the end of the semester (or the end of the summer term adjacent to the semester) in which notice is provided.
- b. Notwithstanding any termination of TIP, all current participants at the time of termination shall be eligible to complete their current project.

10. 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

A handwritten signature in blue ink, appearing to read "Junius Gonzales", written over a horizontal line.

Junius Gonzales, Provost and Senior VPAA

Date: 07/16/2025

On behalf of AFT Local 1904

A handwritten signature in blue ink, appearing to read "Hugh Curnutt", written over a horizontal line.

Hugh Curnutt, VP for Negotiations

Date: 7/15/2025

Teaching Innovations Program (TIP) Theme and Criteria

Introduction:

Montclair State University faculty develop courses and their own pedagogical practices continually in response to student needs and developments in their field and in teaching and learning. As committed professionals, faculty seek out development through programs and expertise offered on and off campus. Further, faculty makes efforts to come together in teams for curricular initiatives as they develop and re-develop courses in their majors and other programs.

However, faculty teamwork is challenged by time and space. Faculty seldom have opportunity for sustained collaborative work on teaching and learning, and even less often are they provided with the opportunity to receive feedback from faculty outside their disciplines and with expertise in teaching and learning. TIP seeks to fill this void through a year-long program that scaffolds faculty teams developing or redesigning a course or academic program with support from the Office for Faculty Excellence staff and other University partners.

TIP provides faculty with an opportunity to address a challenge or opportunity in teaching and learning that will be impactful for student learning and success, substantially improving an existing program or course, for example, or creating a new program or course.

The program will focus on a different theme for teaching and learning each year. Example foci include: general education, adaptive learning, fostering belonging, etc. Each year's foci and requirements will be announced in advance, and in consultation with the Provost, with the aim of responding to current opportunities and challenges.

This year-long program begins with faculty identifying an issue to work on throughout the program in response to the thematic call which will specify the focus. Accepted participants will hone a plan for tackling the problem or opportunity with OFE's help, working out the details of the new or revised course or program in the three-day intensive workshop in June. The revised course or program will be piloted in the Fall, with milestone meetings and deadlines to support the project. These milestone meetings and activities provide opportunity for reflection and revision of the plan for the spring semester, and a final action plan detailing the team's plan for sustaining their work. With receipt of a plan

The OFE staff will provide support to individual teams, and also to the cohort as a whole, providing development in teaching and learning topics as needed according to theme and participant projects.

This Year's Theme: [to be completed each year]

Honoraria:

Faculty teams: \$2000 per individual, over the course of one year, with 3 payments based on milestones.

Department or Programs: Up to \$1000 per team for implementation expenses, based on program completion and action plan approval.

TIP applications are due by close of business on April 1.

Details:

- June: \$1,000, with attendance at the June 3-day workshop
- January (of the next year): \$500 with submission of a completed Redesign Memo
- June (of the next year): \$500 with submission of a completed Final Report

During the implementation year, after the planning workshop, teams will meet with OFE staff at least twice and will provide three memos:

August: a brief memo detailing plan for fall implementation

January: a brief memo detailing revision plans for spring implementation

June: a final action plan memo

Detailed Schedule of Activities

By March 15: Call for applications

By April 1: Applications due.

By April 5: Decisions made

April 5-May 15: Initial team meetings to clarify plan and identify team needs

June 13, 14 & 15: Three-day workshop for all participants to jumpstart and work out the details of the new or revised course or program.

August: Submit brief memo for the Fall implementation and meet with OFE Staff to finalize fall implementation

October: Check in meeting with OFE Staff

January: Revision Memo clarifying changes for Spring Semester

March: Check in meeting with OFE Staff

June 1: Final Action Plan due

Criteria for Evaluation of Proposals

Proposals will be evaluated by the OFE Executive Director on the basis of

- Potential value for student success as defined by Montclair's strategic plan
- Feasibility
- Appropriateness to Theme

Proposal Components

Faculty interested in TIP will submit an application from teams comprising two to five faculty and/or Instructional/Clinical Specialists. The applicants will write a proposal no longer than three pages that in response to the annual call

1. Proposes a course or program for development and redesign.
2. Describes the problem or opportunity that their application is addressing, per the annual call.
3. Proposes a strategy for addressing the problem, how this program will be supportive, and how the OFE can be helpful.
4. Summarizes the value that the program will have for the individuals and how they are well suited for this project, including whether they have taught the course or in the program, and whether they intend to teach in the course/program in the next academic year.

In addition, applications should include a letter of support from the relevant Department Chairperson or ADF affirming how the primary unit can provide specific support to the success of the program. This might include pledging to schedule faculty in target courses, to ask the unit to adopt the proposal for course or program-wide implementation, etc.

Applications will be reviewed by the Executive Director and their designees.

Note: Priority will be given to projects that hold the most potential for sustained positive impact to the University and are aligned with the strategic directions and plan of the University, which evolve given the rapidly shifting challenges facing public higher education.

Schedule for 2023-2024 Program

April 28, 2023: Call for applications

May 12, 2023: Applications due

May 17, 2023: Decisions communicated to applicant groups May 18-June 9, 2023: Initial team meetings to clarify plan and identify team needs

June, 2023: Three-day workshop for all participants to jumpstart and work out the details of the new or revised course or program.

August 1, 2023: Submit brief memo for the Fall implementation and meet with OFE Staff to finalize fall implementation

October, 2023: Check in meeting with OFE Staff

January 5, 2024: Revision Memo clarifying changes for Spring Semester

March, 2024: Check in meeting with OFE Staff

June 3, 2024: Final Action Plan due