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NOT CIRCULATE



# Agreement

Between  
The  
Board of Trustees of Somerset County College  
And  
Faculty Federation of Somerset County College

Local 23-  
AFT

August 25, 1975 through June 30, 1978



AGREEMENT BETWEEN

THE

BOARD OF TRUSTEES OF SOMERSET COUNTY COLLEGE

AND

FACULTY FEDERATION OF SOMERSET COUNTY COLLEGE

AUGUST 25, 1975 through  
JUNE 30, 1978



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PREAMBLE

This Agreement is hereby entered into between the Somerset  
ty College Faculty Federation, Local No. 2375 AFT, AFL-CIO,  
inafter referred to as the "Federation" and the Board of Trustees  
omerset County College, hereinafter referred to as the "Board"  
the period beginning August 25, 1975 and ending June 30, 1978.

WITNESSETH

WHEREAS, The Board and the Federation recognize and declare  
: providing quality higher education for the students of this  
lege is their mutual aim and that the character of such educa-  
1 depends in great measure upon the quality, morale, and  
ication of the College faculty, and

WHEREAS, The members of the faculty are particularly qualified  
aid and assist in the development of policies and in determining  
cational programs for the purpose of making recommendations to  
President, and

WHEREAS, The Board and the Representatives of the Federation  
e agreed upon the terms of an agreement between them and have  
ched certain understandings which they desire to express in  
.s agreement, and

WHEREAS, The Board has a statutory obligation, pursuant  
Chapter 303, Public Laws of 1968, and S1087 as amended, to  
otiate with the Federation as the representative of employees  
einafter designated with respect to the terms and conditions  
employment, and

WHEREAS, The parties have reached certain understandings which they desire to confirm in this Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:



## ARTICLE I - UNION RECOGNITION

The Board hereby recognizes the Federation as the exclusive representative for collective negotiations concerning wages and terms and conditions of employment for all full-time employees of the employer, full-time teaching assistants, library assistants, technical assistants, laboratory assistants, counsellors, nurse, and learning resources personnel whether under contract, employed or to be employed by the Board; but excluding: department directors, department chairmen, deans, assistant deans, associate deans, full-time administrative services personnel, and special executives, classified personnel and adjunct faculty.

## ARTICLE II - DEFINITIONS

All members of the bargaining unit are referred to as "faculty" for the purposes of this Agreement only. The term "teaching" when used hereinafter in this Agreement shall apply to full-time classroom teachers with academic rank. Definitions covering non-teaching members of the Federation are as follows:

A. Media Specialist - The media specialist is a professional member of the learning resources center media staff who provides technical assistance to faculty, students and staff in the application of media to instructional systems. He/she produces visual and audio materials and operates media equipment.

He/she is appointed to a 12-month administrative calendar contract with academic rank, with one month (22 days) paid vacation.

B. Counsellors - A counsellor is a professional staff member in student affairs who counsels and advises students on matters of educational, vocational, and personal concern. He/she is appointed to a 12-month administrative calendar without academic rank with one month (22 days) paid vacation, and shall have a work week consist of 35 hours.

C. College Nurse - The College nurse is a professional staff member in student affairs, responsible for: (1) the implementation of policies and procedures related to the operation of the College Health Services, including the gathering, evaluation and maintenance of student medical histories and other medically related information; (2) the provision of emergency medical care to members of the faculty staff and student body. She serves as a referral agent to public and private medical resources and facilities within Somerset County.

The College Nurse is appointed to an annual 10-month administrative calendar contract starting on the faculty reporting date to the last working day in June, without academic rank, and with up to 10 days compensatory time off for days worked between June 30 and the faculty reporting date.

. Librarians - The librarian is a professional staff member learning resources center who is responsible for processing d and non-printed materials and assisting in the utilization f by students, staff and the public. His/her function is ined by position classification, i.e., acquisition/cataloging, s/reference, and reference/circulation. He/she also ises classified library personnel. Librarians work on an ic calendar but may be required to work, by their supervisor, periods of time when the faculty is on holiday or a recess. duals who are required to work during these periods shall be d compensatory time off at a mutually agreed upon convenient The librarians may recommend to their supervisor a work ar for these periods where they have mutually agreed, among lves, to a work schedule to cover the library as required during periods. A librarian's work year shall be for 10 months cing with the faculty reporting date and ending with the last g day in June and shall have a work week consisting of 35 hours. ians shall be appointed with academic rank. Librarians shall e required to work a split shift unless mutually agreed upon by culity member and the administration.

1. Senior Technical and Teaching Asisstants, Lab Assistants, and Lab Technicians - While the specific duties of these nel may differ for department or division, depending on the se and function of the laboratory, they provide technical t to the teaching faculty in the operation and supervision of the

laboratories. These personnel may supervise junior laboratory and student assistants. These personnel are involved in lab preparation and maintenance of laboratories. They test experiments; they work a 35-hour week including a maximum of 25 lab contact hours. In the Science Division, for academic preparation of laboratories, they shall be allowed a minimum of two (2) and a maximum of four hours as determined by the appropriate academic dean within their 35-hour work week. All academic preparation officially assigned shall be accomplished on campus. These personnel work an academic calendar with the exception of the Science Division personnel who may be required to work five days in addition to the academic calendar, split as required, before the start of each semester, and shall be paid at a per diem rate for this period of time.

ARTICLE III - FEDERATION RIGHTS AND PRIVILEGES

1. Duly authorized representatives of the Federation shall be permitted to transact official Federation business and conduct meetings on College property at reasonable times. Reasonable times shall be times which do not interfere with the professional responsibilities of the representatives.

2. Whenever any representatives of the Federation are mutually designated by the Federation and representatives of the Board to participate during working hours in meetings such as, but not limited to, negotiations, grievances, conferences, etc., he or she shall suffer no loss of pay.

3. The Federation and the Board shall have the right to post notices of concern on faculty bulletin boards. The Federation may utilize faculty mail boxes for communications to its members and also utilize college mail services, exclusive of the postage meter.

4. The Federation may use College facilities, supplies and equipment such as, but not limited to, typewriters, mimeographing machines, duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times when the equipment is not otherwise in use. Payment shall be made periodically for the forementioned supplies at College cost prices. The Federation shall be liable for damage or loss of equipment used for such purposes, normal wear and tear excepted.

E. The Board agrees to furnish to the Federation, as soon as possible, upon request to the President of the College, the following documents:

1. Approved minutes of Board meetings
2. Roster of faculty, including salary as adopted by the Board with faculty members' addresses and phone numbers
3. Last known addresses of former faculty members when requested.

F. The Federation president shall be assigned a private office. The Board agrees to assign no other faculty member to said office during his term as president.

G. The Board will deduct from the pay of each member of the bargaining unit from whom it receives written authorization signed by the member to do so, the required amount of monthly dues and shall submit such dues monthly to the Treasurer of the Federation.

