

2-0002

04-00

AGREEMENT

BETWEEN

BOARD OF TRUSTEES

AND

FACULTY
ASSOCIATION

1971-72

CAMDEN COUNTY
COLLEGE
BLACKWOOD, N.J.



TABLE OF CONTENTS

	<u>Page</u>
Preamble	1
Recognition	2
Association and Faculty Rights	3-6
Statements on Academic Freedom and Extramural Utterances	7-9
Professional Code of Ethics	10-12
Miscellaneous Conditions of Employment	13-22
Grievance Procedure	23-26
Appointment and Retention of Faculty	27-31
Promotions, Tenure, and Sabbatical Leave	32-34
Resignation, Dismissal, Retirement	35-37
Professional Evaluations	38
Personnel Files	39-41
Faculty Facilities	42-43
Protection of Faculty and Property	44
Salary Policy and Salary Schedules	45-46
Insurance and Miscellaneous Fringe Benefits	47-48
Leaves of Absence	49-52
College Governance	53-62
Negotiations Procedures	63-64
Application of Provisions of this Agreement	65-66

Preamble

1. Agreement between the Board of Trustees of Camden County
2. College operating under provision of Public Laws of 1968,
3. Chapter 303 of the State of New Jersey and the Camden County
4. College Faculty Association at Camden County College. This
5. agreement entered into this sixth day of October, 1970,
6. by and between the Camden County College, hereinafter called
7. the Board, and the Camden County College Faculty Association,
8. hereinafter called the Association.

Witnesseth:

9. Whereas, the Board and the Association recognize and declare
10. that providing quality higher education for the students of
11. this college is their mutual aim and that the character of such
12. education depends predominately upon the quality and morale of
13. the college faculty and

14. Whereas, the members of the faculty are particularly qualified
15. to assist in the development of policies, to share responsibility
16. in making judgments on faculty status and related matter, and
17. in determining educational programs for the purpose of making
18. recommendations to the Board of Trustees through the office of
19. the President, and

20. Whereas, the Board has a statutory obligation, pursuant to the
21. Chapter 303 Public Laws of 1968, to negotiate with the Associ-
22. ation as the sole bargaining agent for the faculty with respect
23. to salaries, terms and conditions of employment and grievance
24. procedures, and

25. Whereas, the parties have reached certain understandings which
26. they desire to confirm in this Agreement.

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

Article 1 - Recognition

1. 1.1 The Board hereby recognizes the Camden County College
2. Faculty Association as the sole collective bargaining agent as
3. defined in the New Jersey Public Laws of 1968, Chapter 303 for
4. all full-time teaching faculty presently employed or hereinafter
5. employed by the Board. The term faculty as herein used shall
6. apply to all academic ranks and shall refer only to full-time
7. faculty represented by the Association, and shall include
8. Division Chairman, Department Heads where same exist, Program
9. Coordinators, (e.g. the Director of Theatre, The Coordinator of
10. Law Enforcement) Coaches, The Athletic Director, and the
11. Theatre Technician, providing they hold academic rank.

12. 1.2 The Board Agrees not to negotiate with any full-time
13. faculty member individually or with any faculty organization
14. other than the Association for the duration of this agreement.

Article 2 - Association and Faculty Rights

1. 2.1 Pursuant to Public Laws of 1968, Chapter 303 of the
2. State of New Jersey, the Board hereby agrees that all full-time
3. faculty members shall have the right freely to organize, join
4. and support the Association for the purpose of engaging in
5. collective bargaining over salaries, terms and conditions of
6. employment, grievances, and other concerted activities for
7. mutual aid and protection. As a duly appointed body exercising
8. powers granted under the laws of the State of New Jersey, the
9. Board undertakes and agrees that it will not directly or in-
10. directly deprive, discourage, coerce or harass any Faculty
11. member in the enjoyment of any rights conferred by the Act or
12. other laws of New Jersey or the Constitutions of New Jersey
13. and of the United States; that it will not discriminate against
14. any Faculty with respect to hours, wages, or any terms or
15. conditions of employment by reason of his membership in the
16. Association, his participation in any activities of the Associ-
17. ation, or collective negotiations with the Board, or his
18. institution of any grievance, complaint or proceeding under
19. this agreement.

20. 2.2 Nothing contained herein shall be construed to deny
21. or restrict to any Faculty, rights he may have under the General
22. School Laws of the State of New Jersey, or other applicable
23. laws and regulations. The rights granted to Faculty hereunder
24. shall be deemed to be in addition to those provided elsewhere.

25. 2.3 The Association and its representative shall have the
26. right to use the college facilities, without charge, for meetings

1. and related purposes when said use does not interfere with the
2. operation of the College. At least a two hour period per month
3. shall be available for the conduct of Association business.
4. No faculty member shall be given any assignment by the College
5. during those hours, except where mutually agreeable.

6. 2.4 Duly authorized representatives of the Association
7. shall be permitted to transact official Association business on
8. college property at all reasonable times. Reasonable time shall
9. be defined as that period which does not interfere with the
10. operation of the College or the performance of their regular
11. duties.

12. 2.5 The Association shall have the right to use college
13. facilities and equipment, including typewriters, mimeographing
14. machines, other duplicating equipment, calculating machines,
15. and all types of audio-visual equipment at all reasonable times,
16. when such equipment is not otherwise in use. Payment shall be
17. made for any expendable supplies used for Association purposes
18. and the Association shall be liable for damages to any equip-
19. ment used for said purposes.

20. 2.6 The Association shall have the right to post notices
21. of its activities and matters of Association concern on Faculty
22. bulletin boards. The Association may use the college mail
23. service and Faculty mail boxes for communications to Faculty,
24. including faculty-wide distribution.

25. 2.7 Faculty shall be entitled to full rights of citizen-
26. ship and no religious or political activities of any faculty
27. or the lack thereof shall be grounds for any discipline or

1. discrimination with respect to the employment of such Faculty.
2. The private and personal life of any Faculty member is not within
3. the appropriate concern or attention of the Board.
4. 2.8 The provisions of this Agreement and the wages, hours,
5. terms, and conditions of employment shall be applied in a manner
6. which is not arbitrary, capricious or discriminatory and without
7. regard to race, creed, religion, color, national origin, age,
8. sex, marital status, or membership or participation in, or
9. association with the activities of any scientific or professional
10. organization.
11. 2.9 Association representatives may have their appearance
12. noted and any items appear on the agenda of any Board meeting
13. if notice is filed with the President eight days prior to the
14. date of the meeting.
15. 2.10 The assigned faculty office of the Association
16. President shall be deemed to be the office of the Association.
17. The Board agrees to assign no other faculty member to said
18. office. The Association may install necessary equipment,
19. owned by it, in said office.
20. 2.11 The Board agrees to deduct from the salaries of each
21. faculty member from whom it receives written authorization signed
22. by the member to do so, dues for any one or any combination
23. of the following associations: Camden County College Faculty
24. Association, Association of New Jersey College and University
25. Professors; American Association of University Professors.
26. Said monies and a list of employees from whose pay they have
27. been deducted shall be forwarded to the Association's Treasurer
28. not later than (10) days after such deductions have been made
29. and he in turn will transmit such monies to the appropriate
30. association or associations.

