

THIS DOES NOT
CONSTITUTE

CAMDEN COUNTY COLLEGE

Blackwood, New Jersey



AGREEMENT BETWEEN BOARD OF TRUSTEES OF CAMDEN COUNTY COLLEGE

and

CAMDEN COUNTY COLLEGE FACULTY ASSOCIATION AFFILIATED AS LOCAL 2324 AMERICAN FEDERATION OF TEACHERS (AFL-CIO)

1978-1981

7-1-81-2324

TABLE OF CONTENTS

	<u>Page</u>
Recognition.....	1
Consultation.....	2-3
Federation-Board Relations and Rights.....	4-9
Statements on Academic Freedom.....	10
Professional Code of Ethics.....	11-12
Faculty Rights.....	13-14
Faculty Responsibilities.....	15-16
Academic Classes and Grading.....	17-22
Miscellaneous Conditions of Employment.....	23-26
Grievance Procedure.....	27-30
Initial Employment and Retention of Faculty.....	31-33
Promotions and Sabbatical Leave.....	34-37
Qualifications for Academic Rank.....	38-39
Department Heads and Program Coordinators.....	40-42
Resignation, Dismissal and Suspension.....	43
Professional Evaluations.....	44-45
Personnel Files.....	46-47
Faculty Facilities.....	48-49
Protection of Faculty and Property.....	50
Salary Policy.....	51-52
Fringe Benefits.....	53-54
Leaves of Absence.....	55-57
College Governance.....	58-66
Negotiations Procedures.....	67-68
Application of Provision of this Agreement.....	69-70
Duration of Agreement.....	71

1. ARTICLE 1 - RECOGNITION

2. 1.1 The Board of Trustees hereby recognizes the Camden County
3. College Faculty Association affiliated as Local 2324, American Federation
4. of Teachers (AFL-CIO) hereinafter referred to as the "Federation" as the
5. sole collective bargaining agent and as the majority representative as
6. defined in the New Jersey Public Laws of 1968, Chapter 303, as amended
7. by Chapter 123 New Jersey Public Laws of 1974, for all full time faculty
8. presently employed or hereinafter employed by the Board of Trustees. The
9. term "faculty," or "faculty member," as herein used shall apply to the
10. employees in the bargaining unit under full time contract possessing
11. faculty rank and shall include Department Heads, Program Coordinators
12. and Directors, the Athletic Director, Coaches, and Dental Hygiene
13. Technicians providing they hold academic rank. If a new position or job
14. title is created which involves no substantial changes in the duties and
15. responsibilities of an eliminated position or job title, and the eliminated
16. position or job title belonged in the bargaining unit, then the new
17. position or job title shall be in the bargaining unit.
18. 1.2 Full time faculty members employed at the main campus, at
19. the Camden Branch, or at any other academic locations or educational
20. facilities which are geographically separate from, but are under the
21. administrative control of the college shall be represented by the
22. Federation.

- 1.
2. ARTICLE 2 - CONSULTATION
3. 2.1 General Faculty-Administration Meetings
4. Three (3) teaching days prior to a General Faculty-Administration
5. meeting, the agenda as well as a copy of all College Committee reports
6. to be discussed, including minority or dissenting reports if such
7. opinions exist, shall be distributed to all concerned. Faculty
8. wishing any materials or suggestions for such a meeting may submit
9. their requests or recommendations to the Vice President for Academic and Student
10. Affairs five (5) teaching days prior to said meeting and the material
11. shall be distributed along with the agenda for the meeting. Minutes
12. shall be distributed to all faculty members and administration within
13. one (1) week after said meeting.
14. 2.2 Department Meetings:
15. A. may only be held on regular class days and may not exceed one (1)
16. hour in length unless the majority of the department vote otherwise.
17. B. shall be scheduled not more than once per month and held on the
18. third Thursday of the month, unless the majority of the department
19. vote otherwise.
20. C. An agenda shall be distributed to all members at least three days
21. in advance of the meeting.
22. D. All expenditures from the department proposed budget for the next
23. fiscal year receive approval at this meeting, prior to submission for
24. approval to the Vice President for Academic and Student Affairs.
25. E. items will be placed on the agenda of the meeting upon the request
26. of any faculty member.
27. 2.3 Consultation with the College President
28. The Board and the Federation agree that the College President, or the

1. Vice President for Academic and Student Affairs, or the Vice President
2. for Administration and Personnel, and the Federation President, as the
3. representative of the College faculty, are to meet at least once per
4. week at a mutually convenient time and place for the purpose of discussing
5. faculty views, requests, and other mutual concerns so as to foster good
6. faculty-administration relations.

1. ARTICLE 3 - FEDERATION-BOARD RELATIONS AND RIGHTS

2. 3.1 Upon request the Board shall make available to the Federation
3. any material, information, statistics, and/or records which are relevant
4. to negotiations or to the proper enforcement or implementation of this
5. Agreement. Public information and minutes of Board meetings shall be
6. available to the Federation. The agenda shall be furnished to the
7. Federation President in advance.

8. 3.2 Review of Forms

9. The language of all present and future forms used to carry out the
10. provisions of this Agreement shall be subject to negotiation by the Board
11. of Trustees and the Federation so that the language of such forms shall
12. conform to this Agreement.

13. 3.3 Board Meetings

14. Federation representatives shall be accorded the right to speak
15. and ask questions at Board Meetings and may be placed on the agenda by
16. notifying the College President on or before the day of the meeting
17. in order to present the views of the Federation on topics or discussions
18. concerning the Federation.

19. 3.4 (a) The Board hereby agrees that all full time faculty
20. members shall have the right to freely organize, join and support the
21. Federation for the purpose of having it represent their interests to the
22. Board of Trustees, for engaging in collective bargaining over salaries,
23. terms and conditions of employment, rules affecting working conditions,
24. grievances, and for other concerted activities for mutual aid and protection.
25. As a duly appointed body exercising powers granted under the laws of the
26. State of New Jersey, the Board for itself and its representatives, under-
27. takes and agrees that it will not directly or indirectly deprive, discourage

1. coerce, or harass any faculty member in the enjoyment of any rights
2. conferred by the act or other laws of New Jersey or the Constitution
3. of New Jersey and of the United States; that it will not discriminate
4. against any faculty member with respect to hours, wages, rules affecting
5. working conditions, any terms or conditions of employment, hiring,
6. tenure or continuity of employment or in promotional opportunities by
7. reason of his membership in the Federation, his participation in any
8. activities of the Federation, or collective bargaining with the Board,
9. or his institution of any grievance, complaint or proceeding under
10. this Agreement.

11. (b) The provisions of the Agreement and the wages, hours,
12. terms and conditions of employment, and rules affecting conditions of
13. employment shall be applied in a manner which is not arbitrary, capricious,
14. or discriminatory and without regard to race, creed, religion, color,
15. national origin, age, sex, marital status, handicapped or veterans'
16. status, or membership or participation in, or association with the
17. activities of any scientific or professional organization. It is further
18. understood and agreed that the Federation will not discriminate because of
19. race, creed, religion, color, national origin, age, sex, marital status,
20. handicapped or veterans' status, or membership or participation in, or
21. non-participation in, or association with the activities of any scientific
22. or professional organization.

23. 3.5 The Federation and its representatives shall have the right to
24. use College facilities, without charge, for meetings and related purposes
25. when said use does not interfere with the operation of the College. At
26. least a continuous one hour and forty-five minute midday time period per
27. month shall be scheduled for the conduct of Federation business. A
28. continuation of the twelve-fifteen to two (12:15-2) time

1. block on the second Thursday of each month is recommended. No faculty
2. member shall be required to take an assignment during those hours
3. unless that course is the only one available to complete that faculty
4. member's teaching load.

5. 3.6 Duly authorized representatives of the Federation shall be
6. permitted to transact official Federation business on College property
7. at all reasonable times.

8. 3.7 The Federation shall have the right to use College facilities
9. and equipment, including typewriters, mimeographing machines, other
10. duplication equipment, calculating machines, and all types audio-
11. visual equipment in accordance with past practices.

12. 3.8 The Board shall equip each faculty lounge with a bulletin
13. board, a two burner hot plate, a refrigerator and a coffee maker. The
14. Federation shall have the right to post notices of its activities and
15. matters of Federation concern on faculty bulletin boards. The Federation
16. may use the College mail service and faculty mailboxes for communications
17. to faculty, including faculty wide distribution.

18. 3.9 Whenever any faculty member is required to appear before the
19. College President or his designee, the Board of Trustees, or any
20. committee or member of the Board of Trustees concerning any matter which
21. could adversely affect his continuation in his office, position, employment,
22. or salary, he and the Federation shall be given three days prior written
23. notice of such a meeting and he shall have the right to be represented
24. by the Federation or any person or persons of his choosing. The
25. Federation may send a representative to any such meeting to represent
26. the interest of the entire faculty.

27. 3.10 Two Hundred and Fifteen (215) Wilson East shall be the

1. assigned faculty office of the Federation President, and shall be
2. deemed to be the office of the Federation. The Board agrees to
3. assign no other faculty member to said office. The Federation may
4. install necessary equipment in said office.
5. 3.11 No recording devices shall be used at meetings between
6. members of the Federation and members of the College administration
7. and/or Board without the written consent of all the parties.
8. 3.12 Whenever any representative of the Federation or any faculty
9. member is mutually scheduled by the parties to participate during
10. working hours in negotiations, grievance proceedings, conferences, or
11. meetings, he shall suffer no loss in pay, nor be expected to compensate
12. in any way for time spent in carrying out such responsibilities.
13. 3.13 Upon request from the Federation to the appropriate administra-
14. tive officer of the College, such administrative officer of the College
15. shall discuss with the appropriate representatives of the Federation of
16. the advisability of transmitting an administrative directive concerning
17. any provision of this Agreement. A copy of such will be sent to the
18. Federation President who will be responsible for posting the directive
19. and informing the membership.
20. 3.14 If the Federation requests a work load reduction of 3 credits
21. per semester for the President of the Federation, at no cost to the
22. College, the College will grant such request. It is understood and agreed
23. that the salary of the President of the Federation will be reduced
24. proportionately. It is further understood that the Federation will give
25. the College sufficient notice to comply.
26. 3.15 The President of the Federation or his designee shall be
27. provided with copies of all faculty schedules in the office of the

1. Vice President for Academic and Student Affairs.

2. 3.16 Members of the bargaining unit who are either engaged in or
3. who are considering securing outside employment are directed to read the
4. Department of Higher Education's Regulations and Guidelines governing
5. outside employment which are available in the office of the President,
6. the Vice President for Administration and Personnel, the Vice President
7. for Academic and Student Affairs, and Department/Program Coordinators.