#### ARTICLE IV - RIGHTS AND PRIVILEGES OF FACULTY

Pursuant to Public Laws of 1968, Chapter 303, and amended, of the State of New Jersey, the Board hereby that all faculty members have the right freely to organize, and support the Federation for the purpose of engaging in collective negotiations and other concerted activities for mutual protection. As a duly appointed body exercising powers under the laws of the State of New Jersey, the Board agrees will not directly or indirectly deprive, discourage, coerce or harass any faculty member in the enjoyment of any rights conferred by the Act or other laws of New Jersey or the constitution of New Jersey and of the United States; that it will not discriminate against any faculty member with respect to hours, wages, terms or conditions of employment by reason of his membership in the Federation and its affiliates, his participation in any activities of collective negotiation or collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement.

The provisions of this Agreement shall be applied in a manner which is not arbitrary, capricious or discriminatory and shall not be applied in regard to race, creed, religion, color, national origin, sex, or marital status.

Every reasonable effort shall be made to involve the faculty in the various developmental phases of the College's academic and building programs.

D. Faculty members shall not be required to work, teach or perform any other function in unsafe or hazardous conditions, nor to perform tasks which endanger their health or safety. The physical limitations of any room shall not be exceeded.

E. Faculty will not be assigned in an area in which they lack academic preparation or professional training or equivalent experience except in cases where the faculty member, the administration, and the Federation agree this could be to mutual advantage of the faculty member and the College.

F. Vacancies

1. Notice of any professional position vacancy at Somerset County College, whether it be administrative or faculty, shall be posted on the faculty bulletin board and on all department/division bulletin boards for one week prior to its publication elsewhere.

2. Faculty members who are applicants for such opening shall be notified of the disposition of their application prior to the adoption of the resolution by the Board of Trustees filling such position.

G. Admission to Courses

1. On a space-available basis, all faculty members are to be granted tuition-free entrance to two courses per semester (credit and/or community service) at Somerset County College so long as there is no conflict with their own assignments as determined by the appropriate academic dean.



On a space-available basis, faculty dependents (single husband, wife or children) are to be granted tuition-free to two courses (credit and/or community service) per semester at Seton Hall College for which they meet entrance requirements.

#### Official Announcements

The College shall make available to the faculty any official announcements coming to their attention of grants available to the faculty and of new legislation of interest to the faculty, and the Dean shall make available to the Dean of Administrative Services any information.

#### Personnel File

An official faculty personnel file will be maintained in the office of the Dean of Administrative Services. All information relating to the individual's teaching competence and performance, research, and contributions of an academic and professional nature should be included therein, as well as the faculty evaluation form completed yearly.

A faculty member will be permitted to personally review his/her personnel file during normal hours of operation. The individual may, in any addition in writing that he/she wishes without limitation, request for deletion of certain material from personnel files maintained in the office of the President by the faculty member. The President's decision shall be final. No separate personnel file will be kept for pre-hiring confidential references and other classified information similar to E.E.O.C. compliance records, health and insurance records, etc. A listing of all material maintained separately shall be attached to the personnel file.

J. Relief from Instructional Duties

A faculty member who voluntarily fulfills administrative functions with the authorization or at the instruction of his appropriate academic dean, shall be granted relief from instructional duties to the extent of the time and effort involved at the discretion of the appropriate academic dean.

K. Upon his/her written request, the President of the Federation may be provided with copies of all faculty schedules at the discretion of the appropriate academic dean.

L. Just Cause Provision - No faculty shall be disciplined, reprimanded, reduced in rank or compensation, or given an adverse evaluation of his professional services without just cause.

M. Required Meetings or Hearings - Before the Board or any committee, member, or representative meets with a faculty member regarding any matter concerning his continued employment, salary, or any increment pertaining thereto, he shall be given one week's prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Federation present to advise him and represent him during such meeting or interview.

ARTICLE V - ACADEMIC FREEDOM AND TENURE

A. Both parties to this Agreement have declared their commitment to sustain the principles of academic freedom which are essential to the environment of learning and are set forth by the American Association of University Professors in its 1940 Statement of Principles on Academic Freedom and Tenure, as amended. In addition, the faculty possesses:

1. Freedom in research and publication
2. Freedom in the classroom to discuss controversial issues relating to his subject
3. Retention of all of his rights as a citizen to free speech and publication. Such rights are not, as such, subject to institutional censorship or discipline.

B. Tenure in New Jersey County and Community Colleges is established by law.

ARTICLE VI - APPOINTMENT AND RETENTION OF FACULTY

A. Appointments to the faculty of Somerset County College shall be made by the Board of Trustees as provided by law.

B. When a prospective employee accepts a position at Somerset County College, he shall be provided with a copy of this written agreement and his individual written contract. The individual written contract shall contain, but not be limited to, the following:

1. Position description and title
2. Dates for which employment is effective
3. The salary rate stated in annual terms as well as a proration, when applicable
4. The name and address of the employee
5. Academic rank (where appropriate)

C. Initial Hire - At the time of initial hire, credit for previous collegiate teaching experience, equivalent teaching experience other than College teaching, and equivalent business, industrial, or professional experience is granted as determined by the administration. Degrees earned and/or experience should be in subject field or equivalent for which a faculty member is hired.

D. Notice of intent of reappointment or non-reappointment shall be given in writing no later than the last day of February during the first academic year of service and not later than the last day of January for the second and subsequent academic years of service. A faculty member shall have until April 15 to indicate in writing his decision to the President to continue or terminate his employment. Lack of such a reply shall constitute resignation.

E. A person hired as a full-time faculty member for a portion of an academic year shall be paid a proportionate share of an academic salary. He shall be afforded full-time faculty benefits of Cross/Blue Shield health insurance and group life insurance only. A part-time faculty member shall not be assigned a full teaching load to be compensated on the basis of a part-time salary schedule.

F. A teaching faculty member, media specialist, and librarian, shall be considered probationary employees until tenure is granted. A probationary employee shall be ineligible to apply for a formal grievance hearing if not reappointed during the probationary time. Non-teaching Federation members may exercise the right of a hearing before the President of the College to show just cause for non-reappointment after a fifth subsequent contract if the non-teaching Federation member believes the non-reappointment is arbitrary, capricious or discriminatory. A non-teaching Federation member shall have the burden of proof to show that the non-reappointment is arbitrary, capricious or discriminatory action.

G. Evaluation by Supervisor - Non-tenured teaching faculty members will be evaluated by their immediate supervisor at least once in each academic year, to be followed in each instance by a written evaluation report and by a conference between the faculty member and his immediate supervisor. This evaluation shall be completed and submitted to the appropriate academic dean by November 1 of each year for faculty members in their second and subsequent academic years of service; and by February 1 for faculty members in their first academic year of service. All monitoring and observation of the work performance of teaching faculty members shall be conducted openly and with the full knowledge of the teaching faculty member.