1. 2.12 In the event that any provision of this Agreement is
2. or shall at any time be held to be contrary to law by a court
3. of last resort of New Jersey or of the United States or by court
4. of competent jurisdiction from whose judgment or decree no
5. appeal has been taken within the time provided for doing so,
6. all other provisions of this Agreement shall continue in effect.

7. 2.13 No recording devices shall be used at meetings be-
8. tween members of the Association and members of the college
9. administration and/or Board without the knowledge and consent
10. of all of the parties.

11. 2.14 Whenever any representative of the Association or
12. any faculty member is mutually scheduled by the parties to
13. participate during working hours in negotiations, grievance
14. proceedings, conferences, or meetings, he shall suffer no loss
15. in pay, nor be expected to compensate in any way for time spent
16. in carrying out such responsibilities.

Article 3 - Statements on Academic Freedom and
Extramural Utterances

1. 3.1 The faculty have the unrestricted right to pursue
2. and report the truth as he/she understands it, both as a
3. teacher in his/her classroom and as a citizen of his/her
4. community.

5. 3.2 The Board and the Association adopt the following
6. statement on Academic Freedom with the numbers in brackets
7. referring to the interpretative comments which are made in
8. Article 3.3 of this Agreement:

9. a. Institutions of higher education are conducted for the
10. common good and not to further the interest of either
11. the individual teacher or the institution as a whole.
12. The common good depends upon the free search for truth
13. and its free exposition.

14. b. Academic freedom is essential to these purposes and
15. applies to both teaching and research. Freedom in
16. research is fundamental to the advancement of truth
17. Academic freedom in its teaching aspect is fundamental
18. for the protection of the rights of the teacher in
19. teaching and the student to freedom in learning. It
20. carries with it duties correlative with rights. 17

21. c. The teacher is entitled to full freedom in research
22. and in the publication of the results, subject to
23. the adequate performance of his other academic duties;
24. but research for pecuniary return should be based upon
25. an understanding with the authorities of the
26. institution.

1. d. The teacher is entitled to freedom in the classroom
2. in discussing his subject, but he should be careful
3. not to introduce into his teaching controversial matter
4. which has no relation to his subject. 27
5. Limitations of academic freedom because of religious
6. or other aims of the institution should be clearly
7. stated in writing at the time of the appointment.
8. e. The college or university teacher is a citizen, a
9. member of a learned profession, and an officer of
10. an educational institution. When he speaks or writes
11. as a citizen, he should be free from institutional cen-
12. sorship or discipline , but his special position
13. in the community imposes special obligations. As a
14. man of learning and an educational officer, he should
15. at all times be accurate, should exercise appropriate
16. restraint, should show respect for the opinion of others,
17. and should make every effort to indicate that he is
18. not an institutional spokesman. 37

19. 3.3 The following bracketed numbers refer to the above
20. designated portion of the statement on Academic Freedom on
21. which interpretative comment is herein made.

22. 17 The Board and the Association recognize that
23. membership in the academic profession carries with it
24. special responsibilities. Both the Board and the
25. Association affirm these responsibilities by providing
26. guidance within this Agreement to the professor in
27. his utterances as a citizen, and in the exercise of
28. his responsibilities to the college and the students.

1. 2 The intent of this statement is not to discourage
2. what is "controversial". Controversy is at the heart
3. of the free academic inquiry which the entire statement
4. is designed to foster. The passage serves to under-
5. score the need for the teacher to avoid persistently
6. intruding material which has no relation to his subject.

7. 3 If the College Administration feels that a professor
8. has not observed the admonitions of Paragraph (E) of
9. Article 3.2 on Academic Freedom and believes that the
10. Extramural utterances of the professor have been such
11. as to raise grave doubts concerning his fitness for
12. his position it may proceed to file charges under
13. Paragraph 3 of Article 9. In pressing such charges
14. the administration should remember that teachers are
15. citizens and should be accorded the freedom of
16. citizens. Paragraph (E) of Article 3.2 shall also
17. be interpreted in keeping with Paragraph 1 of Article
18. Four.

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

1. or university. As a citizen engaged in a profession
2. that depends upon freedom for its health and integrity,
3. the professor has a particular obligation to promote
4. conditions of free inquiry and to further public
5. understanding of academic freedom.

6. 4.2 The Board and the Association recognizes that the
7. above statement on Professional Ethics defines the acceptable
8. criteria of professional behavior.

9. 4.2 Ethical problems shall be dealt with in accordance
10. with the standards of Article 41 of this Agreement.

11. 4.4 Alleged breaches of discipline or of this statement
12. on professional ethics shall be promptly reported to the
13. Association's Committee on Academic Freedom and Professional
14. Conduct. It will use its resources to ascertain the validity
15. of the allegations, to facilitate the transmission of pertin-
16. ent information to the concerned parties, and to correct actual
17. breaches of professional behavior by any faculty member.

18. 4.5 Faculty shall not be required to counsel students
19. in emotional and psychological areas outside or beyond their
20. professional competence.

Article 5 - Miscellaneous Conditions of Employment

1. 5.1 The normal teaching load for each full-time faculty
2. member shall be fifteen (15) credit hours per semester, with a
3. maximum of thirty (30) credit hours per academic year, subject
4. to the following exceptions.
5. a. Full-time faculty in the Secretarial Science, Science,
6. Technology, and Physical Education
7. fields may be assigned up to 18 contact hours per
8. semester with a limit of thirty six (36) contact hours
9. per academic year.
10. b. In the Physical Education Division if a faculty member
11. is assigned to coach intramurals or cheerleaders,
12. then such shall be counted as four contact hours
13. per semester in determining his teaching load.
14. 5.2 The number of class preparations shall normally be
15. limited to two.
16. 5.3 Off-Campus Teaching
17. (a) Off-campus teaching assignments shall be mutually
18. agreed upon by the faculty involved and the College
19. Administration.
20. (b) Preference for off-campus teaching as part of the
21. normal teaching load or on an overload basis shall
22. be given to those members of the faculty whose
23. qualifications and experience warrant it.
24. (c) Full-time faculty engaged for the first time on or
25. after January 1, 1970 may be assigned to teach full
26. schedules off-campus between the hours of 4 and
27. 10:30 p.m. where mutually agreeable by the parties.

1. 5.4 Class Size

2. When the budget, the schedule, and the facilities permit
3. the following guidelines will prevail.

4. (a) The maximum number of students in each class shall
5. normally be thirty-four.

6. (b) Every effort will be made to maintain a twenty student
7. limit in English Composition, Speech Fundamentals,
8. Foreign Language and Accounting classes.