8. 3.17 The Board and the Federation recognize and declare that:

9. (1) providing quality higher education for the students of this College
10. is their mutual aim and that the character of such education depends
11. predominately upon the College faculty and the Administration.

12. (2) the members of the faculty are particularly qualified to assist in
13. the development of policies, to share responsibility in making judgements
14. on faculty status and related matters, and in determining education programs
15. for the purpose of making recommendations to the Board of Trustees through
16. the office of the President or his designee.

17. 3.18 Dues Checkoff and Other Deductions

18. The Board will deduct from the pay of each member of the bargaining
19. unit from whom it receives written authorization to do so, the stated amount
20. of monthly Federation dues. The dues and a list of employees from whose
21. pay the dues have been deducted, along with the amount deducted from each
22. and a list of Federation members who have authorized such deductions, and
23. from whom no deductions were made, shall be forwarded to the Federation's
24. president no later than seven (7) days after such deductions were made.

25. 3.19 Other deductions from any faculty member's salary shall be
26. made when arranged between the administration of the College and the
27. Federation and when authorized in writing by the faculty member.

1. 3.20 The Federation shall indemnify, defend and save the College
2. harmless against any and all claims, demands, suits or other forms of
3. liability that shall arise out of or by reason of action taken by the
4. College in reliance upon deduction authorization forms submitted.

5. 3.21 The Federation, being the majority representative of the
6. faculty of Camden County College, shall be entitled to act for and to
7. negotiate agreements covering all employees in the unit, and shall be
8. responsible for representing the interests of all such employees without
9. discrimination and without regard to employee organization membership.
10. Proposed new rules or modifications of existing rules or policies
11. governing working conditions shall be negotiated in good faith with the
12. majority representative before they are established. The Board of
13. Trustees has the responsibility and the authority to manage and direct
14. in behalf of the public and itself all the operations and activities of
15. the College to the full extent authorized by law, provided that the
16. exercise of such rights and responsibilities shall be in conformity with
17. this Agreement.

18. 3.22 If the Board should subsequently create new positions, and if
19. the parties cannot agree whether the position should be included within
20. the unit, the final decision will rest with the New Jersey Public
21. Employment Relations Commission.

22. 3.23 The Federation and the Vice President for Academic and Student Affairs
23. shall jointly plan and develop the faculty orientation, the in-service
24. programs for faculty and the faculty handbook.

25. 3.24 Conference rooms shall be made available to the Federation
26. for use by its committees.

1. ARTICLE 4 - STATEMENTS ON ACADEMIC FREEDOM

2. 4.1 Academic freedom and its attendant responsibilities are
3. essential to the fulfillment of the purposes of the College. Consistent
4. with this statement:
5. (a) Employees shall have the unrestricted freedom in the
6. classroom to discuss such topics as are relevant to their subject.
7. (b) There shall be no censorship of library material.
8. (c) Employees are entitled to freedom in the research and in
9. publication of the results that are connected with their
10. academic duties.
11. (d) Faculty members are entitled to freedom in the selection of
12. textbooks, audio visual aids and other teaching aids used
13. for instructional purposes in their classrooms.
14. (e) Faculty members shall select the method or approach to teaching
15. utilized in their classrooms.

1. ARTICLE 5 - PROFESSIONAL CODE OF ETHICS

2. 5.1 The Board and the Association subscribe to the concepts of
3. Professional Ethics stated as follows:

4. a. The professor, guided by a deep conviction of the worth and
5. dignity of the advancement of knowledge, recognizes the special
6. responsibilities placed upon him/her. His/her primary responsibility
7. to his/her subject is to seek and to state the truth as he/she sees
8. it. To this end he/she devotes his/her energies to developing and
9. improving his/her scholarly competence. He/she accepts the obliga-
10. tion to exercise critical self-discipline and judgement in using,
11. extending, and transmitting knowledge. He/she practices intellectual
12. honesty. Although he/she may follow subsidiary interests, these
13. interests must never seriously hamper or compromise his/her freedom
14. of inquiry.

15. b. As a teacher, the professor encourages the free pursuit of
16. learning in his/her students. He/she holds before them the best
17. scholarly standards of his/her discipline. He/she demonstrates
18. respect for the student as an individual, and adheres to his/her
19. proper role as intellectual guide and counselor. He/she makes
20. every reasonable effort to foster honest academic conduct and to
21. assure that his/her evaluation of students reflects their true
22. merit. He/she respects the confidential nature of the relationship
23. between professor and student. He/she avoids any exploitation of
24. students for his/her private advantage and acknowledges significant
25. assistance from them. He/she protects their academic freedom.

26. c. As a colleague, the professor has obligations that derive
27. from common membership in the community of scholars. He/she

1. respects and defends the free inquiry of his/her associates.
2. In the exchange of criticism and ideas he/she shows due respect for
3. the opinions of others. He/she acknowledges his/her academic debts
4. and strives to be objective in his/her professional judgement of
5. colleagues; he/she accepts his/her share of faculty responsibilities
6. for the governance of his/her institution.
7. d. As a member of the institution the professor seeks above all
8. to be an effective teacher and scholar. Although he/she observes
9. the stated regulations of the institution provided they do not
10. contravene academic freedom, he/she maintains his/her right to
11. criticize and seek revision. He/she determines the amount and
12. character of the work he/she does outside his/her institution with
13. due regard to his/her paramount responsibility within it. When
14. considering the interruption or termination of his/her service, he/she
15. recognizes the effect of his/her decision upon the program of the
16. institution and gives due notice of his/her intentions.
17. e. As a member of his/her community the professor has the rights
18. and obligations of any citizen. He/she measures the urgency of these
19. obligations in the light of his/her responsibilities to his/her
20. subject, to his/her students, to his/her profession, and to his/her
21. institution. When he/she speaks or acts as a private person, he/she
22. avoids creating the impression that he/she speaks or acts for his/her
23. college or university. As a citizen engaged in a profession that
24. depends upon freedom, for its health and integrity, the professor
25. has a particular obligation to promote conditions of free inquiry
26. and to further public understanding of academic freedom.

1. ARTICLE 6 - FACULTY RIGHTS

2. 6.1 Nothing contained herein shall be construed to deny or
3. restrict to any faculty member, rights he/she may have under the
4. General School Laws of the State of New Jersey, or other applicable
5. laws and regulations. The rights granted to faculty herein shall
6. be deemed to be in addition to those provided elsewhere.

7. 6.2 Faculty shall be entitled to full rights of citizenship
8. and no religious or political activities of any faculty or the lack
9. thereof shall be grounds for any discipline or discrimination with
10. respect to the employment of such faculty. The private and personal
11. life of any faculty member is not within the appropriate concern or
12. attention of the Board.

13. 6.3 When allegations are placed upon a faculty member by a
14. student to the department/program coordinator, or an administrator, that
15. person shall within two (2) working days arrange for a conference
16. with the involved faculty member for a discussion of such charges.

17. 6.4 The number of class preparations shall be limited to two
18. unless the affected faculty member agrees otherwise.

19. 6.5 A faculty member not scheduled for classes or other duties
20. specified in this Agreement shall not be required to be present at
21. the College.

22. 6.6 No faculty member shall be required to teach on Saturday unless
23. it is necessary to complete a regular teaching load. No Sunday classes
24. shall be scheduled for full time faculty members unless mutually agreeable.

25. 6.7 Faculty shall be free to exchange teaching assignments,
26. provided that the transferees are qualified to teach the course and

1. the exchange has the approval of the Vice President for Academic
2. and Student Affairs.
3. 6.8 Off-Campus Teaching
4. Off-campus teaching assignments shall be made only with the
5. consent of the faculty member. However, if the Administration is
6. unable to staff the off-campus facilities with adjunct faculty, they
7. shall assign the most junior qualified faculty member.
8. Full time faculty assignments shall be in inverse seniority (see
9. 9.1) and no individual full time faculty member shall be assigned more
10. than one off-campus course without his/her consent until each individual
11. full time faculty member of his/her academic discipline has been
12. assigned an off-campus course.
13. 6.9 Reimbursement at the end of each semester for expenses
14. incurred for off-campus teaching shall be paid at a rate of
15. \$.16 per mile and parking costs.

1. ARTICLE 7 - FACULTY RESPONSIBILITIES

2. 7.1 Academic Year

3. The College has established an academic year for faculty members
4. consisting of thirty-two (32) weeks divided into two (2) sixteen (16)
5. week semesters each of which shall include the time allocated for
6. final examinations. The period between the Fall semester and the
7. Spring or second semester is designated as "semester break" for all
8. faculty members and they are not required to perform any teaching or
9. non-teaching duties.

10. 7.2 The normal teaching load for each full time faculty
11. member shall be fifteen (15) credit hours per semester, with a
12. maximum of thirty (30) credit hours per academic year, subject to the
13. following exceptions:

14. (a) Full time faculty in the Secretarial Science, Science,
15. Technology, and Physical Education fields may be assigned
16. up to 18 contact hours per semester with a limit of thirty-six
17. (36) contact hours per academic year.

18. (b) In the Physical Education Department if a faculty member is
19. assigned to coach intramurals and the program is actually
20. implemented, then such shall be counted as four contact hours
21. per semester in determining his/her teaching load.

22. 7.3 Office Hours

23. Each faculty member shall maintain and post four hours per week
24. for consultation with students which shall be in addition to his
25. regular schedule of classes. If a student's schedule conflicts with a
26. faculty member's formal office hours, a mutually agreeable time during
27. the day may be established for the consultation. No more than two

1. office hours will be scheduled in any one day and they will be at
2. accessible times for students.

3. 7.4 Faculty Advising

4. Faculty advisors shall be assigned to students based upon the
5. academic area of the faculty member concerned. Such assignments will
6. be made so as to serve the best interests of the student and will be
7. in effect for the academic life of the student unless either the
8. faculty member or the student requests a change. The maximum number
9. of advisees that a faculty member shall have will be thirty-four (34)
10. where possible.