ARTICLE VII - REQUIREMENT FOR PROMOTION OF  
FACULTY WITH ACADEMIC RANK

Promotions

A. The following broad and interrelated criteria shall be considered for promotion:

1. Effective teaching (or performance of one's primary duty)
2. Student guidance and advisement
3. Intellectual achievement and professional development
4. Contributions to the College
5. Academic credentials and experience
6. Other professional activities related to the individual's discipline, such as:
  - a) A major contribution to the College through administrative or academic leadership or other academic accomplishments.
  - b) Publication of paper (or papers) in recognized journal pertaining to a candidate's academic field or publication of a book(s) or monograph(s)
  - c) Active participation beyond membership and meeting attendance in professional societies or organizations.

B. Requirements for Academic Rank

The following criteria will be used in every case involving promotion from one rank to another.

Instructor: Master's degree in appropriate subject area. In certain specialized fields, a Bachelor's degree, business, industrial or professional experience may be acceptable as a substitute.

Assistant Professor: Four (4) years of college teaching or equivalent experience of which one-half of this time must have been served at Somerset County College. A teacher will be expected to serve a minimum of three (3) years service in the rank of instructor; a Master's degree and 9 credits beyond a Master's degree, or a Bachelor's degree plus 39 credits. Two (2) or more years of business, industrial or professional experience relevant to the courses taught may be considered by the administration equivalent to the 9 credits beyond a Masters; this experience must have been gained following the receipt of the Master's degree. In specialized fields, nine (9) years or more of business, industrial or professional experience may be considered by the administration the equivalent of the Master's degree and nine (9) credits beyond a Masters.

Associate Professor: Six (6) years of college teaching or equivalent experience, of which one-half of this time must have been served at Somerset County College. A teacher will be expected to serve a minimum of four (4) years as Assistant Professor. Also, he will be required to have a Master's degree and 18 credits beyond a Master's degree. Four (4) or more years of business, industrial or professional experience relevant to the courses taught may be considered by the administration equivalent to 18 credits beyond a Masters. This experience must have been gained following the

receipt of the Master's degree. In specialized fields, twelve or more years of business, industrial or professional experience may be considered by the administration the equivalent of the Master's degree and 18 credits beyond a Masters.

Professor: Eight (8) years of college teaching or equivalent experience, of which one-half of this time must have been served at Somerset County College. A teacher will be expected to serve a minimum of five (5) years as Associate Professor. Also, he must have earned a doctorate degree or earned 30 credits beyond the Master's degree. The Board of Trustees, upon the recommendation of the President, may waive the requirements of the doctorate in specialized fields in which advanced graduate work on this level is unusual or unavailable. Recognized achievement in specialized fields may be accepted in lieu of the doctorate or 30 earned credits beyond the Master's degree.

In equating equivalent experience, the weight given to each year of business, industrial, or professional experience shall be determined by the administration and shall not exceed one-half year of college teaching experience.

Notwithstanding any other provision of this Agreement, it is mutually understood and agreed that the President of the College may, under extraordinary circumstances, waive the standard requirements for appointment or promotion to any academic rank when the interests of the College require it.



1. Professional Standards Committee - The Professional Standards Committee is charged with the responsibility for evaluation and recommendation of faculty for promotion. The Committee shall be composed of:

1. The Dean of Arts & Sciences or the Dean of Career & Technical Programs shall be selected as Chairman by the President of the College.
2. Three senior faculty members (assistant, associate or full professor), appointed by the President of the Faculty Federation, only one of who may come from within the division of the candidate under consideration.
3. Two members of either the faculty or administration appointed by the President of the College.

2. Procedure for Promotion - When an individual faculty member he is qualified for promotion, and meets the criteria for promotion, he may apply for consideration to his appropriate academic by February 1. The faculty member must submit, to the Chairman of the Committee (the appropriate academic dean), along with his application, a series of specific documentary statements concerning the candidate who has fulfilled the criteria necessary for promotion. The Chairman of the Committee shall forward the promotion request, the supporting documents and his recommendation, to the Professional Standards Committee by March 15. This committee must review the application and forward the application with its recommendation to the President who will make his recommendation to the Board of Trustees by the end of the academic year. The Board must act on the recommendation prior to the beginning of the next fiscal year.

No credit is given for adjunct teaching experience in consideration for promotion.

E. Salary Increases for Promotion

The following salary increases shall be paid to all faculty promoted during the duration of this Agreement.

From Instructor to Assistant Professor: 3.5%

From Assistant Professor to Associate Professor: 4.0%

From Associate Professor to Full Professor: 4.5%

ARTICLE VIII - SALARY POLICY AND SALARY SCHEDULE

- A. All faculty appointments and reappointment shall be made in accordance with the salary schedule approved as part of this agreement and indicated in Exhibit A.
- B. Salary increases for senior technicians and teaching assistants, assistant-lab technicians and instructors shall be 10.7% for the 1975-76 fiscal year, 9.8% for the 1976-77 fiscal year, and 8.8% for the 1977-78 fiscal year. Salary increases for assistant professors shall be 10.5% for the 1975-76 fiscal year, 9.6% for the 1976-77 fiscal year and 8.6% for the 1977-78 fiscal year. Salary increases for associate professors shall be 10.3% for the 1975-76 fiscal year, 9.4% for the 1976-77 fiscal year, and 8.4% for the 1977-78 fiscal year. Salary increases for full professors shall be 10.1% for the 1975-76 fiscal year, 9.2% for the 1976-77 fiscal year, and 8.2% for the 1977-78 fiscal year. Attached as Exhibit "A" is a salary schedule based upon the salary and rank of the faculty members of the College as of the 1974-75 fiscal year.
- C. The Board agrees that the initial salary for faculty appointments for the duration of this contract shall not be less than \$9,820 for teaching assistants, lab assistants, and lab technicians and not less than \$9,820 for teaching faculty, counsellors, and technicians with no previous academic experience. At the time of initial appointment credit for previous study and experience shall be granted at the discretion of the President of the College and shall be used to place the appointee at the appropriate level of academic rank and salary. The salaries for faculty appointments

or the duration of this agreement shall not be more than \$12,800 for teaching assistants, lab assistants, and lab technicians; \$16,500 for instructors; \$21,000 for assistant professors; \$26,000 for associate professors; and \$28,500 for full professors.

D. Faculty members shall receive preference to teach courses which will place them in an overload category. However, the selection of the courses to be taught shall be made by the appropriate academic dean in consultation with the faculty. Overload is limited to two courses each semester and two courses during the regular summer session at a rate of \$290.00 per credit hour for the contract year beginning August 25, 1975 and ending June 30, 1976; \$305.00 per credit hour for the contract year beginning July 1, 1976 and ending June 30, 1977; and \$320.00 per credit hour for the contract year beginning July 1, 1977 and ending June 30, 1978. This provision shall not apply to community service courses.