9. (c) Twenty-five students shall be the desirable limit
10. for Executive Secretarial Studies courses.

11. (d) Limitations in pilot or experimental courses shall
12. be set when the program and its objectives are
13. defined.

14. (e) In general students in a laboratory section shall
15. not exceed the number of fixed stations in the
16. assigned rooms.

17. (f) The minimum number of students which must register
18. for a course section in order for it to be held
19. shall be ten, except at the discretion of the
20. President who may authorize a lower number.

21. (g) Developmental English wherever possible shall be
22. limited to a maximum of 15 students.

23. 5.5 Office Hours

24. (a) Each professor shall maintain five hours per week
25. for consultation with students. Such hours shall be
26. in addition to such member's scheduled classes.

27. Each faculty member shall post his schedule on his
28. office door, and also forward one copy of it to the
29. Dean of Instruction's Office. A professor should not
30. schedule more than two hours for consultation on the

1. same day.
2. (b) Students shall make consultation appointments with the
3. faculty secretary usually one day in advance.
4. 5.6 Faculty Advising
5. (a) A faculty advisor will be assigned to each student
6. by the Dean of Students and such assignment will be
7. made based upon the academic competence of the faculty
8. advisor, and such assignments will be made that will
9. serve the student's best interest. Where possible
10. the faculty shall be responsible for a maximum of
11. 34 students.
12. (b) Each faculty member shall be assigned to advise the
13. same students for a two-year period unless the
14. student requests a change.
15. 5.7 Faculty members shall be responsible for the
16. following:
17. (a) Attendance at Division Meetings called at the
18. discretion of the Division Chairman.
19. (b) The College President and the Association President
20. shall jointly appoint the necessary number of
21. faculty to complete all college committees required
22. for the operation of the College. Faculty members
23. may convey their choice to the Association President.
24. (c) Faculty members shall be required to attend all
25. orientation and in-service programs planned for their
26. professional improvement and information.
27. (d) Faculty members attending those functions for which
28. academic attire is required shall have said attire
29. furnished by the college at no charge.

1. 5.8 Off-Campus and Continuing Education Division Courses
2. (a) The off-campus course offerings and faculty
3. appointments including those for special programs
4. (e.g. OEO & RIC) shall be made in consultation with
5. the Dean of Instruction, Director of Continuing
6. Education, Director of Community Affairs, and
7. Division Chairmen with final determination to be
8. made by the President of the College.
9. (b) All Branch Campuses of the College will follow the
10. official College Calendar unless the students and
11. course instructors are notified two-weeks prior to
12. any change.
13. (c) Continuing Education Division courses and Faculty
14. appointments shall be made in consultation with
15. the Dean of Instruction, Director of Continuing
16. Education and Division Chairmen with the final
17. determination to be made by the President of the
18. College.
19. 5.9 The Association and the Administration shall jointly
20. plan and provide the Faculty Orientation and In-Service programs
21. with the final approval of the proposed programs resting with
22. the College President.
23. 5.10 The Faculty Handbook and changes in it shall be
24. developed jointly by the Administration and the Association.
25. 5.11 Field Trips
26. (a) A field trip shall be defined as any educational
27. activity which requires students and/or faculty
28. members to leave the campus.

1. b. Before such a field trip is approved such approval shall
2. be obtained from the Division Chairman and the Dean of
3. Instruction. Particular care should be taken in the plan-
4. ing to avoid disruption of the normal student's schedule for
5. classes. The cost of the trip shall be paid for by the
6. students involved in the trip. Faculty members shall not
7. be required to use their own vehicles for such trips.
8. 5.12-A. All texts and other teaching material shall be selected
9. by the full-time faculty teaching the courses and the selection
10. shall be subject to the financial limitations of the students.
11. The full-time faculty in the academic discipline shall assign
12. the text to be used by the part-time faculty in that academic
13. discipline.
14. B. Faculty may have their students use and/or purchase books which
15. they themselves have authored or edited as part of the require-
16. ments of the course to which they are relevant providing the
17. full-time faculty in the academic discipline of which the
18. course is a part formally approves them at an academic division
19. meeting.
20. 5.13 A. Teaching schedules shall be so arranged that the elapsed
21. time between the beginning of the first class and the end of
22. the last class shall not exceed 8 hours in any one day. Every
23. effort will be made to keep the time span to six hours in any
24. one day.
25. B. Faculty assignments will be made considering the competence
26. of the faculty member. Such assignments will be made by the
27. Division Chairman subject to the approval of the Dean of
28. Instruction and President.
29. C. There shall be at least fourteen hours between the end of
30. the last class of the day and the beginning of the first class

1. of the next day except where mutually agreeable. All regular
2. assignments shall be on weekdays, Monday through Friday except
3. where mutually agreeable.

4. D. Except under extraordinary circumstances each faculty member
5. shall be given his tentative teaching schedule for the Fall
6. semester not later than June 1, and for the Spring Semester no
7. later than December 1, except where mutually agreeable. Final
8. assignments must have approval of the Division Chairman and
9. Dean of Instruction subject to the final approval of the Pres-
10. ident and shall be issued to faculty at least three days before
11. the beginning of the semester.

12. 5.14 Seniority among the faculty shall be determined according
13. to the following criteria in the following order: 1. Length of
14. full-time service to the College; 2. Academic rank; and 3. Length
15. of time that the faculty member has held that academic rank at
16. this College. In extenuating circumstances the College President
17. and the Association may jointly make an exception to these
18. criteria.

19. 5.15 Whenever possible and when such information is pertinent
20. the College Administrative officers will keep the faculty in-
21. formed of any grants or legislation that would be of interest to
22. the faculty usually through the Office of the Dean of Administra-
23. tion.

24. 5.16 Grading

25. (a) No final course grade assigned by a professor to one of
26. his students may be changed without his written consent.

27. The Association acknowledges that this has been the practice
28. at Camden County College since its inception.

1. (b) The final course grades and grade point value
2. system shall be reviewed by a committee to be
3. appointed jointly by the President and the Associa-
4. tion but will include the Dean of Instruction,
5. Dean of Students and the Registrar in addition
6. to four elected Association members.
7. 5.17 Overload positions shall be assigned to full-time
8. faculty requesting them whenever possible. Overload assign-
9. ments shall be by Division Chairman subject to approval of
10. Dean of Instruction and the College President.
11. 5.18 Full-time faculty shall be given first priority to
12. all summer positions in the area of their competence. No
13. faculty member may teach two courses in an academic discipline
14. in the summer sessions before every member in the academic dis-
15. cipline who wishes to teach in the summer session has one
16. course.
17. 5.19 Any faculty members who assume administrative duties
18. and subsequently return to faculty status shall resume all
19. rights and privileges that he would have had if he had continued
20. in his previous status without interruption.
21. 5.20 Whenever members of the faculty of the College
22. are identified as such, in any College publication, yearbook,
23. programs, etc., the full name of each shall be stated followed
24. by his academic degrees, academic rank, and the academic dis-
25. cipline(s) in which he is competent. Exception: In the
26. Master Schedule issued to assist student course registration
27. the course instructor shall be listed where he is known by
28. his last name prefixed with the abbreviation, "Prof."