11. 7.5 A. Faculty members shall be responsible for the following:

12. 1. To attend departmental/program meetings.
13. 2. To normally hold classes as scheduled.
14. 3. To normally start classes on time and normally conduct
15. class for the full scheduled time period.
16. 4. To comply with all safety regulations including but not
17. limited to fire regulations and smoking regulations.
18. 5. To attend all in-service functions.
19. 6. To turn in grades as scheduled.
20. 7. To attend meetings of the general faculty unless absence
21. has previously been approved by the Vice President for
22. Academic and Student Affairs.
23. 8. To attend College Committee Meetings.
24. 9. New faculty members to attend all orientation functions.
25. B. Faculty Members are encouraged:
 26. 1. To attend commencement and convocations.
 27. 2. To attend social, cultural and athletic events.

1. ARTICLE B - ACADEMIC CLASSES AND GRADING
2. 8.1 Scheduling of Courses and Overloads
3. A. The selection of courses and sections shall be determined by the
4. mutual agreement of the appropriate full time faculty of the
5. department/program and his/her immediate supervisor. If there
6. is no mutual agreement, preference in the selection of courses
7. and sections shall be assigned on a semester rotation basis among
8. the qualified members in that academic discipline/program.
9. B. Overloads and Summer positions shall be assigned with first
10. priority to full time qualified department/program members requesting
11. them.
12. C. Overload assignments are voluntary. No full time department/
13. program members shall be assigned more than two overloads during the
14. Spring and two overloads during the Fall semester and then only after
15. all members within the department/program have had the opportunity to
16. teach one such course. Physical Education faculty may be assigned up
17. to six contact hours overload per semester. The rotation shall continue
18. from the previous contract for the duration of this contract.
19. D. All faculty assignments shall be subject to the approval of the
20. Vice President for Academic and Student Affairs.
21. E. The Summer session consists of three sessions; the first five
22. week session, eight week session, and the second five week session.
23. Since the first five week session and the eight week session usually
24. begin together, courses for these sessions will be placed in a common
25. pool for selection. Courses will be selected by department/program
26. members in accordance with the rotation system and continue until
27. each member who desires a course has had an opportunity to teach one.

1. This process will continue until either all the courses are covered
2. or all department/program members refuse any further assignments.
3. F. All three Summer sessions will be paid at the same rate-as
4. that of the second five week session.
5. G. AN EXAMPLE OF A ROTATION IN A FIVE-MEMBER DEPARTMENT/PROGRAM
6. FOR OVERLOAD ASSIGNMENTS:

PROFESSOR	FALL 1978	SPRING 1979	SUMMER 1979	FALL 1979	SPRING 1980	SUMMER 1980	FALL 1980	SPRING 1981	SUMMER 1981
A	1st choice	5th	4th	3rd	2nd	1st	5th	4th	3rd
B	2nd choice	1st	5th	4th	3rd	2nd	1st	5th	4th
C	3rd choice	2nd	1st	5th	4th	3rd	2nd	1st	5th
D	4th choice	3rd	2nd	1st	5th	4th	3rd	2nd	1st
E	5th choice	4th	3rd	2nd	1st	5th	4th	3rd	2nd

1. 8.2 Teaching Hours and Teaching Load
2. Teaching schedules shall be so arranged that the elapsed time
3. between the beginning of the first class and the end of the last
4. class shall not exceed six hours in any one day unless greater
5. elapsed time is agreed to, by the affected faculty member or is
6. necessary to complete a regular load.
7. 8.3 There shall be at least twelve (12) hours between the end
8. of the last class of the day and the beginning of the first class
9. of the next day unless the affected faculty member agrees otherwise.
10. The College, however, shall make every effort to maintain at least
11. fourteen (14) hours between the end of the last class of the day
12. and the beginning of the first class of the next day.
13. 8.4 Class Size
14. A. The maximum number of students in each class shall be 40.
15. B. The maximum number of students in a class of English Composition
16. shall be 24.
17. The maximum number of students in a class of Speech Fundamentals
18. shall be 25. The maximum number of students in a class of Foreign
19. Languages shall be 25. The maximum number of students in Accounting I
20. shall be 34. The maximum number of students in Accounting II shall
21. be 28.
22. C. The maximum number of students in Executive Secretarial Courses
23. shall be 26.
24. D. Limitations in pilot or experimental programs will be set when
25. the program and its objectives are defined.
26. E. Students in a laboratory section shall not exceed the number of
27. fixed stations in the assigned rooms.

1. F. The minimum number of students who must register for a first year
2. course section in order for it to be held shall be twelve. The
3. minimum number of students who must register for a required second year
4. course in order for it to be held shall be seven, except at the discretion
5. of the President who may authorize a lower number.
6. G. Anything herein to the contrary notwithstanding, Developmental
7. English I shall be limited to a maximum of 22 students, Developmental
8. English II shall be limited to a maximum of 20 students and Developmental
9. Mathematics shall be limited to a maximum of 18 students.
10. 8.5 All texts and other teaching material shall be selected each semester
11. by the full time faculty members teaching the same course. The full time
12. faculty in the academic discipline shall jointly assign the texts to be used
13. by the part time faculty in that discipline. Faculty may have their students
14. use and/or purchase books which they themselves have authored or edited.
15. A. All texts shall be reviewed each semester by the appropriate full
16. time faculty.
17. B. The texts must be selected sixty (60) days before the end of the
18. semester preceding the classes in which they will be used.
19. C. Selection of texts shall be made with due regard to the financial
20. cost to the student.
21. 8.6 Designated Classroom Use
22. Classrooms designed to meet specific instructional and student needs,
23. such as business, science, and technological laboratories, are not to be
24. scheduled for instructional use in another subject area by the College except
25. in an emergency. Adjunct faculty will be asked to consult with full time
26. faculty on the proper use of equipment.

1. 8.7 Change in Location of Class

2. Bargaining unit members may request a change in the location of a class.
3. Such request shall be directed to the appropriate Dean who shall investigate
4. the feasibility of the requested change by determining from the Registrar
5. whether a classroom is available.

6. 8.8 Placement of Noisy Classes

7. Classes that may create noise and possible disturbances to adjoining
8. classes shall be scheduled in such a manner as to keep disturbances to a
9. minimum.

10. 8.9 Seventy-Five Minute Classes

11. Seventy-five (75) minute classes will continue on Tuesdays and
12. Thursdays for three (3) credit hour courses.

13. 8.10 Prolonged Illness

14. In case of prolonged illness or other absence, the College will provide
15. a substitute instructor to cover the class or classes. The substitute instructor,
16. in such case, shall be compensated on the overload formula.

17. 8.11 Grading

18. No final course grade assigned by a faculty member to one of his/her
19. students may be changed without his/her written consent and delivered by
20. the faculty member to the registrar

21. Should it be necessary to change a student grade after the com-
22. pletion of the semester and after the final submission of grades,
23. such changes shall be made by the end of the second week after the
24. beginning of the following semester. However, should an instructor discover
25. that a wrong grade had been given to a student after this deadline, he must
26. petition the Academic Affairs Committee for a grade change, citing reasons
27. and presenting supporting evidence for such a change. If allowed, the

1. Committee Chairman will forward the recommendation for a grade change to
2. the Vice President for Academic and Student Affairs who will notify the
3. Registrar. No petitions for grade change will be considered after the
4. elapsed time of one consecutive semester except in exceptional circumstances
5. which will be determined by the Academic Affairs Committee, Vice President
6. of Academic and Student Affairs, and the Registrar. Summer sessions are
7. not counted as an elapsed consecutive semester for this purpose. Appropriate
8. forms may be obtained from the Registrar's office.
9. 8.12 Due Date for Final Grades
10. At least five (5) consecutive days shall elapse from the end of final
11. examinations before final grades are due.

1. ARTICLE 9 - MISCELLANEOUS CONDITIONS OF EMPLOYMENT

2. 9.1 Seniority among the faculty shall be determined according
3. to the following criteria: (1) length of full time service at the
4. College, (2) academic rank at the time of employment, (3) length of
5. part time service at the College, (4) present academic rank.

6. 9.2 The Board shall, on or before November 1. of each year,
7. provide the Federation with a seniority list for the College. All such
8. lists shall reflect each faculty member's original date of appointment
9. and actual years of service at the College.

10. 9.3 Academic Calendar

11. The academic calendar will continue to be developed through the
12. college calendar-scheduling committee whose membership consists of all
13. department heads, not less than three faculty members, three students
14. and two administrators.

15. 9.4 The course offerings, which shall be in accordance with the
16. requirements of the Board of Higher Education, including courses and
17. number of sections of each course, commensurate with anticipated student
18. enrollment and class size maxima, shall be decided by those faculty
19. members who teach the courses and shall have the final approval of the
20. Vice President for Academic and Student Affairs.

21. 9.5 Field Trips

22. A. A field trip shall be defined as any educational activity which
23. requires students and/or faculty members to leave the campus.

24. B. Before such a field trip is approved such approval shall be
25. obtained from the Vice President for Academic and Student Affairs.

26. Particular care should be taken in the planning to avoid disruption of
27. the student's normal schedule for classes. The cost of the trip shall

1. be paid for by the students involved in the trip. Faculty members shall
2. not be required to use their own vehicles for such trips.
3. 9.6 Developmental Released Time
4. The Vice President for Academic and Student Affairs, on the
5. recommendation of the faculty in the academic discipline concerned, may
6. at his sole discretion grant faculty members a reduced teaching load
7. for preparing grant or aid requests, new instructional materials, courses,
8. programs, or improving existing programs. Acceptance or rejection of said
9. assignment shall be made at the sole discretion of the faculty member.
10. 9.7 Day College begins at 8 A.M. and ends at 4:50 P.M.
11. 9.8 Teaching positions under Federal, State and local programs,
12. where not made part of a full-time faculty member's course load, will be
13. filled on the basis of rotation (see article 8.1G). If the position(s)
14. is specifically funded and the contract with the funding agency specifies
15. teachers with qualifications not available among members of the full
16. time faculty, the position(s) shall be filled in the same manner and
17. through the same procedure specified in this Agreement for employment
18. of faculty.
19. 9.9 Vacancies
20. Notice of any professional position vacancy, faculty or administra-
21. tive, shall be distributed to all college employees at least ten (10)
22. days prior to its publication off-campus.
23. 9.10 Present or New Positions
24. Where a faculty member applies for an open position, he/she shall be
25. notified of the disposition of his/her application.
26. 9.11 Faculty to Administration to Faculty
27. Any faculty members who assume academic administrative duties and

1. subsequently return to faculty status shall resume all rights and
2. privileges, including tenure and seniority, that they would have had
3. if they had continued in their previous status without interruption.