E. No faculty member may teach two successive courses in an overload situation or in either of the summer sessions until every member in that discipline who has applied for such work has been assigned a course by rotation order as determined by the faculty of that discipline based on academic qualifications and experience at the College. Academic qualifications to teach overload courses shall be determined by the administration in consultation with the faculty of the discipline.

F. Pay Days - The Board shall prepare monthly payrolls throughout the year. Faculty members shall be paid one-half of the net amount due them for each month on the fifteenth and the last day of the month, or on the last school day prior to the fifteenth and last

y of the month if the fifteenth or last day of the month should  
ll on weekends or holidays.

## ARTICLE IX - WORKLOAD

Since there is a mutual question on the part of the president of the College and the president of the Federation as to the accuracy as well as the desirability of the workload formula as presently constituted, a Standing Committee on Faculty Workload shall be created. See Exhibit "B".

Teaching faculty members, as defined in Article III, shall work under a workload formula as follows:

1. Normal workload will be between 47 and 54 units. It will be College policy to bring faculty up to the minimum - if possible - but faculty will not be penalized, financially or otherwise, if they are under 47 units.

2. The six point differential (47-54) in load is meant to accommodate to different patterns and variations in individual loads. When one reaches 47 units he is at normal load; the purpose of the formula is not to necessarily bring him to the upper limits.

3. The workload formula is applicable only to full-time teaching faculty who are members of the bargaining unit as recognized in the Board-Faculty Agreement. The formula's use is restricted to the two semester academic year. It is not designed for use between the fall and spring semester nor in the period following the spring session, nor in the summer, either in pre-session or regular session, even if portions of these sessions fall within the period covered by the contract. Two evening courses, for credit, per semester shall be considered in load except that every effort will be made to consider personal situations of individual faculty members when assigning evening courses. The administration shall make every effort to rotate these courses on an equitable basis for every faculty member

in each division.

4. An overload must be by mutual consent and overloads are teaching an additional course or courses and not for other reasons of the formula.

5. Maximums stated in any area of workload formula will not be exceeded. The maximums apply to individual semesters. Instructors assigned less than 47 units in the fall semester, will be assigned a sufficient number of units in the spring semester to enable him to achieve the minimum of 94 units over the two semester academic year. During the first semester, he will receive his overload payment minus one credit deduction which will be held in escrow until his second semester assignment is determined and the minimum of 47 units is achieved. His assignment will be final no later than the eleventh day of the second semester and at that time, if he is eligible, he will receive the balance of payment for his first semester overload. An instructor is not eligible for an overload assignment in any given semester until he has achieved at least 47 units.

6. The workload sheets will be prepared by the appropriate academic administrator in consultation with faculty members. The workload sheets should be prepared at the earliest practicable time and finalized no later than the eleventh day of classes each semester.

WORKLOAD FORMULA

Student Contact

Large Group

A large group is one which is beyond normal class size, and is defined as a group of 38 or more students. The person who teaches

arge group may teach only that element in a course structure. may be assisted by aides.

#### Class

A class is a conventional grouping. The number of students in a ss may be from 17 to 37, inclusive.

#### Seminar

A seminar is a group of fewer than 17 students.

#### Consultation

Consultation is the four office hours scheduled per week.

#### Independent Study Laboratory

The independent study laboratory is a center for audio visual rning and programmed material, equipped with carrels and technical ipment. Students study prepared instructional material by mselves in this place. Faculty may be assigned here.

#### Laboratory

The laboratory is the traditional science laboratory such used for the teaching of chemistry, physics, and biology. It also be used for courses in business, data processing, and er technical areas. The laboratory contains investigatory and king stations.

#### Faculty Team Efforts

1. Formal Teams. In some divisions, instruction takes place the basis of team assignments. In this situation, there is ally a person serving as a team leader. Some of the functions the team leader are coordination of functions, coordination grades, and evaluation of performance.



2. Informal Teams. Instructors teaching different sections of the same course, or teaching different courses in an interdisciplinary fashion, will often meet to make common plans and to share observations. All participants in such meetings are given the same unit credit.

3. Special Projects. Instructors involved in special projects would be given credit for the following functions: 1) Evaluation of project topics; 2) Direction and guidance of projects; 3) Project preparation; 4) Evaluation of project papers. Projects are mainly concerned with independent activity on the part of the student.

Preparation

Unit credit for preparation is granted instructors for the time spent making final, technical, and routine arrangements for teaching.

1. Large Groups. Preparation for a large group may involve preparing lectures, meeting with media people, participating in a dry-run of a production, preparing media, and attending to those details that involve making the presentation.

2. Class	While it is true that different sections
3. Seminar	that are studying the same course with
4. Laboratory	the same instructor are not identical in
5. Lab Set-Up	their responses, and that the teaching

method does differ from one class to another, it is equally true that sections studying the same course are similar enough for preparation for them to be, in general, the same. The final preparations made by an instructor before he enters the class (notes, mimeo material,

ction of displays, testing of cassettes, etc.) are preparations  
 e for all sections of the same course, and credit is granted for  
 original preparation only.

Other Conditions

1. Student Load. The figure is arrived at by calculating  
 number of students met in each contact hour. A large group  
 h 300 that is met once a week receives three units. A class  
 twenty-five that is met three times a week receives a .75. Seven  
 ferent seminars of fifteen, each meeting once a week receives  
 5 (1.1) credits.

2. Liaison. Certain courses taught off-campus involve a  
 ulty member in meetings with other people. The unit credit  
 nted for such meetings is on an hourly basis.

3. Required Meetings. Unit credit is granted here for faculty  
 ings, division meetings, committee meetings, and other assigned  
 ings designated by an officer of the college or by the appropriate  
 demic administrator or through the Senate. The normal unit credit  
 for two hours per week of such meetings.

Special Preparations and Curriculum Projects

- |                       |                                |
|-----------------------|--------------------------------|
| 1. Course Development | Credit here is granted for     |
| 2. Course Evaluation  | fundamental curriculum work    |
| 3. Course Revision    | that involves conceptualizing, |
- signing and preparing a new course or revising an old course.  
 is includes studying, research, writing, making tapes and all  
 e tasks related to systems teaching. Since this work involves no  
 dent contact, the unit credit is calculated on the basis of  
 ) units for every one (1) hour of preparation.

There may be special circumstances in which an instructor is assigned a major curriculum task during an academic year. Unit credit for this curriculum work would be far more than is typically made available, and arrangements for this would be made by the appropriate academic dean.

3. The administration will make every effort not to exceed 29 students in Freshman English courses. If the faculty member receives three sections in Freshman English his total maximum in those courses shall not exceed 87 students. If the faculty member receives four sections in Freshman English, his total maximum in those courses shall not exceed 116 students. The administration will make every effort to insure that no more than seven (7) sections of Freshman English will be assigned to a faculty member, within load, in an academic year.

