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AGREEMENTS OF FACULTY AND ADMINISTRATION
FOR SALARY AND CONDITIONS FOR FULL TIME
INSTRUCTIONAL PERSONNEL FOR PERIOD JULY 1, 1971 to JUNE 30, 1973

This agreement entered into at Monmouth County, New Jersey is between Brookdale Community College of Monmouth County, New Jersey and the Brookdale Community College Faculty Organization.

The following terms and agreements will be binding upon all parties for the period commencing July 1, 1971 through June 30, 1973.

1. A faculty member will be assigned to a Functional Team in the capacity of either Team Leader or Team Member. As a Team Member, his assignment will be determined in mutual cooperation with the Team Leader and the member's attendance on campus within the period of his contract will be determined as a professional employee based on his assignment.
2. The College will offer twelve month contracts to approximately one-half of the returning *instructional faculty (approximately 40) who were employed as faculty during the period July 1, 1970, to June 30, 1971. Those offered twelve month contracts will include, at a minimum, all Learning Center Coordinators and Functional Team Leaders. A few additional twelve month contracts may be offered.
3. The amount of the contract for twelve month employees during the period July 1, 1971 to June 30, 1972 will be their regular pay at 1971-72 ten month salaries plus 20%.

*Instructional Faculty includes faculty members who are part of a Functional Team. It does not include Student Development Specialists or Media Specialists.

4. The length of the twelve month contract for instructional faculty will be from July 1 to June 30 and will not exceed 210 days of instruction. Each member will be given an annual vacation of 22 days (one month) during the twelve months, plus the Holiday recesses. The one month vacation shall not be taken during the regular length terms.
5. The length of the ten month contract for Instructional Faculty will be from September 1 to June 30. The member will be available during the time classes are in session for the terms which fall within this ten month period, not to exceed 170 days of instruction. (If mutually agreeable for both the member and the College, the contract may commence on July 1 or other date within the year.)
6. The length of the contract for the Student Development Specialists and Media Specialists hired on a twelve month contract from July 1 through June 30 will not exceed 210 days. Each twelve month Student Development Specialist and Media Specialist will be given an annual vacation of 22 days (one month) during the twelve months, plus the Holiday recesses. Such Holiday recesses shall not be charged to their vacation time. If the College requires coverage by these people, such staffing will be accomplished by a skeletal crew on a rotating basis or by mutual agreement among the Student Development Specialists and/or the Media Specialists wherever applicable. Student Development Specialists and Media Specialists hired on a ten month contract will assume the recesses and holiday schedule as indicated in the official College Calendar.

7. The College will retain the merit plan. In the case of outstanding performances by faculty members during the academic year 1970-71, \$350 merit increments may be recommended by the President. Merit increments will be in addition to, but not part of, the contracted salary.
8. The Guidelines for promotion in academic rank shall be:
 - a. The primary criterion for promotion shall be teaching excellence, which may be supported by academic achievement or professional and vocational accomplishment.
 - b. Each faculty member shall receive an annual evaluation, in writing, which shall be the basis for promotion.
9. The Grievance Process which has been adopted by the College will become a part of the Salary and Conditions of this agreement.
10. Fringe benefits in effect in 1970-71 will continue in effect.
11. The time span within which a faculty member may be assigned classes will not exceed eight (8) hours.
12. Scheduled periods during the College day will normally be 50 minutes in length except for laboratories or other scheduled sessions which currently exceed this length of time.
13. The starting salary for new faculty will be:

Instructor	\$ 8,500
Assistant Professor	\$10,500
Associate Professor	\$12,400
Professor	\$14,500

14. The Guidelines for initial appointment to academic rank shall be:

- a. Instructor: Master's Degree in subject field; or Bachelor's Degree plus at least 3 years' experience in related career education field.
- b. Assistant Professor: Master's Degree in subject field, plus 5 years' of professional experience; or Bachelor's Degree plus at least 3 years' experience of related career education field and 5 years' teaching experience; or Bachelor's Degree plus at least 10 years' experience in related career education field.
- c. Associate Professor: Master's Degree in subject field and 30 semester hours of relevant graduate work beyond the Master's and 6 years' professional experience; or Bachelor's Degree plus 3 years' experience in related career education field and 10 years' teaching experience; or Bachelor's Degree plus 12 years' experience in related career education field and 4 years' teaching experience.
- d. Professor: Appointments shall be based on exceptional qualifications and demonstrated instructional leadership.

For Student Development Specialists and Media Specialists, relevant experience is equated to teaching.

Master's Degree is normally required for Student Development Specialists, Media Specialists, and faculty teaching in college and university parallel

programs. . . Less than a Master's Degree may be allowed for teaching in career education programs.

15. New faculty will be given units of credit for academic preparation and for previous experience according to its relevance to the teaching approach to which the College is committed. For each unit, the new faculty member will be given 5% additional compensation based on the beginning salary for his rank.
16. The salary for 1970-71 faculty returning in 1971-72 on a ten month contract will be increased \$1,100, except:
 - a. If it can be demonstrated that the faculty member has performed in an outstanding manner, he will qualify for a merit increment.
 - b. Where promotions are involved, the salary will be increased an additional 5%.
 - c. For negative or substandard evaluations, the faculty member will normally be dismissed. However, the faculty member may be offered a contract with less increase than indicated above or no increase.
17. The maximum load per member of the Functional Team directly involved in the learning process will be 360 student credit hours average for the regular term, and 180 student credit hours for the short term. Paraprofessional help will be provided to maintain the loads at that level or below. When that number is exceeded, overload will be paid at the rate of \$8.00 per student credit hour.

The method for distribution of overload pay will be determined by the members of the Functional Team.