4. 9.12 When an opportunity for extra compensation other than
5. teaching (research, coaching, counseling, etc.) is available, notice of
6. such opportunity shall be circulated among the faculty members as soon
7. as the information is available and before the position is filled. The
8. Vice President for Academic and Student Affairs will inform faculty of
9. positions, grants, and faculty positions. Selection shall be among equally
10. qualified applicants in the manner specified in 9.1.

11. 9/13 Voice or Image Reproduction

12. When the Board desires a bargaining unit member to make a tape
13. or to produce a computer program, or when a bargaining unit member is
14. interested in making a tape or producing a computer program, the Board
15. and the teacher shall negotiate all terms and conditions involved in
16. the production thereof, and the teacher shall have the right to be
17. represented in the negotiations by any internal or external representative.
18. The teacher shall have the right to copyright ownership, and may, on
19. his/her own initiative, and assuming complete individual legal responsi-
20. bility, market the individual program and the College shall recover the
21. agreed on costs.

22. 9.14 The tapes and computer programs referred to in Paragraph 9.13
23. include only those involving material created by the faculty member or
24. including his/her voice or image thereon.

25. 9.15 Bargaining unit members may make audio-video tapes or computer
26. programs for any educational programs at Camden County College at any time
27. convenient to them, subject to the availability of facilities and

1. supportive staff.
2. 9.16 Gym uniforms, smocks, and lab coats required to protect the
3. body or clothing of a faculty member shall be provided for in the
4. department budget.

5. 9.17 Faculty Identification

6. Whenever members of the faculty of the College are identified as
7. such, in any College publication, yearbook, or programs, the full name
8. of each shall be stated followed by his/her academic degrees, academic
9. rank, and the academic discipline in which he/she is competent. This
10. shall not apply to the master schedule.

11. 9.18 Repairs and Alterations

12. Except in an emergency or where impracticable, one week's notice
13. is to be given to faculty members whose classes or office must be
14. moved when repairs and maintenance make the regularly assigned rooms
15. unusable.

16. 9.19 Duplicating Services

17. Duplicating services and facilities will be made available to all
18. full time faculty for College purposes at any time the College is open.

19. 9.20 The following holidays shall be observed by Camden County
20. College:

21. **Memorial Day**
22. **Independence Day**
- 23.

1. ARTICLE 10 - GRIEVANCE PROCEDURE

2. 10.1 A grievance is a complaint involving the work situation; or
3. a complaint that there is a lack of policy; that a policy is improper or
4. unfair; or that there has been a deviation from, or a misinterpretation
5. of, a practice or a policy; or a complaint that there has been a
6. violation, misinterpretation, misapplication, inequitable or otherwise
7. improper application of any provision of this Agreement. The term
8. "grievant" shall be considered to include: an individual faculty
9. member, a group of faculty members, or the Federation.

10. 10.2 An attempt shall be made to resolve any complaint by discussion
11. between the grievant, the authorized Federation representative and the
12. appropriate administrator before differences become formalized as
13. grievances. Any individual faculty member or group of faculty members
14. shall not be precluded from initially discussing their problem with the
15. appropriate officer of the administration.

16. 10.3 Grievances shall be presented and adjusted in accordance with
17. the following procedures:

18. Step One: A grievance shall be presented in writing through or by the
19. authorized Federation representative to the Vice President for Academic
20. and Student Affairs. The Vice President for Academic and Student Affairs
21. shall, within seven (7) calendar days after receipt of the grievance meet
22. with the grievant and the authorized Federation representative in an effort
23. to adjust the matter to the satisfaction of all concerned.

24. The Vice President for Academic and Student Affairs shall make a decision
25. and communicate it in writing to the grievant and the authorized Federation
26. representative within five (5) working days after said meeting.

27. Step Two: The decision of the Vice President for Academic and Student Affairs

1. may be appealed in writing to the President of the College or the Vice
2. President for Administration and Personnel within five (5) working days
3. after its receipt by the grievant and the authorized Federation represent-
4. ative. The President of the College or the Vice President for Administration
5. and Personnel shall within seven (7) calendar days after the receipt of the
6. appeal meet with the grievant and the authorized Federation representative
7. in an effort to adjust the matter to the satisfaction of all concerned. The
8. President of the College or the Vice President for Administration and Personnel
9. shall within seven (7) working days of said meeting make a decision and
10. communicate it in writing to the grievant and the authorized Federation
11. representative.

12. Step Three: Within fifteen (15) working days after receipt of the decision
13. of the President of the College or the Vice President for Administration and
14. Personnel, an appeal may be made by the Federation only to the American
15. Arbitration Association for arbitration under its rules. The arbitrator
16. shall hold a hearing within twenty (20) calendar days of his appointment.
17. Five (5) working days notice shall be given to all parties, as to the
18. time and place of the hearing. The arbitrator is urged to render a speedy
19. decision. The decision, including awards, shall be final and binding
20. upon the parties, but he/she shall have no authority to add to, subtract
21. from or modify this Agreement.

22. The arbitrator's fees and those of the American Arbitration Association
23. shall be shared equally by the Federation and Board, but each shall bear
24. its own cost of presenting its case to the arbitrator.

25. 10.4 A grievance shall be lodged at its point of origin and the
26. general procedures relating to that step shall apply, including the right
27. of appeal. The Federation may initiate or appeal a grievance at any step

1. of this procedure.
2. 10.5 Failure to communicate a decision at any step of this procedure
3. within the specified time limit shall permit it to be advanced to the
4. next higher step.
5. 10.6 Additional time limitations at a specific step of this
6. procedure may be granted by mutual agreement in writing between the
7. parties.
8. 10.7 Conferences, meetings, and hearings held under this procedure
9. shall be scheduled at a time and place which will afford a fair and
10. reasonable opportunity for all persons entitled to be present to
11. attend, including witnesses.
12. 10.8 Any member of the bargaining unit whose presence is necessary
13. as a result, direct or indirect, of the administration of this procedure,
14. shall suffer no loss of pay nor any other penalty.
15. 10.9 No party except an arbitrator may employ the use of any visual
16. or sound recording devices at any stage or step of this procedure without
17. the prior written approval of both parties.
18. 10.10 Any settlement, withdrawal or disposition of a grievance at
19. any step below Step Three shall not constitute a binding precedent for
20. the settlement of similar grievances in the future.
21. 10.11 All documents, communications, and records dealing with a
22. grievance after it has been initiated shall be filed separately from
23. the personnel files of the participants. A faculty member shall have
24. the option of entering the final settlement of a grievance in his/her file.
25. 10.12 No reprisals of any kind shall be taken against any faculty
26. member for participating in this procedure.

1. 10.13 A grievance under this procedure shall be initiated within
2. forty five (45) calendar days after the grievant became aware of the
3. action or occurrence giving rise to the grievance.

1. ARTICLE 11 - INITIAL EMPLOYMENT AND RETENTION OF FACULTY

2. 11.1 Initial Employment

3. Appointments and reappointments are normally limited to one academic
4. year until the faculty member attains tenure. When a prospective faculty
5. member is offered a position at Camden County College, he/she shall be
6. provided with a copy of this Agreement, a copy of the Faculty Handbook
7. and an official contract.

8. The official contract shall include:

9. a. Faculty member's name
10. b. The dates for which the appointment is effective
11. c. The salary
12. d. The academic rank
13. e. The name of the college
14. f. A list of the academic discipline or fields in which he/she is
15. expected to teach or work.

16. 11.2 The salary of a faculty member hired during the academic
17. year shall be pro rated from the date of employment. If he/she is hired
18. on or before the first day of the Spring Semester, full credit for the
19. year shall be granted. Any employee hired at the beginning of the Spring
20. Semester shall be given notice of his reappointment or non-appointment
21. no later than April 15.

22. 11.3 Date for Renewal of Employment Contracts

23. When the Board acts to reappoint or not to reappoint a faculty
24. member, its decision to terminate the employment of a non-tenured faculty
25. member in his first year shall be indicated in writing to the faculty
26. member and to the Federation not later than March 15. After the first

1. year, such notification shall be not later than December 15. Should
2. notice take place after the said date, then the faculty member shall
3. be offered another one-year contract. Annual contracts for all faculty
4. members shall be issued on or before March 15. Said contracts are to
5. be signed and returned to the office of the Vice President for Administra-
6. tion and Personnel no later than April 15. If the contract is not
7. returned by said date, the Vice President for Administration and Personnel
8. shall notify the faculty member and request its return. Each tenured
9. faculty member shall receive an individual contract of continuing employ-
10. ment. Faculty who were issued an employment contract by the Board on
11. March 15, 1978, and who signed and returned same, shall be issued a new
12. individual official contract in the form as appended to this Agreement
13. within five (5) days of the ratification and signing by the Board and
14. the Federation of this Agreement.

15. 11.4 No one will be appointed to teach a course in any academic
16. discipline unless he shall have a Masters degree or its equivalent in
17. that academic discipline or in a closely related area. Where doubt
18. exists, the full time tenured faculty in the academic discipline shall
19. together recommend what constitutes "a closely related area" to their
20. academic discipline to the Department Head or Program Coordinator and
21. Vice President for Academic and Student Affairs, subject to the approval
22. of the College President.

23. 11.5 Emeritus Faculty

24. The Board of Trustees, upon the recommendation of the President of
25. the College, may confer emeritus status on a retiring faculty member,
26. should the College desire to recognize his/her meritorious service.
27. The Professional Standards Committee may recommend to the College

1. President for the granting of emeritus status worthy faculty who are
2. retiring. An emeritus professor shall enjoy the right to attend and
3. to speak at all general faculty and Federation meetings. He shall
4. enjoy the usual faculty rights and privileges and may accept assignments
5. to teach, lecture and to perform research for the College.

6. 11.6 Retention of Employment

7. For the purpose of retention of employment in the event of a
8. reduction in size of the faculty or elimination of courses, the
9. affected person may exercise his/her seniority as specified in 9.1
10. by displacing the most junior person teaching in a discipline(s)
11. or field(s) for which the senior person is qualified. No faculty
12. member shall be displaced if it is possible to provide him/her with
13. a full-time program through the elimination of part-time employees
14. and/or overloads.

15. 11.7 Reemployment Rights

16. Tenured bargaining unit members who are displaced as a result
17. of 11.6 are entitled to reemployment rights as per New Jersey statute
18. (N.J.S.A. 18A:60-3).