1. 5.21 The College President may grant faculty members
2. a reduced teaching load when he approves any program that
3. warrants such a reduction in teaching load.
4. 5.22 Prior to a General Faculty meeting the agenda will
5. be distributed to all concerned. Anyone wishing any materials
6. or suggestions for such a meeting may submit their request or
7. recommendations to the Dean of Instruction three days prior
8. to said meeting and the material will be distributed along
9. with the agenda for the meeting.
10. 5.23 Where possible classroom repairs will be made at
11. such times when classroom disruptions shall be minimal. When
12. such repairs will disrupt the teaching process those instructors
13. involved shall be notified.
14. 5.24 Duplicating services will be made available to
15. all faculty for use for school purposes at any time the College
16. is open.
17. 5.25 Deduction from any faculty member's salary may be
18. made to savings and loan or credit unions when authorized in
19. writing by the faculty member.
20. 5.26 Sick leave and/or personal leave, for summer session
21. faculty members may be granted at the discretion of the
22. President.
23. 5.27 Sick leave, personal leave, bereavement leave,
24. family illness, jury duty leave and court appearance release
25. time may be granted during the summer sessions at the discre-
26. tion of the President.
27. 5.28 The Board agrees to provide teaching facilities to
28. the faculty and make such facilities as comfortable as possible
29. within the financial limits available.

1. 5.29 A block of time will be set aside free of schedule'
2. conflicts for meeting purposes
3. 5.30 In case of prolonged illness or other absence the
4. College will provide a substitute instructor to cover the
5. class or classes. The substitute instructor, in such case,
6. will be compensated on a pro-rated overload basis.
7. 5.31 When the scheduling permits, classes that may create
8. noise and possible disturbances to adjoining classes will be
9. placed in available facilities in such a manner to keep
10. disturbances to a minimum.
11. 5.32 Where resources permit a sum shall be provided for
12. gratuities for guest lecturers. The recommendations for the
13. amount of each gratuity and the necessary arrangements for such
14. appearances shall be made by the individual faculty member to
15. the Division Chairman prior to his submission of the Division
16. Chairman's operating Budget. Final approval is subject to the
17. consent of the Division Chairman, the Dean of Instruction, and
18. the College President.
19. 5.33 Four days shall elapse from the end of final
20. examinations before final grades are submitted and for not comply-
21. ing with this regulation may be required to reimburse the college
22. at a rate to be determined jointly by the College President
23. and the Association.
24. 5.34 No overload shall be granted to any faculty member
25. between 8 a.m. and 5 p.m. in an academic discipline unless and
26. until all the faculty in the academic discipline have their
27. regular teaching loads first completed with on-campus sections,
28. except where mutually agreeable to include off-campus teaching
29. as part of his/her regular teaching load.

1. 5.35 Each professor shall be offered the option of having all
2. his regular teaching load scheduled all in the day or all in the
3. evening; no professor shall be subject to a split day except
4. where mutually agreeable.

5. 5.36 Classrooms designed to meet specific instructional and
6. student needs, such as shorthand, typewriting and office machines
7. laboratories are not to be scheduled for instructional use in
8. another subject area by the college except in an emergency.

9. 5.37 The Director of Athletics shall have his present payment
10. increased \$50. for the 1971-72 academic year. Should the same
11. person hold the position of Athletic Director and Division
12. Chairman of Health and Physical Education his maximum credit
13. reduction shall be three credit hours per semester in determin-
14. ing his teaching load.

15. 5.38 The teaching load of each Division Chairman shall not
16. consist of more than 12 credit hours per week. Each Division
17. Chairman will receive a stipend of \$500 per semester over and
18. above his base salary. The Division Chairman will be reimbursed
19. for all of his expenses in attending professional meetings
20. providing his attendance has received prior approval from the
21. College President. Division Chairman shall operate in consulta-
22. tion with peer judgement.

23. 5.39 The Board agrees to grant the Coordinator of Law
24. Enforcement a six credit hour reduction in his teaching load.

25. 5.40 The Board agrees to grant the Director of the Theatre
26. Arts Program a three credit hour reduction in his teaching load
27. for coordinating the program.

Article 6 - Grievance Procedures

1. 5.1 A grievance is a claim or complaint by a faculty
2. member, group of faculty members, or the Association, herein-
3. after referred to as a "Grievant," based upon an event which
4. affects a condition of employment, discipline, or discharge
5. and/or alleged violation, misrepresentation or misapplication
6. of any provision of this Agreement or any existing rule, order
7. or regulation of the Board of Trustees. In the event that a
8. faculty member or a group of faculty members or the Association
9. believe they have a basis for a grievance, he/she or they shall:
10. a. Level One: Discuss the basis for the grievance with
11. either his division chairman or the appropriate
12. administrator. At level one the objective shall be to
13. resolve the grievance informally.
14. b. Level Two: If the aggrieved professor is not satisfied
15. with the disposition of his grievance at Level One,
16. he may invoke formal grievance procedure in writing on
17. the proper form signed by the Grievant and the
18. Association. Two copies of the grievance shall be filed
19. with the President of the College or a representative
20. designated by him.
21. c. Within one week from the date of filing the President
22. or his designee shall meet with Grievant and the
23. Association in an effort to resolve the grievance.
24. The President or his designee shall indicate his dis-
25. position of the grievance in writing within two
26. weeks of said meeting.

1. d. Level Three. If either the Grievant or the Associa-
2. tion is not satisfied with the disposition of the
3. grievance by the President or his designee or if no
4. disposition has been made within the time limits of
5. Paragraph C, the grievance shall be transmitted to the
6. Board of Trustees by filing a written copy thereof with
7. the Secretary of the said Board. The Board shall, with-
8. in two weeks of the date of filing, either allow the
9. grievance or hold a hearing on the grievance. No
10. later than one calendar week thereafter, the Board
11. of Trustees shall indicate its disposition of the
12. grievance in writing to the Association.

13. e. Level Four. If either the Grievant or the Association
14. is not satisfied with the disposition of the grievance
15. by the Board of Trustees, or if no disposition has
16. been made within the period provided in Paragraph D,
17. the grievance may be submitted to arbitration before
18. an impartial arbitrator. If parties cannot agree on
19. an arbitrator, he shall be selected pursuant to the
20. rules and procedure of the American Arbitration
21. Association whose rules shall like-wise govern the
22. arbitration proceeding. The Board and the Association
23. shall not be permitted to assert in such arbitration
24. proceeding any ground or to rely on evidence not pre-
25. viously disclosed to the other party. The arbitrator
26. shall have no power to alter, add to or subtract
27. from the terms of the Agreement. Both parties agree
28. to be bound by the award of the arbitrator and the
29. decision of the arbitrator shall be final and binding
30. on both parties.