## WORKLOAD FORMULA

_____	DIVISION _____
Assigned _____	# Student Assigned _____ (Maximum 200 academic year 1975-76)
_____	# Units Assigned _____ (Maximum 54 units)

	FORMULA	UNITS
Student Contact	(Maximum of 20 units if d. or e. are utilized; maximum-minimum of 15 units if only a. - c. utilized. If less than 15 units, must be approved by the Dean of the College.)	

Large Group	1.0 unit per hour per week	_____
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Class	1.0 unit per hour per week	_____
-------	----------------------------	-------

Seminar	1.0 unit per hour per week	_____
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Independent Study Lab	1.0 unit per hour per week	_____
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Laboratory	1.0 unit per hour per week	_____
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is handled by a laboratory technician, teaching assistant  
technical assistant, faculty member will not take credit.

<u>Office Conference Hours</u>	_____	4
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Student Evaluation (8% of students assigned. If reader or other assistance is provided, a concomitant reduction in evaluation will be made.)

Faculty Team Efforts & Projects

Formal Informal Team (Maximum of 6 units)	1.0 unit per hour per week Team Member **	_____
---	--	-------

	2.0 units per hour per week Team Leader, ordinarily **	_____
--	---	-------

Special Project	1.0 unit per hour per week **	_____
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ned by appropriate academic dean

	FORMULA	UNITS
<u>Preparation</u>		
Large Group	2.0 units x number of meetings per week for first preparation only	_____
Large Group	1.0 unit x number of meetings per week for first preparation in cases where faculty member is not directly involved in the presentation	_____
Class	2.0 units x number of meetings per week for first preparation only.	_____
Seminar	1.0 unit x number of meetings per week for first preparation only.	_____
Laboratory	1.0 unit x number of meetings per week for first preparation only.	_____
"Wet" Lab Set-Up	1.0 unit x number of "wet" laboratories per week. ***	_____
appropriate academic dean may readjust according to supportive lp provided.		
<u>Other Conditions</u>		
Student Load	1.0 unit per 100 students contact per week	_____
Liaison (Travel time given full unit credit)	1.0 unit per hour of time expended per week	_____
Required Meetings	1.0 unit per hour per week (maximum of 2 units)	_____
Student Club Advisor	1.0 unit per hour per week (maximum of 1 unit)	_____

OR

FORMULA

UNITS

Special Preparations & Curriculum Projects

Course Development \*\*\*\*

\_\_\_\_\_

Course Evaluation \*\*\*\*

\_\_\_\_\_

Course Revision \*\*\*\*

The unit credit is calculated on the basis of  
1.0 units for every 1 hour of preparation with  
a maximum of 6 units per week in this category.

\_\_\_\_\_

Assigned by the appropriate academic dean.

Miscellaneous

Faculty Federation President's Workload

The President of the Faculty Federation shall be  
granted a reduction of 10 units from his workload.  
His workload shall not exceed 44 units. It is  
understood that as a result of this provision his  
workload shall not be reduced below 44 units.

ARTICLE X - INSURANCE AND MISCELLANEOUS BENEFITS

A. Health Insurance

1. Each faculty member shall receive, at no cost to the faculty member, full family coverage for eligible dependents under the New Jersey State Health Benefits Program (New Jersey Blue Cross/Blue Shield Series 750 Program Coverage including Rider J., and Major Medical).

2. Each faculty member shall be entitled to reimbursement of up to \$45 for the purpose of obtaining a general physical examination. To obtain the benefit, a faculty member must present a personal reimbursement form and receipt stating that a general physical examination was completed.

B. Dental Plan

The Board of Trustees shall establish a dental insurance program for the members of the Federation beginning September 7, 1976. The premium cost will be borne by the Board of Trustees. The Board shall make every effort to establish a plan which will allow Federation members to expand coverage to include the family dependents of members of the Federation. Premium costs for dependents of the members of the Federation shall be borne individually by the Federation members.

C. Educational Benefits

A faculty member shall be entitled to reimbursement of tuition for graduate studies equal to fifteen (15) credits in any

period beginning in September and ending in August, with no more than six (6) credits in any given semester, except that first year personnel will be limited to six (6) credits per year, starting with the second semester of their first year of employment. Reimbursement shall be at the graduate credit hour rate for Rutgers The State University or at 50 per cent of the existing rate of the institution the faculty member is attending, whichever is the greater amount.

All reimbursed courses taken must be in an approved degree program or be related to the individual's work function at the College. Approval to enroll in a reimbursed graduate course must be obtained from the appropriate Dean prior to enrollment. A faculty member shall be reimbursed for one-half cost, at above rate, upon enrollment; remaining portion to be reimbursed upon satisfactory completion of course. A faculty member shall reimburse the College for courses not completed. In no case shall the Board pay for thesis or dissertation continuation. In all cases, it is the obligation of the faculty member to verify that reimbursable courses are not thesis or dissertation continuations.

D. Insurance Coverage

1. If the College requires a faculty member to operate his personal motor vehicle in the performance of regular business for the College, the College shall pay fourteen (14) cents per mile to cover all motor vehicle expenses, including insurance, paid by the faculty member. However, before using his personal vehicle, the faculty member agrees to provide a minimum of 5 working days advance notification to reserve a College vehicle.



2. Each faculty member shall receive the right of personally prepaying premiums of all insurances to which he is entitled prior to or during any officially approved leave of absence without pay.

3. The Board shall maintain sufficient liability insurance for all faculty members while they are conducting official College business. The Board shall insure against any civil action that could be brought against any faculty member for any act or omission arising out of and in the course of the performance of his duties in his office, position or employment.

4. The personal insurance coverage accruing to a faculty member shall be that term insurance provided in conjunction with the retirement system through the State of New Jersey.

ARTICLE XI - FACULTY FACILITIES

- A. The Board agrees to provide the teaching faculty with the space of such a nature that the counselling of students can be conducted in a satisfactory manner.
- B. Telephones - In or near the faculty work areas or offices, telephones will be conveniently placed; however, no attempt will be made to adhere to a fixed ratio of telephones per faculty member.
- C. Faculty Lounges - There shall be adequate faculty lounges. They should be comfortable and quiet.
- D. Conference Rooms, Etc. - There will be adequate conference rooms available to the faculty for purposes of departmental meetings, faculty meetings, and the like.
- E. Library, Supplies, Equipment, Storage, Special Purpose Rooms - So far as budgetary considerations allow, the Board will attempt to provide adequate space for supplies and storage as well as special purpose rooms and equipment rooms.
- F. Rest Rooms - Adequate rest rooms shall be provided.
- G. Special Services - Duplicating, Secretarial, Etc. - The faculty shall be provided with secretarial and clerical assistance.
- H. The Board shall provide adequate parking facilities exclusively for faculty at no charge.

ARTICLE XII - SABBATICALS AND LEAVES OF ABSENCE

A. Sabbaticals

1. The Sabbatical leave is designed to furnish opportunity for professional and intellectual development of all faculty (teaching and non-teaching) through study, travel, research or other reasons of direct educational or institutional value to Somerset County College.