19. 11.8 In the event a faculty member is recalled, he/she shall receive
20. all previously negotiated benefits he/she would have received had he/she
21. not been retrenched, including rank and salary. In addition, he/she shall
22. retain all sick leave accumulations, credits for tenure and sabbatical
23. leave, and shall be entitled to repurchase past service credits for
24. retirement in accordance with New Jersey State regulations. Furthermore,
25. he/she shall not be considered a new employee for purposes of fringe
26. benefits provided for faculty members covered by this Agreement.

1. ARTICLE 12 - PROMOTIONS AND SABBATICAL LEAVE
2. 12.1 Sabbatical Leave
3. Sabbatical leaves shall be recommended by the President to the
4. Board of Trustees subject to the following conditions:
5. A. To be eligible a faculty member must have served at least five
6. (5) consecutive years on the faculty as a full time faculty
7. member.
8. B. Applications shall be made to the Professional Standards
9. Committee.
10. C. The leave is established to furnish opportunity for professional
11. development through study, travel, research or other pursuits as
12. may contribute to professional growth.
13. D. A maximum of 3% of the faculty may be on Sabbatical in any
14. one academic year.
15. E. A faculty member must wait at least five (5) consecutive years
16. after taking sabbatical leave before he is eligible for another
17. sabbatical leave.
18. F. Compensation during the leave shall be full salary for one
19. (1) semester or half salary for two (2) semesters.
20. G. The recipient retains all rights and privileges and benefits
21. of regular employment. The recipient may accept a grant, a
22. fellowship, or similar monies usually identified with graduate or
23. post-doctoral study.
24. H. Acceptance of sabbatical leave obligates the recipient to
25. return to the College for at least a one year period.
26. 12.2 Beginning with the third year of academic service at the
27. College, a faculty member may apply to the Professional Standards

1. Committee for a promotion in academic rank by January 1st of the academic
2. year preceding the academic year for which the faculty member would like the
3. promotion to become effective if granted. The Professional Standards
4. Committee will complete deliberations on these applications by
5. January 31st. The Board agrees to act on these applications for promotion
6. and to notify in writing those approved after its March meeting of the
7. same academic year in which the application was made.

8. 12.3 Each applicant for promotion or sabbatical leave shall have
9. the right to request and make an appearance to speak on his/her own
10. behalf before a Professional Standards Committee. He/she may request the
11. appearance of appropriate peers or other competent authorities to speak
12. on his/her behalf to the Professional Standards Committee.

13. 12.4 The Professional Standards Committee shall consist of the
14. Vice President for Academic and Student Affairs and five tenured faculty
15. members to be elected by the full time faculty in an election conducted by
16. the Federation. No two members shall come from the same academic discipline
17. or career program area.

18. 12.5 A. At least once a year the Professional Standards Committee
19. shall meet in order to recommend those faculty who are making
20. application for a raise in academic rank. The Board recognizes
21. that individuals may present qualifications as to education and
22. experience that the Professional Standards Committee shall adjudge
23. to be the equivalent of the above qualifications although not correspond-
24. ing to them to the letter. In such cases, the Professional Standards
25. Committee shall recommend such individuals to the College President
26. for his consideration for the academic rank deemed appropriate.

27. 12.5 B. No member of this committee shall apply for a promotion or
28. sabbatical.

1. 12.6 The Professional Standards Committee may continue to
2. recommend qualified and worthy faculty to the President of the College
3. for promotion in academic rank in accordance with the procedures set
4. forth in 12.5. It may also consider faculty requests for sabbatical
5. leave and make recommendations to the College President regarding
6. them. The personal qualities to be considered in evaluating members
7. of the faculty for promotions are: (a) teaching effectiveness,
8. (b) scholarly achievement, (c) student counseling, (d) professional
9. development and (e) contributions to campus life. Final decision
10. on recommendations to the Board of Trustees for promotion in academic
11. rank and on the granting of sabbatical leave shall rest with the
12. President of the College. However, with respect to academic rank, the
13. President shall observe the procedures as stated in Article 12.5. Final
14. decision on promotions in academic rank and on the granting of
15. sabbatical leave rests with the Board of Trustees. Within one month
16. after the Board's decisions on promotions the President shall send a
17. memo to the general faculty listing faculty members who have been
18. raised in academic rank.

19. 12.7 The Board shall act on the applications for promotion and
20. sabbatical leave no later than its February meeting and shall notify
21. the Federation President and the faculty in writing of the disposition
22. of all cases within five (5) calendar days of that meeting.

23. 12.8 Notwithstanding any other provision of this agreement,
24. it is mutually understood and agreed that the President of the
25. College may, under extraordinary circumstances, waive the standard
26. requirements for appointment or promotion to any academic rank when
27. the interests of the College require it.

1. 12.9 A 3% increase in salary will be granted to those faculty members
2. whose promotions are effective September 1, 1978.
3. A 3½% increase in salary will be granted to those faculty members
4. whose promotions are effective September 1, 1979.
5. A 4% increase in salary will be granted to those faculty members
6. whose promotions are effective September 1, 1980.
7. 12.10 Effective September 1, 1980 - For Full Professors who have a
8. salary of less than \$25,000 on September 1, 1980, and who have been in
9. that rank for at least three (3) years, an individual may apply for a
10. 3% increase in salary under the provisions of 12.6. This may be granted
11. to an individual one time only.

1. ARTICLE 13 - QUALIFICATIONS FOR ACADEMIC RANK
2. 13.1 Qualifications for Academic Rank
3. The following are the minimum qualifications for academic rank but
4. they are not be considered to guarantee automatic appointment to a given
5. rank:
6. A. Instructor: Master's Degree or its equivalent in the
7. appropriate field of training. No experience required.
8. B. Assistant Professor II: An earned Master's Degree or its
9. equivalent in the appropriate field of training. A candidate
10. should have had at least two years of college teaching experience
11. or its equivalent in related experience.
12. C. Assistant Professor I: An earned Master's Degree plus 15 credits
13. of post master's study that contributes to the faculty member's
14. individual growth. A candidate should have had at least four
15. years of college teaching experience or its equivalent in
16. related experience.
17. D. Associate Professor: An earned Master's Degree plus 30 credits
18. of post master's study that contributes to the faculty member's
19. individual growth. A candidate should have had at least six years
20. of college teaching experience or its equivalent.
21. E. Professor: An earned Master's Degree with the work completed
22. for the Doctorate with the exception of the dissertation or
23. doctoral equivalent or doctorate. A candidate should have
24. had at least eight years of college teaching experience or its
25. equivalent
26. 13.2 All part time faculty hereinafter shall be appointed to the
27. academic rank of "Lecturer," and all college publications and the like

1. shall list them as such. In rare instances the College President, after
2. receiving the recommendation of the Professional Standards Committee with
3. regard to the candidate, may recommend him to the Board of Trustees for
4. the academic rank of Assistant Professor II, Assistant Professor I,
5. Associate Professor, or Professor; however, when the Board makes such
6. an appointment, it shall always prefix the academic rank assigned with
7. the prefix "adjunct," as shall all college publications and the like
8. thereafter, e.g. - Adjunct Associate Professor of Biology.
9. 13.3 It is agreed that two years of high school teaching or business/
10. industrial experience is the equivalent of one year of college teaching.

1. ARTICLE 14 - DEPARTMENT HEADS AND PROGRAM COORDINATORS

2. 14.1 Department Heads and Program Coordinators

3. 1. Department Heads - The faculty within an academic department
4. by a majority vote in secret ballot shall select a nominee for
5. recommendation to the College President to serve as department head
6. where same exists for a period of two years, and who may succeed
7. himself/herself. Final approval rests with the Board of Trustees who
8. will not be necessarily limited to the nominee mentioned above.

9. Program Coordinators - Program Coordinators will continue to be
10. appointed as in the past except in the case of the Business Administration
11. and Management Coordinator who will be selected in accordance with the
12. same procedure as Department Heads.

13. 2. Department Heads and Program Coordinators shall have the following
14. duties:

15. a. Recommend the hiring of full-time and adjunct faculty.
16. b. Assist in the evaluation of all full-time non-tenured faculty
17. and also tenured faculty where mandated by the State of New Jersey.
18. c. Assist in the development of the Departmental and Master Schedule
19. and coordinate the assignment of full-time and part-time faculty to
20. the Master Schedule and Summer Sessions.
21. d. Coordinate the development of new courses, the revision of
22. existing courses and the development of course syllabi.
23. e. Coordinate the submission of all purchase order requisitions,
24. textbook orders and provide budgetary submissions as required.
25. f. Provide academic support at all registrations during the
26. Academic Year and the Summer Sessions and at all orientation, in-
27. service and professional development programs.

1. g. Chair departmental meetings and issue minutes. Create
2. departmental committees where needed, and handle conflicts within
3. the department and between faculty and students.
4. h. Provide academic support for the Foundation and Federal
5. Programs and departmental input for the College's Five Year Plan.
6. 3. Department heads and Program Coordinators shall receive the below
7. listed teaching load reduction:

8. DEPARTMENT HEADS
9. Biology - 20% Teaching Load Reduction
10. Chemistry/Physics - 20% Teaching Load Reduction
11. Mathematics - 20% Teaching Load Reduction
12. Health & Physical Education - 20% Teaching Load Reduction
13. Art/Music/Philosophy - 20% Teaching Load Reduction
14. Languages - 20% Teaching Load Reduction
15. History & Political Science - 20% Teaching Load Reduction
16. English - 40% Teaching Load Reduction
17. Psychology - 20% Teaching Load Reduction
18. Sociology/Anthropology - 20% Teaching Load Reduction

19. PROGRAM COORDINATORS
20. Animal Science - 20% Teaching Load Reduction
21. Business Administration & Management - 40% Teaching Load Reduction
22. Human Services - 20% Teaching Load Reduction
23. Engineering Technology - 20% Teaching Load Reduction
24. Public Safety & Administration - 20% Teaching Load Reduction
25. Laboratory Technology/Medical
26. Laboratory Technology/Pre Nursing - 20% Teaching Load Reduction
27. Theatre Arts - 20% Teaching Load Reduction

1. 4. In addition to the teaching load reduction in the below listed
2. Department Heads and Program Coordinators shall receive a stipend
3. of \$500 per semester:
4. a. English Department Head
5. b. Mathematics Department Head
6. c. Biology Department Head
7. d. Program Coordinator Business Administration
8. and Management
9. e. Program Coordinator Human Services
10. 14.2 The Director of Dental Auxiliary Programs shall continue to be a
11. member of this unit. It is understood and agreed that this in no way
12. alters, changes, or affects in any manner his individual contract with
13. the Board.