1. 6.2 It is agreed that the aggrieved party at Level II
2. and thereafter and the Association at Level I and thereafter
3. shall be furnished when they so request with all pertinent
4. information in the possession of the Board of Trustees and its
5. representatives for the processing of a particular grievance
6. or complaint.

7. 6.3 Persons who may be required by either party to
8. be present for the purpose of this Article are defined as the
9. Grievant, the Association's Grievance Committee, the Board's
10. representative(s), and witnesses. When hearings are held during
11. working hours, persons required to be present shall be excused
12. without loss of pay.

13. 6.4 The fees and expenses of the arbitrator shall be
14. shared equally by the parties.

15. 6.5 No reprisals of any kind shall be taken against any
16. faculty member for participating in any grievance. If any faculty
17. member for whom a grievance is filed, processed or sustained
18. shall be found to have been unjustly discharged, he shall be
19. restored to his former position with full reimbursement of all
20. professional compensation lost.

21. 6.6 The number of days indicated at each level should be
22. considered as maximum and every effort should be made to
23. expedite the process.

24. 6.7 All documents, communications and records dealing with
25. a grievance shall be filed separately from the personnel files
26. of participants.

1. 6.8 If a grievant has a grievance which he wishes to
2. discuss with the appropriate administrator, he is free to do
3. so without recourse to the grievance procedure. However, no
4. formal grievance shall be adjusted without prior notification
5. to the Association and an opportunity for an Association repre-
6. sentative to be present, nor shall any adjustment of a grievance
7. be inconsistent with the terms of this Agreement. In the
8. administration of the grievance procedure the interest of the
9. faculty shall be the sole responsibility of the Association.

10. 6.9 A grievance may be withdrawn at any level. However,
11. if in the judgment of the Grievance Committee the grievance
12. affects the welfare of the faculty, the grievance may be
13. continued to be processed as a grievance of the Association.

14. 6.10 A grievance by a faculty member under this procedure
15. shall be initiated in writing on the proper form by him within
16. sixty (60) calendar days from the time when he became aware
17. of the event about which he is filing a grievance. This
18. provision should not be followed if the faculty member has
19. initiated the procedure specified under Article 9.3.

Article 7 - Appointment and Retention of Faculty

1. 7.1 Appointments and reappointments are normally limited
2. to one academic year until the faculty member attains tenure.
3. An initial appointment may be made for a period of two years
4. under exceptional circumstances.

5. 7.2 When a prospective faculty member is offered and
6. accepts a position at Camden County College, he shall be
7. provided with a copy of this Agreement, a copy of the Faculty
8. Handbook, and an official contract.

9. 7.3 A copy of the official contract is included in the
10. appendix of this agreement. The official contract shall include:

11. a. The dates for which the appointment is effective
12. b. The salary
13. c. The step on the salary schedule
14. d. The academic rank
15. e. The name of the college
16. f. A list of the field or fields in which he is expected
17. to teach or work.

18. 7.4 Notice of reappointment or non-reappointment. When
19. the Board of Trustees acts to reappoint or not to reappoint
20. a faculty member, notice of non-reappointment shall be given in
21. writing.

22. a. Not later than March 1 of the first academic year of
23. service.

24. b. Not later than December 15 of the second and third
25. academic year of service.

26. 7.5 Under extraordinary circumstances, it may become
27. necessary to hire a full-time faculty member for one semester
28. only. A faculty member so-hired shall be paid one-half of the

1. annual salary of the rank and step at which he has been hired.
2. He shall be accorded all privileges of a full-time faculty
3. member.
4. 7.6 No faculty member shall be assigned a full teaching
5. load and be compensated on the basis of a part-time salary
6. schedule. A Faculty member assigned a full load shall carry
7. full academic rank and benefits.
8. 7.7 Adjunct faculty fully employed elsewhere shall not
9. be appointed to teach more than four semester hours in any
10. academic semester.
11. 7.8 Annual contracts shall be issued by March 15th. Said
12. contracts are to be signed and returned to the Board of Trustees
13. not later than March 30th.
14. 7.9 Each tenured faculty member shall receive an individ-
15. ual contract of continuing employment.
16. 7.10 Qualifications for Academic Rank
17. The following are the minimum qualifications for academic
18. rank but they are not to be considered to guarantee automatic
19. appointment to a given rank:
20. a. Instructor: Masters Degree or its equivalent in the
21. appropriate field of training. No experience required.
22. b. Assistant Professor II. An earned Masters degree or
23. its equivalent in the appropriate field of training.
24. A candidate should have had at least two years of
25. college teaching experience or its equivalent in
26. related experience or its equivalent in related
27. experience.

1. c. Assistant Professor I: An earned Master's degree plus
2. 15 credits toward the Doctorate or its equivalent. A
3. candidate should have had at least four years of college
4. teaching experience or its equivalent in related experience.
5. d. Associate Professor: An earned Masters degree plus 30
6. graduate credits toward the Doctorate or its equivalent.
7. A candidate should have had at least six years of college
8. teaching experience or its equivalent.
9. e. Professor: An earned Masters degree with all the work
10. completed for the Doctorate with the exception of the
11. dissertation or Doctoral equivalent or Doctorate. A
12. candidate should have had at least eight years of college
13. teaching experience or its equivalent.

14. 7.11 The Board of Trustees may appoint or promote any faculty
15. member to any rank and to any setp on the salary schedule upon
16. the recommendation of the President of the College.

17. 7.12 The Board recognizes that in exceptional cases individuals
18. may present qualifications as to education and experience that
19. their faculty peers will adjudge to be the equivlanet of the
20. above qualifications although not corresponding to them to the
21. letter. In such cases, the Professional Standards Committee may
22. recommend such individuals to the College President for his
23. consideration for the academic rank deemed appropriate.

24. 7.13 It is agreed that two years of high school teaching or
25. business/industrial experience is the equivalent of one year of
26. college teaching.

27. 7.14 No one will be appointed to teach a course in any aca-
28. demic discipline unless he shall have a Masters degree or its
29. equivalent in that academic discipline or in a closely related
30. area. Where doubt exists the full-time tenured

1. faculty in the academic discipline shall together recommend
 2. what constitutes "a closely related area" to their academic
 3. discipline to the Division Chairman, Dean of Instruction, subject
 4. to the approval of the College President. Exception: this
 5. provision will not apply in career program courses and
 6. physical education.
7. 7.15 All part-time faculty hereinafter shall be appointed
8. to the academic rank of "Lecturer", and all college
 9. publications and the like shall list them as such. In rare
 10. instances the College President after receiving the recommenda-
 11. tion of the Professional Standards Committee with regard to the
 12. candidate, may recommend him to the Board of Trustees for the
 13. academic rank of Instructor, Assistant Professor, Associate
 14. Professor, or Professor, however, when the Board makes such
 15. an appointment it shall always prefix the academic rank
 16. assigned with the prefix "adjunct", as shall all College pub-
 17. lications and the like thereafter, e.g. -- Adjunct Associate
 18. Professor of Biology.