2. Faculty members shall be eligible for consideration for a year of Sabbatical leave after the completion of six (6) academic years, excluding leaves of absence, at Somerset County College since beginning service or since the last Sabbatical leave at Somerset County College.

3. Sabbatical leave may be for one semester or two semesters in duration. Full salary at the salary rate which he/she would have received if he/she had remained actively employed will be paid for a one semester leave, and half salary of the salary rate which he/she would have received if he/she had remained actively employed will be paid for a two semester leave.

4. Two members of the teaching faculty may be considered for granted Sabbatical leave each year by the Board of Trustees.

5. Requests for consideration for sabbatical leave shall be submitted in writing to the appropriate academic dean by the faculty member, meeting the criteria for sabbatical leave, no later than December 1 of the academic year preceding the academic year in which the sabbatical leave is requested. The Federation may appoint up to three representatives to meet with the appropriate

emic dean to engage in discussion and exchange views concerning applications and merits of the requests. Recommendations regarding ific individuals may be made by the representatives of the ration. No member of the faculty applying for a sabbatical e shall be a representative of the Federation meeting with Dean to discuss sabbatical leave applications. The Dean shall de by January 31 as to which individuals, if any, are to be mended to the President. The President shall make his mmentations to the Board and the Board shall act on these mmentations at the regular February meeting.

6. The recipient of a sabbatical leave retains such ts of regular employment as status on salary schedule, retire-, medical benefits, insurance and tenure. However, he is gated to return to continue his employment at the College for east one academic year after completion of his sabbatical e and shall be placed on the salary schedule at the level he l have achieved had he remained actively employed during the od of his absence. The recipient may accept a grant, fellowship milar monies usually identified with graduate or post-doctoral r, but employment during sabbatical leave for increased income ncompatible with the purpose of this program. The Board ses the principle of the sabbatical and pledges to implement

B. Leave of Absence (Without Pay)

Any faculty member who has been employed at Somerset y College for at least three (3) full years may apply for ve of absence without pay. Application shall be filed with ppropriate academic dean not later than April 1 preceding the

academic year that the leave shall commence. In an emergency situation the faculty member shall make application as soon as possible to the appropriate academic dean with the understanding that non-compliance with the April 1 date may be sufficient grounds for the denial of the application. The appropriate academic dean shall review the application and submit it with his recommendations to the President. The President of the College will transmit the application with his recommendations, to the Board of Trustees. Tenure shall not accrue during leaves of absence. A faculty member with a leave of absence without pay of a duration of one or more years shall not be eligible for salary increases while on such leave of absence without pay.

C. Maternity Leave

The Board may grant maternity leave, without pay, to any member of the faculty upon request and subject to the following conditions:

1. Upon request, the Board may grant maternity leave of up to one year.
2. The Board may at any time request a faculty member to present a physician's certification that continued employment will not affect the health welfare and well-being of mother or child.
3. In the event such certification is not obtained, the faculty member shall be required to commence her leave immediately.

E. Death or Illness

1. Five days of bereavement leave shall be granted to faculty members in the event of death in the immediate family (mother, father, wife, husband, son, daughter), and other members of the immediate family living in household.

2. All faculty members shall be entitled to 12 days of leave per academic year. Such leave will be accumulative to 120 days to be used in subsequent years as needed. The Board may require proof of illness. Cumulative sick leave shall not be paid at termination of employment.

F. Professional Days

Up to three (3) days of each academic year, with pay, may be taken at the discretion of the appropriate academic dean to attend professional meetings. The faculty member shall make every effort to insure that his academic responsibilities are met during absence.

G. Personal Leave

Leave shall be permitted for matters which cannot be handled during free time and which would result in legal, business or personal disadvantage if not cured at the appropriate time. One day per academic year shall be granted as personal leave for such purposes and shall not be accumulative. Such leave must be requested five (5) days in advance to his appropriate academic dean, except in emergency situations. Approval shall not be unreasonably withheld. In such emergency situations, the faculty member shall give prior notification as soon as possible to the appropriate academic dean. The faculty member shall make every effort to have his responsibilities met for that day. Personal leave is not to be used in

conjunction with the first or last day of the calendar or with any vacation period.

ARTICLE XIII - ADDITIONAL GENERAL CONDITIONS

A. Teaching Hours

1. Teaching faculty may be scheduled to teach within a day through Friday daily eight-hour period except by mutual agreement of the faculty member and the appropriate academic dean. In the event that a teacher is scheduled to teach beyond 6:00 p.m., in his work load, he will not be scheduled on the succeeding day sooner than twelve (12) hours following the close of his evening class, except by mutual agreement of the faculty member and the appropriate academic dean.

2. Tentative teaching assignments shall be issued to all teaching faculty at least three weeks before the beginning of a semester. Faculty may exchange teaching assignments, provided the transferees are qualified to teach the course, subject to the approval of the appropriate academic dean.

3. Faculty members shall be present on campus for all professional duties and obligations, including classes, divisional meetings, faculty meetings, student conference hours, convocations and commencement. Each teacher with an overload shall schedule one student conference hour per week for each overload class section. Conference hours shall be scheduled to provide maximum convenience to students as determined by the administration in consultation with the faculty members. Attendance at full faculty meetings and divisional meetings shall be required. Absence from these meetings without written permission of the appropriate administrator shall constitute a loss of work and hence, a docking of pay. The administration will make every effort to hold full faculty meetings with 72 hours' notice.



4. Teaching faculty members shall not be required to be in attendance at the College during Christmas and Spring recess, or public holidays or on Saturday or Sunday or during intersession, or at other times when classes are not in session except when required to do so by the calendar except by mutual agreement of the faculty member and the administration. The time of any faculty member during the examination period not required for the administration of examinations may be utilized for division meetings, full faculty meetings, committee meetings, Faculty Federation meetings, and course preparation.

B. Calendar

The academic calendar for teaching faculty for the duration of this Agreement shall be as shown in Exhibit "C". Whenever any holiday falls on a Saturday or Sunday and the State of New Jersey transfers its observance to the preceding Friday or following Monday, then that Friday or Monday shall be considered the holiday for all faculty at the College.

C. Office Hours

Teaching faculty shall maintain at least four (4) hours per week for consultation with students.

D. Attendance at College Functions

Faculty members attending those functions for which academic attire is required shall have said attire furnished by the College at no charge. Faculty members must attend certain scheduled functions of the College; these are specified to be convocations and commencement. Failure to attend such required functions, without prior notification to the appropriate academic

if cost is entailed, shall result in a billing to the  
t faculty member.

E. No-Strike Clause

The Federation agrees that it will refrain from any strike,  
stoppage, slowdown, or other job action and will not support  
ndone any such job action. The Board of Trustees agrees that  
ll refrain from locking out Federation members.

F. This Agreement incorporates the entire understanding  
e parties on all matters which have or could have been subject  
gotiations, whether or not within the knowledge or contempla-  
of either or both of the parties at the time they negotiated  
aluated this Agreement.