1. ARTICLE 15 - RESIGNATION, DISMISSAL AND SUSPENSION

2. 15.1 Resignation

3. Faculty members have reciprocal obligations to the institution,
4. especially in the matter of resignation. Except in the case of
5. resignation for health or other reasons beyond the control of the
6. faculty member, it is expected that he will remain for the term of his
7. contract.

8. 15.2 Dismissals of Faculty

9. No faculty member on tenure may be dismissed except as provided
10. in Statute Law N.J.S.A. 18A 28-5.

11. 15.3 Suspension

12. When a suspension is necessary in the opinion of the College, the
13. faculty member's salary will continue for the period of suspension.
14. Before suspending a faculty member, the administration will consult with
15. the Federation President or his designee.

1. ARTICLE 16 - PROFESSIONAL EVALUATIONS

2. 16.1 All evaluations of the professional activities of the faculty
3. shall be in writing. An evaluation conference of professional activities
4. shall be based on the total academic performance, including such elements
5. as:

- 6. a. Teaching effectiveness
- 7. b. Scholarly achievement
- 8. c. Student counseling
- 9. d. Professional development
- 10. e. Contributions to campus life

11. 16.2 At least once each semester, non-tenured faculty shall be
12. evaluated in terms of his/her total academic and professional progress
13. cumulatively to date by classroom visitation by the Vice President for
14. Academic and Student Affairs and/or his appointees. Said Vice President
15. for Academic and Student Affairs shall then discuss the evaluation with
16. the professor who shall have the right to present any material which he/she
17. feels is pertinent to the proper consideration of the nature and scope of
18. the evaluation. The Vice President of Academic and Student Affairs shall
19. then prepare a record of the discussion in memorandum form immediately
20. following it. Evaluations will be no sooner than two weeks before the start
21. of the semester and no later than two weeks before the end of the semester
22. unless mutually agreeable to the President of the College and the President
23. of the Federation. The College shall make every effort to give each
24. faculty member at least 36 hours notice before classroom visitation.
25. Notice may be oral or written.

26. 16.3 Such memorandum shall become a part of the employee's personnel
27. file in accordance with the conditions making it a part of such file as

1. set forth under provisions of this contract.

2. 16.4 The professor may furnish to his/her immediate supervisor
3. his/her written self-evaluation, with supporting facts, in duplicate,
4. concerning his/her rating of himself/herself and one copy of such
5. self-evaluation shall also be placed in his/her personnel file, together
6. with the immediate supervisor's response, if any, a copy of which shall
7. also be promptly given to the faculty member.

8. 16.5 Non-tenured faculty are encouraged to make use of student
9. evaluations. Before being placed in their official personnel files,
10. the results of student evaluations should be summarized by course, and
11. the course designation should be identified with the evaluations.

ARTICLE 17 - PERSONNEL FILES

1.

2. 17.1 Administrators shall be encouraged to place in the personnel
3. file of each faculty member information of a positive nature indicating
4. special competencies, achievements, performances, or contribution of an
5. academic, professional, or civic nature.

6. 17.2 One personnel file for each faculty member shall be maintained
7. in the office of the Vice President of Academic Affairs.

8. 17.3 No material derogatory to a faculty member's conduct, service,
9. character, or personality shall be placed in the personnel file of any
10. faculty member unless that faculty member has had an opportunity to read
11. such material. The faculty member shall acknowledge that he/she has
12. read such material by affixing his/her signature to it. Be it understood
13. that such signature merely signifies that he/she has read the material in
14. question and that it indicates neither approval nor rejection of its
15. content.

16. 17.4 The faculty member shall have the right to answer in writing
17. any material in his/her personnel file, and his/her answer shall be
18. attached to the file copy.

19. 17.5 Anonymous material shall not be placed in a faculty member's
20. file.

21. 17.6 No material provided by a student or students shall be placed
22. in the faculty member's personnel file.

23. 17.7 No item may be removed from a faculty member's file without
24. his/her prior knowledge.

25. 17.8 No other faculty member will be able to examine another
26. faculty member's file unless prior written permission has been granted
27. by the faculty member.

1. 17.9 Faculty members shall have the right to be furnished with
2. copies of any material in his/her personnel file.
3. 17.10 A duly appointed representative of the Federation may, at
4. the faculty member's request, accompany said person when he/she reviews
5. his/her file.
6. 17.11 The personnel file may, with the permission of the faculty
7. member, be available for examination by the Professional Standards
8. Committee or Grievance Committee.
9. 17.12 The Board agrees to protect the confidentiality of the
10. personnel files, personal references, academic credentials, and other
11. similar documents. It shall not establish any separate personnel file
12. which is not available for the teacher's inspection except for pre-
13. employment references and notes on pre-employment interviews which shall
14. not be part of the faculty member's regular personnel file, but shall
15. be kept in a separate locked file.
16. 17.13 Each faculty member shall be informed of any personal and/or
17. professional data regarding him/her which the College provides to the
18. New Jersey Department of Higher Education.

1.

ARTICLE 18 - FACULTY FACILITIES

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

21.

22.

23.

24.

25.

26.

27.

18.1 Every effort will be made to reduce and keep at a minimum the noise level in the faculty office areas and adjoining corridor areas. Faculty members may request an office space reassignment to a quieter office area subject to preference according to seniority.

18.2 The College shall place on each faculty office door a name-plate and schedule holder for each faculty member in the office.

18.3 Each faculty member will be provided with completely enclosed office space in a quiet area unless otherwise agreed.

18.4 Faculty offices shall be lockable and have a telephone and shall house a maximum of two faculty members. Where an office is to be assigned to only one faculty member, first preference shall be given according to seniority except where otherwise specified in this Agreement. A faculty member shall not be assigned to a private office of his own except as specified in this Agreement.

18.5 Each faculty member shall be provided with a suitable desk, or a substitute acceptable to the faculty member, an appropriate swivel chair, bookcases with such additional shelving as requested and fits into the office, four drawer file cabinet and the necessary supplies to perform his/her duties.

18.6 Adequate secretarial service shall be provided for all faculty.

18.7 Every effort will be made to have one (1) faculty lounge in each building, of adequate size, suitably equipped and furnished and containing restrooms exclusively for faculty. The room sizes and the quality and quantity of the furnishings of the existing faculty lounges

1. shall not be diminished during the term of this Agreement.
2. 18.8 Each academic department shall be provided with storage
3. rooms which are not used for a classroom.
4. 18.9 All full-time faculty shall be provided with individual, on
8. campus, free, reserved parking facilities.
6. 18.10 Faculty members may make collect and/or credit card telephone
7. calls only.

1. ARTICLE 19 - PROTECTION OF FACULTY AND PROPERTY

2. 19.1 A faculty member may use reasonable force as is necessary to
3. protect himself/herself from attack, to protect another person or
4. property, to quell a disturbance threatening physical injury to others,
5. or to obtain possession of weapons or other dangerous objects upon the
6. person or within control of a student.

7. 19.2 Faculty should immediately report to the Vice President for
8. Academic and Student Affairs cases of assault suffered by them in connec-
9. tion with their employment.

10. 19.3 A report or a continuation of reports as to the disposition of
11. the incident and the action being taken shall be forwarded to the involved
12. faculty member until a final decision is reached.

13. 19.4 Faculty shall not be required to work under unsafe or hazardous
14. conditions or to perform tasks which endanger their health, safety, or
15. well-being.

1. ARTICE 20 - SALARY POLICY

2. 20.1 All full time faculty members who are on the payroll as regular
3. full-time faculty members for the complete academic year 1977-1978
4. will have their pay increased by 8% for the 1978-1979 academic year.
5. Regular full-time faculty members on the payroll in the academic year
6. 1978-1979 will have their pay increased by 7% for the 1979-1980
7. academic year. Regular full-time faculty members on the payroll in
8. the academic year 1979-1980 will have their pay increased by 7% for
9. the 1980-1981 academic year.
10. 20.2 Members of the bargaining unit shall have the option of
11. having their base annual salary paid in either twenty-six (26)
12. equal payments or twenty-one (21) equal payments. The College shall
13. make every effort to give payments 19 through 21 to members of the
14. bargaining unit by commencement.
15. 20.3 When a full-time faculty member handles an overload or teaches during
16. the summer, he/she shall be compensated at the rate of \$330 per credit hour
17. for the academic year 1978-1979, \$340 per credit hour for the academic year
18. 1979-1980 and \$350 per credit hour for the academic year 1980-1981. The
19. exception to the foregoing is that full-time faculty in the Secretarial
20. Science, Science, Technology, and Physical Education will be paid these rates
21. on a contact hour basis.
22. 20.4 Each faculty member working in overload, during the regular
23. academic year, shall receive his/her compensation for this work in two
24. (2) or three (3) equal payments. Each faculty member working in overload
25. during the summer shall receive one (1) payment at the conclusion of
26. the five (5) week session. Payments shall be made every four (4) weeks
27. for the eight (8) week session.

1. 20.5 The salary schedules for all ranks and positions as well as
2. descriptions of ranks in accordance with the terms of this contract
3. shall be presented in writing or printed form to each applicant for
4. professional employment at the College as part of the final
5. correspondence or final interview pertaining to such employment.
6. 20.6 Coaching salaries will be increased 8% for the 1978-1979
7. academic year; 7½% for the 1979-1980 academic year; 7% for the 1980-1981
8. academic year.
9. 20.7 The compensation for administering a "Credit by Examination"
10. examination shall be \$20.00.

1. ARTICLE 21 - FRINGE BENEFITS

2. 21.1 Health Care Insurance

3. A. The Board shall provide without cost to the faculty full family
4. health care insurance benefits under the New Jersey State Health
5. Benefits Program (New Jersey Blue Shield/Blue Cross, including
6. Rider J and Major Medical). TIAA's \$50,000 "plus" Optimum Major
7. Medical Plan will be made available to all the faculty and their
8. families with the faculty paying their own premiums.

9. B. The Board agrees that if a faculty member dies, his/her
10. surviving spouse and eligible children shall be permitted to
11. remain in the group plans for twelve months after the death of
12. the employee without cost.

13. 21.2 Admission to Courses

14. Faculty members and faculty dependents (including spouse, children
15. or legally adopted children), are to be granted tuition-free entrance for
16. credit to any classes for which they meet the course entrance requirements.