Article 8 - Promotions, Tenure, and Sabbatical Leave

1. 8.1 The Professional Standards Committee may continue
2. to recommend qualified and worthy faculty to the President
3. of the College for promotion in academic rank. It may also
4. consider faculty requests for sabbatical leave and make rec-
5. ommendations to the College President regarding them.

6. This committee shall be composed of the following members:
7. one tenured faculty member elected by secret ballot from each
8. of the academic divisions for a term of one year, and the
9. Association President. No faculty member may serve on this
10. committee for more than two successive years nor during any
11. academic year in which he intends to apply for a promotion in
12. academic rank or for sabbatical leave.

13. To be considered by this committee a faculty member must
14. apply in writing on an approved form to be drawn up by this
15. committee. He must also be considered by this committee if
16. he is nominated by his Division Chairman, by any member of his
17. academic division, or by any member of the Professional
18. Standards Committee.

19. The personal qualities to be considered in evaluating
20. members of the faculty for promotion are: (a) teaching
21. effectiveness, (b) scholarly achievement, (c) student
22. counseling, (d) professional development, and (e) contribu-
23. tions to campus life.

24. Final decision on recommendations to the Board of Trustees
25. for promotion in academic rank and on the granting of sabbat-
26. ical leave shall rest with the President of the College.
27. Final decisions on promotions in academic rank and on the
28. granting of sabbatical leave rests with the Board of Trustees.

1. 8.2 Beginning with the third year of academic service
2. at the College a faculty member may apply to the Professional
3. Standards Committee for a promotion in academic rank by
4. December 1st of the academic year preceding the academic year
5. for which the faculty member would like the promotion to
6. become effective if granted. The Board agreed to act on these
7. applications for promotion and to notify in writing those
8. approved after its February meeting of the same academic year
9. in which the application was made.

10. Faculty with less than two years of academic service who
11. apply for a promotion in academic rank shall be notified at
12. the issuance of their new individual contract.

13. 8.3 Sabbatical Leave

14. a. The sabbatical leave program for Camden County College is
15. established to furnish opportunity for professional
16. development of faculty through such study, travel,
17. research, or other pursuits as may contribute to
18. professional growth.

19. b. To be eligible for sabbatical leave, one shall have
20. served at least six consecutive years on the faculty
21. of Camden County College.

22. c. The Board shall support the principle of sabbatical
23. leaves for the college faculty after every six
24. consecutive years on the faculty of Camden County
25. College.

26. d.. Compensation during the leave may be for full salary
27. for half an academic year or half salary for a full
28. academic year. The recipient retains rights of reg-
29. ular employment such as status on salary schedule,

1. retirement, medical insurance, tenure, and office space.
2. Acceptance of sabbatical leave obligates the recipient to
3. return to service of the college for at least a one year
4. period. The recipient may accept a grant, a fellowship, or
5. similar monies usually identified with graduate or post-
6. doctoral study, but employment during the sabbatical leave
7. for increased income is incompatible with the purposes of the
8. program.

Article 9 - Resignation, Dismissal, Retirement

1. 9.1 Resignation

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

7. 9.2 Dismissals of Faculty

8. No faculty member on tenure may be dismissed except as
9. provided in statute law N.J.S.A. 18A: - 28.5

10. 9.3 Alledged violations of academic freedom, professional
11. conduct and/or other aspects of the Master Agreement.

12. If a faculty member, the Association, or the College
13. feels that there has been a violation of academic freedom,
14. professional conduct or other aspects of the Master
15. Agreement then he may be guided by the following procedure:

16. a. The first step shall be a discussion between the
17. faculty member and the appropriate administrative
18. officer and/or division chairman to see if a
19. solution to the problem can be resolved to the
20. mutual satisfaction of all concerned.

21. b. The second step shall be referral to the Association's
22. Committee on Academic Freedom and Professional Conduct
23. who shall complete their own inquiry and make reco-
24. mmendations to the College President. These reco-
25. mmendations shall not be binding upon the College or
26. the Association.

1. c. The third step shall be the said committee's report,
2. meeting and discussion at a session with the President
3. and all parties concerned within three weeks from the
4. date of filing of the Committee's report with the
5. President.
6. d. If it is not resolved at this point or within two
7. weeks from this meeting with the President of the
8. College to the satisfaction of the faculty member
9. concerned and/or the Association it may revert to the
10. form outlined in the grievance procedure at the
11. discretion of the faculty member concerned and/or the
12. Association.
13. c. The grievance procedure shall then be followed to the
14. point where binding arbitration will determine the
15. outcome of the decision, if the faculty member
16. and/or the Association choose to invoke Level Four
17. of the Grievance Procedure (Article 6.1)
18. f. In all cases where a contract is issued the Board
19. agrees to their financial obligations for the full
20. payment of the year's contract in any type of case that
21. may call for termination of the faculty member's
22. teaching short of the full contract year.
23. 9.4 When a suspension is necessary in the opinion of
24. the College the faculty member's salary will continue for the
25. period of suspension. Before suspending a faculty member
26. the administration will usually consult with the Association's
27. Committee on Academic Freedom and Professional Conduct. If
28. said suspension is to become permanent the salary of the faculty
29. member will continue for the balance of the contract year.

1. 9.5 Terminal Salary or Notice
2. If the appointment is terminated, the faculty member will
3. receive his salary or notice in accordance with the schedule
4. of notice.
5. 9.6 Academic Freedom of Nontenured Faculty
6. If a faculty member on probationary or other nontenured
7. appointment alleges that considerations violative of academic
8. freedom significantly contributed to the decision not to
9. reappoint him, his allegation will be given preliminary
10. consideration by the Association's Committee on Academic
11. Freedom and Professional Conduct which will seek to settle
12. the matter by informal methods. His allegation shall be
13. accompanied by a statement that he agrees to the presentation,
14. for the consideration of this faculty committee, of such
15. reasons and evidence as the institution may allege in support
16. of its decision.
17. 9.7 The Board of Trustees upon the recommendation of the
18. President of the College may confer emeritus status on a
19. retiring faculty member, should the College desire to recog-
20. nize his/her meritorious service. The Professional Standards
21. Committee may recommend to the College President for the
22. granting of emeritus status worthy faculty who are retiring.
23. An emeritus professor shall enjoy the right to attend
24. and to speak at all general faculty and Association meetings.
25. He shall also enjoy the usual faculty rights and privileges
26. and may accept assignments to teach, to lecture, and to
27. perform research for the College.