G. Successor Agreement

The employee representative may present negotiating demands  
rlier than October 17, 1977. A response from the employer must  
ven no later than November 17, 1977, at which time a meeting  
be held.

H. Outside Employment

The Federation member recognizes that the Somerset County  
ge is his primary employer. Federation members, however, may  
e in employment with an outside employer with the understanding  
his employment shall not interfere with his duties at the College  
shall it represent a conflict of interest with such duties or  
ion. In order to avoid potential for interference or conflict,  
ederation members shall notify the President of the College of  
outside employment.

I. Student Grievance

Whenever a student brings a grievance against a faculty member to the attention of a College administrator, the faculty member shall be notified when the student grievance is filed against him when the grievance or complaint which is filed prompts an investigation of the individual which may lead to disciplinary action against him.

K. Student Advisement - Registration Duties

The administration and the Federation agree to establish a committee on Student Registration to ascertain the need of faculty involvement in the registration process. If the Committee decides that such a need is evident, faculty duties shall be limited to:

a) the period one week prior to the commencement of classes; (b) shall entail a maximum of four (4) hours per day; and (c) be limited to the advising and registering of students. The Committee shall complete its work by the end of the Fall 1975 semester.

The President of the Federation and the President of the College mutually agree that the purpose of this obligation is flexible based on the needs of the students and is not established merely to lengthen the academic year.

L. Co-Op Program Advisement

Whenever it is necessary to handle co-op program advisement by a faculty member, the faculty member shall be paid a stipend based on the number of students in the program. The basis for payment shall be five (5) students equals one (1) credit hour to be paid at adjunct rate.

Class Changes

The master class schedule for each semester will be conducted on the basis of information provided by the several Divisions and Departments. Prior to submitting data, the appropriate academic officer or his designee, will ask faculty members of his/her unit for suggestions as to the times and locations of classes should be considered. Faculty members will have five days (excluding Saturday and Sunday) to submit their suggestions. A faculty request for final consideration will be submitted to the appropriate academic officer or his designee for approval.

After the master schedule has been completed and no later than the eighth (8th) day of classes, changes will be made only if the faculty member's request has been approved by the appropriate academic dean or in coordination with the Director of Information Services.

#### ARTICLE XIV - SETTLEMENT OF DISPUTES PROCEDURE

In the adjustment of complaints and grievances, the Federation shall be represented by a Disputes Committee selected and designated by the Federation. Matters involving interpretation, application and performance of this Agreement shall be taken up as follows:

DEFINITION - Definition of a "grievant" - A "grievant" is the faculty member or faculty members of the Federation making a grievance or claim.)

FIRST STEP - The grievant will first discuss the grievance with his immediate supervisor within eight (8) working days from the time the grievant has knowledge of such facts as would constitute a violation of this Agreement. At such meeting, the grievant shall be entitled to have present a representative of the Federation. If the grievant and supervisor do not reach an agreement, the matter shall be reduced to writing within five (5) working days by the grievant in a letter setting forth the full nature of the claim, the complete factual basis upon which it is based, and the demand for relief. One copy shall be sent to the Disputes Committee, one to the supervisor, and one to the Dean of Administrative Services.

SECOND STEP - A written decision will be given by the Dean of Administrative Services or his representative within ten (10) working days of the receipt of the letter, and shall be final, unless appealed in writing within twenty (20) working days from the date the decision is received by the Dean to the Disputes Committee.

Dean of Administrative Services will be notified of the Disputes-Committee's intent of appeal to the Third Step five (5) working days prior to such appeal.

D STEP - In the event the grievant is still dissatisfied, the grievance may be appealed to binding arbitration upon written notice to either party, in the following manner:

A. The parties shall attempt to choose an arbitrator. In the event that the parties are unable to agree on a mutually acceptable arbitrator within five (5) working days of the institution of the Third Step, the American Arbitration Association shall then be requested to submit panels from which the arbitrator shall be selected.

B. The College and the grievant shall bear the expense of their own legal and special representatives; the expense of the arbitrator and the cost of the meeting room shall be borne equally by the College and the grievant.

C. Jurisdiction of the arbitrator shall be according to the terms and conditions set forth in the rules of the American Arbitration Association.

D. Matters reserved by statute or regulation to the Board of Trustees shall not be subject to arbitration.

E. The award of the arbitrator shall be final and binding on both parties if rendered pursuant to the rules prescribed by the American Arbitration Association.

F. The award of the arbitrator shall be implemented within thirty (30) days from the date of the decision or sooner depending on the nature of the issues involved.

G. In the event a grievance is filed fifteen (15) days prior to commencement, the grievance shall be filed directly to Step Two and a response to the grievance shall be made within five (5) working days.

H. Both parties agree that at least one week prior to any arbitration, that each side will furnish to the other, a list of witnesses, copies of all writings, documents and correspondence which may or will be presented at the arbitration hearing.

ARTICLE XV - APPLICATION OF PROVISIONS OF AGREEMENT

1. Copies of this Agreement shall be reproduced by the Board distributed to all faculty members now employed.
2. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law by a court of competent jurisdiction, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.



ARTICLE XVI - DURATION OF AGREEMENT

This Agreement shall be effective for the period commencing  
at 25, 1975 and continuing through June 30, 1978, and shall  
continue from year to year thereafter unless either party shall  
give written notice to the other not later than October 1, 1977  
of its intention to terminate, modify, amend or supplement this  
agreement. No later than November 17, 1977, the parties hereto  
shall commence negotiations having for their purpose the settlement  
of the issue raised by such notice.

BOARD OF TRUSTEES

FACULTY FEDERATION

Red L. Colles  
Chairman

Joseph C. Rudless  
President, Faculty Federation

Barbara King  
Witness

Margaret S. Rudless  
Witness

3/13/75

Date

3/13/75

Date

TEACHING FACULTY

<u>1974-1975</u>	<u>1975-1976</u>	<u>1976-1977</u>	<u>1977-1978</u>
\$11,210	\$12,409	\$13,625	\$14,824
11,786	13,023	14,273	15,500
11,786	13,047	14,326	15,587
11,859	13,128	14,415	15,684
11,861	13,130	14,417	15,686
12,255	13,542	14,842	16,118
12,367	13,666	14,978	16,266
12,367	13,690	15,032	16,355
12,394	13,695	15,010	16,301
12,394	13,720	15,065	16,391
12,669	13,999	15,343	16,662
12,669	14,025	15,399	16,500
13,123	14,501	15,893	17,260
13,292	14,688	16,098	17,482
13,620	15,050	16,495	17,914
13,620	15,077	16,500	16,500
13,744	15,187	16,645	18,076
13,756	15,200	16,659	18,092
13,933	15,396	16,874	18,325
14,246	15,742	17,253	18,737
14,246	15,770	16,500	16,500
14,376	15,885	17,410	18,907
14,873	16,435	18,013	19,562
15,120	16,708	18,312	19,887
15,639	17,281	18,940	20,569
15,655	17,299	18,960	20,591
16,200	17,901	19,619	21,000
17,063	18,855	20,665	21,000
18,814	20,752	22,703	24,610
19,570	21,586	23,615	25,599
21,447	23,656	25,880	26,000
23,790	26,193	28,500	28,500