17. 21.3 Educational Improvement and Professional Development

18. The Board of Trustees shall provide for payments of tuition and fees
19. of full-time faculty up to an amount per credit that does not exceed the
20. prevailing rate per graduate credit at Rutgers University for in-State
21. students or at 50 per cent of the existing rate of the institution the
22. faculty member is attending, whichever is the greater amount. A maximum
23. of 12 credits or its equivalent during a one year period. Approval by the
24. President or his designee for courses is to be secured in advance and
25. payment is to be made on exhibition of receipt of payment of courses and of
26. grades for courses. Disagreements under this section are subject to the
27. grievance procedure.

1. 21.4 Prepayment Premiums

2. Each faculty member shall receive the right to prepay his own
3. premiums on all insurance to which he is entitled prior to, or during
4. any officially approved leave of absence.

5. 21.5 The College shall annually provide flu shots at no cost
6. to faculty members.

7. 21.6 Academic attire shall be furnished by the College at no
8. cost when faculty members are attending College functions with the
9. order of professional march determined according to academic rank.

10. 21.7 Effective October 1, 1978, the Board shall provide a
11. prescription plan with the maximum cost for insured faculty member and
12. his/her immediate family of \$1.00 per prescription.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.
- 26.
- 27.

ARTICLE 22 - LEAVES OF ABSENCE

22.1 Paid Leaves of Absence

A. Sick leave

1. Faculty members may on occasion be unavoidably absent because of personal or family illness. A faculty member who finds it necessary to be absent because of illness should communicate with his/her immediate supervisor as soon as possible.
2. Faculty members on ten (10) month contracts shall receive ten (10) days sick leave each academic year. Unused sick leave is accumulative for all faculty members.
3. The President or the Vice President for Administration and Personnel will inform each faculty member on or before September 15 of each year as to the number of sick days accumulated to his credit on that date.
4. In case of serious illness of a member of the faculty member's household, the determination of the eligibility of the faculty member for leave with pay other than sick leave shall be left to the discretion of the President of the College.

B. Bereavement

Leave not to exceed five days will be allowed for each death in the family. Family shall mean: father, mother, siblings, wife, husband, children, step-children and grandchildren. In the event of the death of a member of a family other than those previously listed a faculty member may be entitled to one full day to attend the funeral.

C. Personal Leave

1. Each year members of the bargaining unit are eligible for five (5)
2. days of personal leave for matters which cannot otherwise be cared
3. for. Unused personal leave time shall be added to accumulated
4. sick leave. Members requiring personal leave time shall make
5. every effort to give a week's notice in writing to the immediate
6. supervisor and the Vice President for Academic and Student Affairs.

7. 22.2 Unpaid Leaves of Absence

8. A. Advanced Study

9. A leave of absence of up to two years may be granted by the Board
10. of Trustees to any faculty member upon application for the purpose
11. of advanced study if in the opinion of the Board such study shall
12. benefit the College as well as the individual. The Board may extend
13. such leave. Upon return from such leave, the faculty member shall be
14. placed at the same position on the salary schedule on which he
15. would have been placed had he taught in the College during that period.

16. B. Exchange Teaching

17. A leave of absence for one (1) year may be granted to any faculty
18. member by the Board of Trustees upon application for the purpose of
19. participating in exchange teaching programs in other states, territories
20. or countries, or a cultural program related to his professional responsi-
21. bilities. The Board may extend such leave beyond the one (1) year period.
22. Upon return from such leave, a faculty member shall be placed at the same
23. position on the salary scale on which he would have been had he taught
24. in the College during such period.

25. C. Service in Professional Organizations

26. A leave of absence of up to one year may be granted to any faculty
27. member by the Board of Trustees upon application for the purpose of

1. serving as an officer of any professional association or on its staff
2. The Board in its sole discretion may extend such leave beyond the one
3. year period. Upon return from such leave, such faculty member shall be
4. placed at the same position on the salary schedule on which he would
5. have been had he taught in the College during such period.

6. D. Maternity Leaves:

7. Upon written request a faculty member who becomes pregnant shall
8. be granted a leave of absence without pay for a period of two semesters
9. following the birth of a child or termination of pregnancy.

10. 2. Said leave shall be requested not later than the sixth month of
11. pregnancy and shall begin at the discretion of the faculty member.

12. 3. Upon her request to return, she shall be returned to her previous
13. assignment. However, all return dates shall be at the beginning of
14. the semester.

15. 4. Upon written request the Board may extend this leave for additional
16. semesters.

17. E. For the purpose of this agreement the adoption of a child shall be
18. considered a maternity and all provisions of this section shall apply.

19. F. The Board shall grant to any male faculty member paternity leave to
20. provide necessary care for his child to the same extent and by the same
21. procedure as provided for maternity leaves in 22.2D and 22.2E.

22. 22.3 Professional Development

23. Up to five days of each academic year may be made available for each faculty
24. member to attend professional meetings. Individual expenses incurred by such
25. attendance are to be reimbursed by the Board. The President shall be the sole
26. determinate of the suitability of such attendance and reimbursement.

27. 22.4 Any faculty member may apply for a leave of absence without pay
28. Application should be filed with the President of the College, who will
29. transmit the application with his recommendation to the Board of Trustees.

1. ARTICLE 23 - COLLEGE GOVERNANCE

2. 23.1 Nothing contained in this section on governance shall contra-
3. vene the law of the State of New Jersey and the Regulation of the
4. Board of Higher Education in so far as they are in accordance with the
5. law of the State of New Jersey.

6. Understanding, based on community of interest, and producing joint
7. effort, is essential. A college in which all the components are aware
8. of their interdependence, of the usefulness of communication among
9. themselves, and of the force of joint action will enjoy increased
10. capacity to solve its education problems.

11. I - The academic Institution: Joint Effort

12. A. Preliminary Considerations:

13. The variety and complexity of the tasks performed by institutions
14. of higher education produce an inescapable interdependence among
15. the institution's component parts namely, the governing board,
16. administration, faculty, and the students. The relationship calls
17. for adequate communication among these components, and full
18. opportunity for appropriate joint planning.

19. The variety of approaches may be wide. Therefore, at least two
20. general conclusions regarding joint effort seem clearly warranted:

21. (1) important areas of action involve at one time or another the
22. initiating capacity and decision-making participation of all the
23. institutional components, and (2) differences in the weight of
24. each voice should be determined by the particular matter at hand.

25. B. Determination of General Educational Policy

26. The general educational policy i.e. the objectives of an institu-
27. tion and the nature, range, and pace of its efforts, is shaped

1. by (1) the institutional charter or law, (2) by tradition and
2. historical development, (3) by the present needs of the community
3. of the institution, and (4) by the professional standards of those
4. directly involved in its work.

5. The interests of the Board, the faculty, the administration and
6. the students, are coordinate and related, and unilateral effort can
7. lead to confusion or conflict and should be avoided where possible.
8. Essential to a solution is a reasonable explicit statement on general
9. education policy. Operating responsibility and authority, and procedures
10. for continuing review, should be clearly defined in official regulations.

11. When an educational goal has been established, it becomes the
12. responsibility primarily of the faculty to determine appropriate
13. curriculum and procedures of student instruction. The Board of Trustees
14. of a county college, the Department of Higher Education and the Board
15. of Higher Education of the State of New Jersey has powers specifically
16. stated in the law of the State of New Jersey and all of these powers
17. are acknowledged.

18. Such matters as major changes in the size or composition of the
19. student body and relative emphasis to be given to the various elements
20. of the educational and research program should involve participation
21. of the governing board, administration, and faculty prior to final
22. decision.

23. C. Internal Operations of the Institution

24. The framing and execution of long-range plans, one of the most
25. important aspects of institutional responsibility, should be a central
26. and continuing concern in the academic community.

1. Communications

2. The channels of communications should be established and maintained
3. by joint endeavor of the four components. Distinction should be observed
4. between the institutional system of communication and the system of
5. responsibility for the making of decisions.

6. Buildings:

7. The Board, President and faculty should all seek agreement on basic
8. decisions regarding buildings and other facilities to be used in the
9. educational work of the institution.

10. Budgeting:

11. The allocation of resources among competing demands is central in
12. the formal responsibility of the governing board, in the administrative
13. authority of the president, and in the educational function of the faculty.
14. These three components should therefore have a voice in the determination
15. of short and long-range priorities. The function of each of these three
16. components in budgetary matters should be understood by all.

17. The College President:

18. Joint effort of a most critical kind must be taken when an institution
19. chooses a new president. The selection of a chief administrative officer
20. should follow upon cooperative search by the governing board and the faculty,
21. taking into consideration the opinions of others who are appropriately
22. interested. The president should be equally qualified to serve both as
23. the executive officer of the governing board and as the chief academic
24. officer of the institution and the faculty. His dual role requires that he
25. be able to interpret to board and faculty the educational views and concepts of
26. institutional government of the other. He should have the confidence of
27. the board and of the faculty.

1. Administrative Officers:

2. When a vacancy shall occur in any administrative office of the college,
3. the Federation may recommend one or more individuals with the necessary
4. qualifications to the college president for consideration for appointment
5. to that position.

6. D. External Relations of the Institutions

7. Only the Board speaks officially for the whole institution, although it
8. may delegate responsibility to an agent.

9. The right of a faculty member to speak on general educational questions
10. or about the administration and operations of his own institution is part
11. of his right as a citizen and should not be abridged by the institution.

12. II. The Academic Institution. The Governing Board

13. The governing board has a special obligation to assure that the history
14. of the college shall serve as a prelude and inspiration to the future. The
15. board helps relate the institution to its chief community: e.g., the
16. community college to serve the educational needs of a defined population
17. area or group, and to accept the appropriate new challenges which are its
18. concern.

19. Since the membership of the board may embrace both the individual and
20. collective competence of recognized weight, its advice or help may be
21. sought through established channels by other components of the academic
22. community. The governing board of an institution of higher education, while
23. maintaining a general overview, entrusts the conduct of administration to
24. the administrative officers, the president and the deans, and the conduct
25. of teaching and research to the faculty.

26. One of the governing board's important tasks is to ensure the publica-
27. tion of codified statements that define the overall policies and procedures

1. of the institution under its jurisdiction.

2. The board plays a central role in relating the likely needs of the
3. future to predictable resources: it is responsible for obtaining needed
4. capital operating funds; and in the broadest sense of the term should pay
5. attention to personnel policy. In order to fulfill these duties, the board
6. should be aided by and may insist upon, the development of long-range
7. planning by the administration and faculty.

8. When ignorance or ill-will threatens the institution or any part of
9. it, the governing board must be available for support. In grave crisis
10. it will be expected to serve as a champion. Although the action to be taken
11. by it will usually be on behalf of the president, the faculty, or the
12. student body, the board should make clear that the protection it offers
13. to an individual or group is, in fact, a fundamental defense of the vested
14. interests of society in the educational institution.