18. Additional work performed beyond the ordinary Functional Team assignments and duties beyond the ten months of a ten month contract shall be compensated at the rate of pay in effect for Part Time Instructional Personnel.
19. All openings for faculty, (including Student Development Specialists and Media Specialists), will be filled from within the College staff, provided that qualified personnel are available. Such openings will be advertised and filled according to existing College Regulations and Procedures.
20. This agreement shall be in effect for two years. It is agreed among all parties concerned that the salary for the academic year July 1, 1972 - June 30, 1973 shall be adjusted:
 - a. By the percentage of increase (or decrease) in the cost of living index as stipulated for the Monmouth County area by the Bureau of Labor Statistics for the period of December, 1970, to November, 1971.
 - b. By an additional five (5) percent of the 1971-72 contract for each faculty member, Student Development Specialist and Media Specialist employed during 1971-72 and returning in 1972-73; provided that a faculty member who receives a negative or substandard evaluation may be dismissed or could be offered an increase at less than the percentage indicated above or could be offered no increase.
 - c. The College will offer twelve (12) month contracts to a minimum of one-half of the returning instructional faculty. The amount of the contract for twelve-month employees will be the ten month pay at the 1972-73 figure, plus twenty percent.

21. Any part of this agreement may be reopened for discussion and/or change at any time if both parties agree to do so.

22. All terms, conditions, and agreements contained in this document are subject to approval by the Board of Trustees of Brookdale Community College.

In light of the foregoing, all parties concerned pledge themselves to continue to uphold the philosophy of Brookdale Community College, and to maintain a continued high quality instructional program for students of Brookdale Community College and the County of Monmouth.

IN WITNESS WHEREOF, the parties have hereunto set their signatures:

For Brookdale Community College:

Ervin L. Harlacher, President

date

Thomas H. Auch, Executive Dean of Administration

date

For Brookdale Community College Faculty Organization:

Frank Reddington, Chairman, Faculty Organization

date

James O. Wood, Chairman, Welfare Committee,
Faculty Organization

date

MEMORANDUM

TO: Jim Wood
SUBJECT: Miscellaneous Discussions Regarding Faculty Salaries
DATE: March 3, 1971

I wanted to confirm some of the agreements which we made in our meeting on Monday.

We agreed to add the word "mutual" in the fourth line of the opening paragraph of the Recommendations so that the sentence would read as follows:

His assignment would be determined by the team leader in mutual cooperation with the member....

Additionally, we talked about Item Number 9 which refers to the time span of a working day. As we discussed, this item was inserted to guarantee that Instructional Faculty members would not be required to come to work early in the morning and then have another class assigned in the late afternoon or evening. It was not intended to stipulate a working day of eight hours, but only a time span within which a faculty member may be assigned classes.

We also agreed to revise Paragraph Number 4 regarding Student Development Specialists and Media Specialists. We agreed that the holidays and recesses taken by Instructional Faculty may be granted to Student Development Specialists and Media Specialists by their supervisor without being charged to their vacation. If the normal workload of the College requires coverage by these people, it could be staffed by a skeletal crew.

I would like to reiterate that there is no intention with this agreement to have the full time faculty member be required to work harder or longer than he is currently working.

I hope this clarifies some of the points which we discussed on Monday.

Thomas H. Auch

Thomas H. Auch
Executive Dean of Administration

- cc: Mr. Leonard
- Mr. Reddington
- Mr. Tomlinson
- Mr. Hazlett

MEMORANDUM

TO: Jim Wood

DATE: March 12, 1971

I wanted to reiterate something which I think the President has stated in recent discussions he has held with the Institutes regarding the College Calendar for 1971-72 -- that scheduled periods will remain 50 minutes next year regardless of which Calendar is ultimately adopted.

Additionally, after extensive consideration of the load for next year by the Institute Directors and the Administration members of the Faculty/Administration Salary Discussion Committee, we have agreed that the maximum load will be 360 student credit hours average per team member directly involved in the learning process for the regular term and 180 student credit hours in the short term. Paraprofessional help will be provided to maintain the loads at that level or below and overload at the rate of \$8.00 per student credit hour will be paid when that number is exceeded.

Furthermore, after extensive discussion, we feel it is appropriate to accept the following statement as an amendment to the recommendations made on February 26th.

The length of the contract for the Student Development Specialists and Media Specialists hired on a 12 month contract for July 1 through June 30 will not exceed 210 days. Each Student Development Specialist and Media Specialist will be given an annual vacation of 22 days (one month) during the twelve months plus the academic holidays and recesses without being charged to their vacation. If the College requires coverage by these people, it will be staffed by a skeletal crew on a rotating basis or by mutual agreement among the Student Development Specialists and/or the Media Specialists wherever applicable.

Because these people have academic status, the length of their contract should be equal to the length of the contract of their peers.

As we are approaching a recommendation to the President, I wanted to repeat something which we have jointly maintained -- that with the above considerations and recommendations being incorporated into our agreement, the faculty will pledge themselves to continue upholding the philosophy of Brookdale Community College and to maintain, as they currently are doing, a high quality instructional program for the students and for the County. This is really what our discussions have all been about.

March 12, 1971

Jim, I want to thank you and your assistants for the high degree of professionalism which you maintained throughout our discussions. As I have said to you before, I feel that we were able to keep the better interests of the students and the College in the foreground during all of the discussions. I think you and the other members of faculty on this Committee should be commended in this respect. I know the discussions have been most fruitful for me and I am certain I can speak similarly for the other three administrative members on the Committee.

Jim

Thomas H. Auch

Executive Dean of Administration

THA:bm

3/12/71

cc: Mr. Leonard
Mr. Reddington ✓
Mr. Tomlinson
Mr. Hazlett