SENIOR TECHNICAL AND TEACHING ASSISTANTS  
LAB ASSISTANTS - LAB TECHNICIANS  
(ACADEMIC YEAR)

<u>1974-1975</u>	<u>1975-1976</u>	<u>1976-1977</u>	<u>1977-1978</u>
9,081	\$10,053	\$11,038	\$12,009
9,617	10,646	11,689	12,718
9,705	10,743	11,796	12,800
10,762	11,914	12,800	12,800

10-MONTH CONTRACT (ACADEMIC YEAR)

LIBRARIANS

<u>1974-1975</u>	<u>1975-1976</u>	<u>1976-1977</u>	<u>1977-1978</u>
\$10,786	\$11,940	\$13,110	\$14,264
11,595	12,836	14,094	15,334
13,929	15,419	16,500	16,500

10-MONTH CONTRACT (ADMINISTRATIVE)  
COLLEGE NURSE

<u>1974-1975</u>	<u>1975-1976</u>	<u>1976-1977</u>	<u>1977-1978</u>
\$12,254	\$13,541	\$14,841	\$16,117

12-MONTH CONTRACT (ADMINISTRATIVE)  
COUNSELLORS

<u>1974-1975</u>	<u>1975-1976</u>	<u>1976-1977</u>	<u>1977-1978</u>
\$12,960	\$14,347	\$15,753	\$16,500
14,201	15,692	17,198	18,677
18,911	20,859	22,820	24,737

EXHIBIT "B"

resident of the College and the President of the Federation that a Standing Faculty/Administration Committee shall be formed in order to continually examine the workload of the faculty. The most immediate task of this committee shall be to develop a more realistic instrument of measurement of faculty workload at Somerset County College. This modification of the present workload formula must be available by the termination of the 1975-76 academic year. In order to create an equitable formula, the committee shall give careful consideration to the following:

Student Contact Hours - The feasibility of a maximum of fifteen contact hours for non-laboratory courses and a maximum of twenty contact hours for those utilizing laboratories.

Student Load - As many students as possible should be served by each faculty member without compromising the quality of instruction and the effectiveness of student-teacher interaction.

Innovative instructional programs to meet the individual needs of students.

The enrichment of the life of the community through involvement and participation of appropriate community activities and services.

The assistance of and involvement in co-curricular activities of students both on and off the campus.

The President of the College and the President of the Federation agree that this committee shall commence its work on or about July 1, 1975.

September 2	First day of classes	January 26	Final day for late registration and/or changes in registration/courses
September 9	Final day for late registration and/or changes in registration/courses	February 1	Final day for drop or withdrawal without having courses recorded on permanent record
September 16	Final day for drop or withdrawal without having courses recorded on permanent record	February 16	Washington's Birthday (no classes)
October 13	Columbus Day (no classes)	March 8-12	Mid-term performance reporting period
October 20-24	Mid-term performance reporting period	March 15-19	Spring Recess
November 17	Final date for withdrawal or dropping courses without receiving a final semester grade of "WF" if failing a course at time of withdrawal or drop	March 22	Resume Classes
November 26	Thanksgiving recess begins after last class	April 9	Final day for withdrawal or dropping courses without receiving a final semester grade of "WF" if failing a course at the time of withdrawal or drop
December 1	Classes resume after Thanksgiving	April 15-19	Easter Recess
December 8	Last day for drop or withdrawal	April 26	Last date for drop or withdrawal
December 15	Last day of classes	May 7	Last day of classes
December 16-19	Final Examinations - Period I	May 10-14	Final Examinations - Period I
December 22-23	Final Examinations - Period II	May 17-18	Final Examinations - Period II
		May 22	Commencement

NOTE: The starting dates for faculty for the 1976-1977 and 1977-1978 calendars may be altered as a result of a policy on registration developed by the Fall 1975 Committee on Student Registration.



September 1	and returning faculty/ First day of classes	January 17	First day of classes
September 6	Labor Day	January 24	Final day for late registration and/or for changes in registration/courses
September 9	Final Date for late registration and/or changes in registration/courses	January 31	Final day for withdrawal without having courses on permanent record
September 16	Final day for withdrawal without having courses on permanent record	February 21	Washington's Birthday (no classes)
October 11	Columbus Day (no classes)	March 7-11	Mid Term performance reporting period
October 25-29	Mid-Term performance reporting period	March 14-18	Spring recess
November 5	Final date for withdrawal or dropping courses without receiving a final semester grade of "WF" if failing a course at time of withdrawal or drop	March 21	Classes resume after spring recess
November 24	Thanksgiving recess begins after last class	March 25	Final day for withdrawal or dropping courses without receiving a final semester grade of "WF" if failing a course at time of withdrawal or drop
December 3	Last date for drop or withdrawal	April 7-11	Easter recess
December 14	Last day of classes	April 12	Classes resume
December 15-17	Final Exams - Period I	April 22	Last day for drop or withdrawal
December 20-21	Final Exams - Period II	May 6	Last day of classes
		May 9-13	Final Exams - Period I
		May 16-17	Final Exams - Period II
		May 21	Commencement





September 1	First day of classes	January 16	Final day for late registration and/or for changes in registration/courses
September 5	Labor Day (no classes)	January 23	Final day for drop or withdrawal without having courses on permanent record
September 8	Final date for late registration and/or changes in registration/courses	January 30	Washington's Birthday (no classes)
September 15	Final day for withdrawal without having courses on permanent record	February 20	Winter recess
October 10	Columbus Day (no classes)	February 27-March 3	Classes resume
October 24-28	Mid-Term performance reporting period	March 4	Mid-Term performance reporting period
November 4	Final date for withdrawal or dropping courses without receiving a final semester grade of "WF" if failing a course at time of withdrawal or drop	March 13-17	Final date for withdrawal or dropping courses without receiving a final semester grade of "WF" if failing a course at time of withdrawal or drop
November 23	Thanksgiving recess begins after last class	March 22	Easter recess
November 28	Classes resume after Thanksgiving	March 23-27	Classes resume after Easter
December 2	Last day for drop or withdrawal	March 28	Last date for drop or withdrawal
December 13	Last day of classes	April 21	Last day of classes
December 14-16 19..70	Final Exams - Period I	May 5	Final Exams - Period I
December 21-22	Final Exams - Period II	May 8-12	Final Exams - Period II
		May 15-16	Commencement
		May 20	





LIBRARY  
Institute of Management and  
Labor Relations

JUL 23 1976

RUTGERS UNIVERSITY