15. III. The Academic Institution: The President

16. The president, as the chief executive officer of an institution of
17. higher education, is measured largely by his capacity for institutional
18. leadership. He shares responsibility for the definition and attainment
19. of goals, for administrative action, and for operating the communications
20. system which links the components of the academic community. He represents
21. his institution to its many publics. His leadership role is supported by
22. delegated authority for the board and faculty.

23. As the chief planning officer of an institution, the president has a
24. special obligation to innovate and initiate. The degree to which a president
25. can envision new horizons for his institution, and can persuade others to
26. see them and to work toward them, will often constitute the chief measure
27. of his administration.

1. It is the duty of the president to see to it that the standards and
2. procedures in operational use within the college conform to the policy
3. established by the governing board and to the standards of sound academic
4. practice. It is also incumbent on the president to insure that faculty
5. views, including dissenting views, are presented to the board in those
6. areas and on those issues where responsibilities are shared.

7. The president is largely responsible for the maintenance of existing
8. institutional resources and the creation of new resources; he has ultimate
9. managerial responsibility for a large area of non-academic activities, he
10. is responsible for public understanding, and by the nature of his office
11. is the chief spokesman of his institution. In these and other areas his
12. work is to plan, to organize, to direct, and to represent. The presidential
13. function should receive the general support of the board and of the faculty.

14. IV. The Academic Institution: The Faculty

15. The faculty has primary responsibility for such fundamental areas as
16. curriculum, subject matter and methods of instruction, research, faculty
17. status, and those aspects of student life which relate to the educational
18. process subject to the powers of the Board of Trustees, the Department of
19. Higher Education, and the Board of Higher Education as specifically stated
20. in the law of the State of New Jersey. College Committee recommendations
21. shall be brought before the general faculty for discussion and approval or
22. rejection. General faculty shall be defined as all full-time faculty
23. members holding academic rank, counselors, librarians, deans, associate deans,
24. assistant deans, registrar, admissions, placement and transfer, Director of
25. Financial Aid, Director of E.O.F., Information Specialist, Director of
26. Project Trio, Assistant to the President - Research and Development,
27. Veterans Coordinator, Evening-Weekend Administrator, Vice President for
28. Administration and Personnel, Vice President for Academic and Student Affairs,

1. and the President of the College. Voting procedures shall be by secret ballot
2. at the place of meeting and shall be counted by the Federation's Elections
3. Committee immediately following the meeting at which the vote by faculty
4. members holding academic rank was taken. The President of the College
5. shall name one representative to said Committee for the purpose of counting
6. votes taken at a general faculty meeting. The College President shall then
7. act upon the recommendations of the faculty. In the case of an adverse
8. decision the College President shall discuss the reasons for his decision
9. with the general faculty prior to the implementation of said decision.

10. No later than September 30 of the new academic year the Federation
11. President and the College President shall appoint jointly the faculty and
12. administrative members to serve on each of the college committees. Student
13. members of the committees are to be named by the Student Government
14. Association Senate no later than October 15 of the new academic year.

15. The faculty sets the requirements for the degrees offered in a course
16. and determines when the requirements have been met, and authorizes the
17. president and the board to grant the degrees thus achieved.

18. Faculty status and related matters are shared responsibility. The
19. faculty in each academic discipline shall annually elect three of its
20. tenured members to serve as a committee which shall share equal respons-
21. ibility with department heads who shall be a member of it, and with the
22. Vice President for Academic and Student Affairs, in the interviewing and
23. selection of new faculty in that academic discipline.

24. At least one of three members shall be present for any interview for
25. selection of new faculty and the results shall be reported to other
26. committee members by the department head.

1. Committee members shall be tenured faculty. Any discipline or
2. department not having at least three tenured members will ask non-tenured
3. faculty members in that discipline to be on the committee.

4. The responsibility of the faculty for such matters is based upon the
5. fact that its judgment is central to general educational policy. Furthermore,
6. scholars in a particular field or activity have the chief competence for
7. judging the work of their colleagues; in such competence it is implicit
8. that responsibility exists for both adverse and favorable judgments. Likewise,
9. there is the more general competence of experienced faculty having a broader
10. charge.

11. The faculty within an academic department by a majority vote in secret
12. ballot shall select a nominee for recommendation to the College President
13. to serve as department head where same exists for a period of two years,
14. and who may succeed himself/herself. Final approval rests with the Board
15. of Trustees who will not be necessarily limited to the nominee mentioned above.

16. Among the means of communication among the faculty, administration,
17. students and governing board now in use are: (1) circulation of memoranda
18. and reports by faculty committees, (2) ad hoc committees, (3) standing liaison
19. committees, and (4) membership of faculty members on administrative bodies.
20. Additionally, memoranda and reports shall be provided by committees of
21. department heads with their approval. Whatever the channels of communication,
22. they should be clearly understood and observed. The representatives of
23. the Association may attend meetings of the Board of Trustees and shall
24. enjoy the privilege of being recognized to speak and ask questions during
25. these meetings.

1. V. The Academic Institution: The Students

2. When students in the college desire to participate responsibly in
3. the government of the institution they attend, their wish should be
4. recognized as a claim to opportunity both for the educational experience
5. and for involvement in the affairs of their college. Students expect,
6. and have a right to expect, that the educational process will be
7. structured, that they will be stimulated by it to become independent
8. citizens, and that they will have effectively transmitted to them the
9. cultural heritage of the large society. If institutional support is to
10. have its fullest possible meaning, it should incorporate the strength,
11. freshness of view and idealism of the student body.

1. ARTICLE 24 - NEGOTIATIONS PROCEDURES

2. 24.1 The parties agree to enter into collective bargaining no
3. later than February 1, 1981, over a successor agreement in accordance
4. with Chapter 303, Public Laws of 1960, as amended by Chapter 123 New
5. Jersey Public Laws of 1974, in a good-faith effort to reach agreement
6. on all matters concerning salaries, rules affecting working conditions,
7. terms and conditions of employment, and grievance procedures at Camden
8. County Collene. Any agreement so negotiated shall apply to all the
9. members of the full-time faculty, be reduced to writing, be adopted
10. by the Federation and by the Board, and be signed by the Board's and
11. the Federation's representatives.

12. 24.2 During collective bargaining, the Board and the Federation
13. shall present relevant data, exchange points of view, and make proposals
14. and counterproposals.

15. 24.3 Neither party in any negotiations shall have any control over
16. the selection of the negotiating representatives of the other party.

17. 24.4 Either party will have the right to caucus at any time.

18. 24.5 When in the view of either party, an impasse has been reached
19. on any issue, that party may appeal to the New Jersey Public Employees
20. Relations Commission (PERC) for the services of a mediator in accordance
21. with Chapter 12 of Rules and Regulations and Statement of Procedures of
22. the New Jersey Public Employees Relations Commission.

23. 24.6 The parties undertake to cooperate in arranging meetings at
24. mutually convenient times and places, furnishing necessary information and
25. otherwise constructively considering and resolving any such matters.

26. 24.7 This statement shall not be effective and/or binding on the
27. parties unless ratified by the Board and the Federation. If this Agreement

1. is not ratified within thirty (30) days from the execution hereof, the
2. parties agree to immediately request mediation under Chapter 303,
3. Public Laws of 1968, as amended by Chapter 123 New Jersey Public Laws
4. of 1974, and to follow the Negotiation Procedures specified in the most
5. recent ratified Agreement between the Board and the Federation.

1. ARTICLE 25 - APPLICATION OF PROVISION OF THIS AGREEMENT

2. 25.1 In the event that any provision of this Agreement or any
3. application of the Agreement to any employee or group of employees shall be
4. held contrary to law by a court of last resort of New Jersey or the United
5. States, or by a court of competent jurisdiction from whose judgment or
6. decree no appeal has been taken within the time provided for doing so, then
7. such provision or application shall not be deemed valid and subsisting except
8. to the extent permitted by law, but all other provisions or applications
9. shall continue in full force and effect.

10. 25.2 Any individual contract between the Board and an individual
11. faculty member heretofore or hereafter executed, shall be subject to and
12. consistent with the terms and conditions of this Agreement. If an
13. individual contract contains any language inconsistent with this Agreement,
14. this Agreement, during its duration, shall be controlling.

15. 25.3 "Proposed new rules or modifications of existing rules governing
16. working conditions shall be negotiated with the majority representative
17. before they are established." (Chapter 303, Public Laws of 1968, as amended
18. by Chapter 123 New Jersey Public Laws of 1974,

19. 25.4 Copies of this Agreement shall be printed or reproduced by the
20. Board and distributed to all faculty now employed or hereafter employed
21. by the Board for the duration of this Agreement.

22. 25.5 This Agreement shall be subject to ratification by the members
23. of the Federation and by the members of the Board of Trustees.

24. 25.6 The Federation and representatives of the Administration may
25. establish monthly meetings for the purpose of reviewing the administration
26. of this Agreement and to discuss problems which may arise. These meetings
27. are not intended to bypass the grievance procedure or to be considered

1. contract negotiating meetings but are intended as a means of fostering
2. good employer-employee relations.
3. 25.7 The rules, regulations, practices, and statements of policy
4. of the College shall not conflict with the terms of this Agreement.

1.

ARTICLE 26 - DURATION OF AGREEMENT

2. This Agreement shall be effective as of July 1, 1978, and shall
3. continue in effect until June 30, 1981. If by that time a successor
4. agreement is not agreed to, this Agreement shall remain in effect unless,
5. at any time thereafter, either party shall give one week or more notice
6. to the other of termination.

CAMDEN COUNTY COLLEGE
BOARD OF TRUSTEES

BY Gabriel E. Danch
Gabriel E. Danch, Chairman

BY Harry Benn
Harry Benn, Secretary

CAMDEN COUNTY COLLEGE FACULTY
ASSOCIATION AFFILIATED AS LOCAL
2324 AMERICAN FEDERATION OF
TEACHERS (AFL-CIO)

BY J. L. Pesda
John L. Pesda, President
Negotiations Committee

BY G. Kenneth Herryman
G. Kenneth Herryman, Chairman
Negotiations Committee

BY Norbert C. Golinski
Norbert C. Golinski
Negotiations Committee

BY Joseph Glass
Joseph Glass
Negotiations Committee

BY Glenna Huels
Glenna Huels
Negotiations Committee

July 6, 1978
Date of Signing

— NOTES —