Article 10 - Professional Evaluations

1. 10.1 All evaluations of the Professional activities of
2. the faculty shall be in writing. An evaluation conference of
3. professional activities shall be based on the total academic
4. performance, including such elements as:

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

10. 10.2 At least once each semester non-tenured faculty
11. shall, and tenured faculty may, be evaluated in terms of
12. his/her total academic and professional progress cumulatively
13. to-date and the Division Chairman shall discuss the evalu-
14. ation with the professor who shall have the right to present
15. any material which he feels is pertinent to the proper
16. consideration of the nature and scope of the evaluation. The
17. Division Chairman shall prepare a record of the discussion
18. in memorandum form immediately following it.

19. 10.3 Such memorandum shall become a part of the employee's
20. personnel file in accordance with the conditions for making it
21. a part of such file as set forth under provisions made for
22. Personnel Files (Article II).

23. 10.4 The professor may furnish to his Division Chairman his
24. written self-evaluation, with supporting facts, in duplicate,
25. concerning his rating of himself and one copy of such self-
26. evaluation shall also be placed in his official personnel
27. file, together with the Division Chairman's response, if any,
28. a copy of which shall also be promptly given to the faculty
29. member.

Article 11 - Personnel Files

1. 11.1 Administrators shall be encouraged to place in the
2. personnel file of each professor information of a positive
3. nature indicating special competencies, achievements, performances,
4. or contributions of an academic, professional, or civic nature.
5. Any such materials received from outside, competent, responsible
6. sources shall also be included in the file.

7. 11.2 Personnel Files

8. Two personnel files shall be maintained for each faculty
9. member, one an administrative file kept in the office of the
10. Dean of Instruction and the other in the Division Chairman's
11. office.

12. 1. There shall be a personal file in the Division Chair-
13. man's office which shall include but not be limited
14. to the following:

15. a. Personal Information

16. b. Information relating to the employee's academic
17. and professional accomplishments submitted by the
18. employee or placed in the file at his request.

19. c. Records generated by the college.

20. d. Memoranda of discussions between the employee and
21. his Division Chairman relating to evaluations
22. of the employee's professional performance. It
23. is important to note that the purpose of the written
24. entries in a faculty member's file is primarily
25. that of developing a profile indicating his
26. strengths, shortcomings, and progress.

27. No materials shall be placed in the employee's personal file
28. until the employee has been given the opportunity to read the

1. contents and attach any comments he may so desire. Each such
2. document shall be initialed by the employee before being placed
3. in his file as evidence of his having read such document. This
4. initialing shall not be deemed to constitute approval by the
5. employee of the contents of such document. If the employee
6. refused to initial any document after having been given an
7. opportunity to read the same, a statement to that effect shall
8. be affixed to the document.

9. The personal file in the chairman's office shall be available
10. for examination by the employee at his request and by the
11. Professional Standards Committee.

12. 2. There shall be a separate administration file maintained
13. by the Dean of Instruction which shall contain:

14. a. All materials requested by the College or supplied by
15. the employee in connection with the employee's orig-
16. inal employment:

17. Such items shall be confidential and not made avail-
18. able for review to any faculty member, departmental,
19. or College committees (with the exception of the
20. Professional Standards Committee) or to any external
21. agency or individual (except the Association's
22. Grievance Committee).

23. b. All written reports of the employee's academic and
24. professional performance. The administration file
25. shall be available only at the discretion of the Dean
26. of Instruction or to the faculty member at such time
27. when an action regarding the member's status is being
28. considered. In such instances the faculty member shall
29. be fully protected by due process.

1. 11.3 Any anonymous material placed in a professor's file
2. prior to the execution of this Agreement shall at such faculty
3. member's request be removed therefrom, and in any event shall
4. be given no weight or consideration for any purpose whatever.
5. No material provided by a student or students may be placed
6. directly or indirectly in any faculty member's file.
7. 11.4 The faculty member shall be permitted conveniently
8. to produce on the College's premises any material in his
9. Division File.
10. 11.5 A duly appointed representative of the Association
11. may, at the faculty member's request accompany said person
12. when he reviews his file.

1. 11.3 Any anonymous material placed in a professor's file
2. prior to the execution of this Agreement shall at such faculty
3. member's request be removed therefrom, and in any event shall
4. be given no weight or consideration for any purpose whatever.
5. No material provided by a student or students may be placed
6. directly or indirectly in any faculty member's file.
7. 11.4 The faculty member shall be permitted conveniently
8. to produce on the College's premises any material in his
9. Division File.
10. 11.5 A duly appointed representative of the Association
11. may, at the faculty member's request accompany said person
12. when he reviews his file.

Article 12 - Faculty Facilities

1. 12.1 Recognizing that the offices planned for the new
2. buildings are designed to house no more than two faculty
3. members, every effort will be made when said buildings are
4. available to insure that no faculty office (new or existing)
5. shall house more than two faculty members.
6. B. Every effort will be made to reduce the noise level
7. in faculty office areas and adjoining corridor areas.
8. C. The College shall place on each faculty office door a
9. nameplate for each faculty member in the office. It shall be
10. structured in the following manner: First name, Middle Initial,
11. Last Name; Academic Discipline(s). E.g. - William R. Teacher,
12. Associate Professor of English. All of the faculty nameplates
13. shall be of the same size and have the same size lettering.
14. D. Every effort will be made to provide completely enclosed
15. office space for every faculty member in a quiet area.
16. E. Each office shall be equipped, furnished, and lockable.
17. Such equipment shall include, but not limited to desks, chairs
18. file cabinets, telephone, supplies, book-shelves, etc. A
19. typewriter will be available to be shared by faculty in the
20. approximate vicinity.
21. 12.2 Secretarial Services
22. Adequate secretarial service will be provided for all
23. Faculty. Secretaries' offices shall be so located so as not
24. to disturb the quiet of the faculty office areas.
25. 12.3 An effort will be made to provide a faculty lounge
26. at the Camden Branch.

1. 12.4 Conference rooms, where available, may be used by
2. the Association.
3. 12.5 Where possible, provisions shall be made for storage
4. rooms for each academic division.
5. 12.6 All full-time faculty shall be provided with individ-
6. ual, on campus, free reserved parking facilities in designated
7. faculty parking areas. One parking space nearest to the admin-
8. istration building shall be marked and reserved for the Assoc-
9. iation use at all times.

Article 13 - Protection of Faculty and Property

1. 13.1 A faculty member may use reasonable force as is
2. necessary to protect himself from attack, to protect another
3. person or property, to quell a disturbance threatening physical
4. injury to others, or to obtain possession of weapons or other
5. dangerous objects upon the person or within control of a student.
6. 13.2 A) Faculty shall immediately report cases of assault
7. suffered by them in connection with their employment
8. to their division chairman.
9. B) Such notification shall be immediately forwarded to
10. the appropriate college Dean, and office of the
11. President.
12. 13.3 The college recognizes and supports the rights of
13. the faculty under N.J.S.A. 18A: 60 - 3, 4 and 5.

Article 14 - Salary Policy and Salary Schedules

1. 14.1 Statements to mass media wherein Camden County College
2. faculty salary schedules are quoted or listed shall contain the
3. following accompanying statement: "Camden County College
4. Faculty salaries are set on the basis of advanced graduate
5. degree and prior experience requirements."

6. 14.2 The salary schedules for all ranks and positions
7. shall be presented annually in writing or printed form to each
8. applicant for professional employment at the College as part
9. of the final correspondence or final interview pertaining to
10. such employment.

11. 14.3 The base annual salary of each faculty member shall
12. be paid in twenty (20) equal payments or he may have his salary
13. divided by twenty-four and he will then receive nineteen (19)
14. equal payments through the academic year and the balance of five
15. (5) payments in one lump sum on June 30th, or he will receive
16. twenty-four equal payments through the calendar year.

17. 14.4 A faculty member shall not be required to work
18. beyond the basic teaching load as set forth in this Agreement.
19. When a full-time faculty member handles an overload or teaches
20. during the summer he shall be compensated at the rate of \$250
21. per credit hour. Part-time Faculty members shall be paid at the
22. rate of \$225 per credit hour.

23. 14.5 Each faculty member working in overload as well as
24. those who teach during the summer and also adjunct faculty shall
25. have a choice each semester as to whether he/she would like to
26. receive his compensation for this work in two, four, or six
27. equal payments over the semester as soon as operationally
28. feasible.

1. 14.6 The coaching staff shall have their present payment
2. increased \$50. for the 1971-72 academic year.
3. 14.7 The Board agrees that the increment for the 1971-72
4. academic year will be \$1445.00 for each full-time faculty
5. member.

Article 15 Insurance and Miscellaneous
Fringe Benefits

1. 15.1 Health Care Insurance
2. a. The Board shall provide without cost to the faculty full
3. family health care insurance benefits including Rider J
4. for the full twelve month period. TIAA's \$50,000 "Plus"
5. Optimum Major Medical Plan will be made available to
6. all the faculty and their families with the faculty
7. paying their own premiums.
8. b. The Board agrees that if a faculty member dies, his/her
9. surviving spouse and eligible children shall be per-
10. mitted to remain in the group plans for twelve months
11. after the death of the employee without cost.
12. 15.2 An Association approved low-cost group dental insurance
13. plan will be made available to the faculty and their
14. family. The Faculty Association member will pay his
15. own premiums.
16. 15.3 Collective Life Insurance for all faculty will be
17. made available through TIAA's plan with the faculty member pay-
18. ing his own premiums.
19. 15.3 Admission to Courses:
20. a. Faculty members are to be granted tuition free entrance
21. for credit or audit to any courses offered by the
22. College.
23. b. Faculty dependents (including husband, wife, and children)
24. are to be granted the privilege of one-half fee payment
25. for credit and may audit any course offered by the
26. College.

1. 15.4 Vacancies

2. Notice of any professional position vacancy, faculty or
3. administrative, shall be posted on the main bulletin board in
4. the Faculty Lounge as well as circulated to the members of the
5. faculty at least ten days prior to its publication elsewhere.
6. The Association shall be notified at the time of an official
7. resignation or termination of employment in all administrative,
8. supervisory, and faculty positions.

9. 15.5 Distinguished Merit Increment:

10. The Board of Trustees upon the recommendation of the College
11. President may grant special recognition to any faculty member
12. who has made distinguished contributions to the College. Said
13. faculty member may upon recommendation of the President to the
14. Board of Trustees receive a special additional salary adjust-
15. ment in an amount not more than 5% of his base salary.

16. 15.6 The College shall provide travel-accident-liability
17. insurance in the amount of \$100,000/\$300,000 whenever a faculty
18. member is requested to drive on college business in a college
19. owned vehicle.

Article 16 - Leaves of Absence

1. 16.1 Paid Leaves of Absence
2. 1. Sick Leave
3. a. Faculty members may on occasion be unavoidably
4. absent because of personal or family illness.
5. A faculty member who finds it necessary to be
6. absent because of illness should communicate with
7. his Division Chairman as soon as possible.
8. b. Faculty members on 10 month contracts shall receive
9. one day sick leave for each month worked in each
10. academic year. Unused sick leave is not accumu-
11. lative for a probationary faculty member. Upon
12. achieving tenure a faculty member's sick leave
13. account will be credited for those days not used
14. during the probationary period. Sick leave may
15. accumulate for tenured faculty for a total of
16. 150 days.
17. 2. Bereavement
18. Leave not to exceed five (5) days will be allowed for
19. each death in the immediate family. Family shall
20. mean: father, mother, siblings, wife, husband,
21. children, step-children and grandchildren.
22. In the event of a death of a member of a family other
23. than those previously listed a faculty member may be
24. entitled to one full day to attend the funeral.
25. 3. Family illness
26. In case of serious illness of a member of the faculty
27. member's household, the determination of the eligibility
28. of the professor for leave with pay other than sick

1. leave shall be left to the discretion of the President.

2. 4. Personal Leave

3. Leave not to exceed 5 days per year may be permitted
4. at the discretion of the President for matters which
5. cannot be cared for in free time.

6. 16.2 Unpaid Leaves of Absence

7. 1. Advanced Study:

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

18. 2. Exchange Teaching

19. A leave of absence for one year may be granted to any
20. faculty member by the Board of Trustees upon applica-
21. tion for the purpose of participating in exchange teach-
22. ing programs in other states, territories or countries,
23. or a cultural program related to his professional
24. responsibilities if in the opinion of the Board such
25. experience shall benefit the College as well as the
26. individual. The Board may extend such leave beyond
27. the one year period. Upon return from such leave a
28. faculty member shall be placed at the same position on
29. the salary schedule on which he would have been had he
30. taught in the College during such period.

1. 3. Service in Professional Organizations
2. A leave of absence of up to one year may be granted to
3. any faculty member by the Board of Trustees upon
4. application for the purpose of serving as an officer
5. of any professional association or on its staff if in
6. the opinion of the Board such service shall benefit the
7. College as well as the individual. The Board may
8. extend such leave beyond the one year limit. Upon
9. return from such leave, such faculty members shall be
10. be placed at the same position on the salary schedule
11. on which they would have been had they taught in the
12. College during such period.

13. 4. Maternity Leave
14. Maternity leave from the mid-point of pregnancy or
15. upon recommendation of her physician to a maximum of one
16. year may be granted. Upon request, the Board may
17. extend such leave beyond the one year limit.

18. 16.3 Professional Improvement

19. Up to five days of each academic year may be made avail-
20. able for each faculty member to attend professional meetings.
21. Individual expenses incurred by such attendance are to be
22. reimbursed by the Board. The President shall be the sole
23. determinant of the suitability of such attendance and reim-
24. bursement.

25. 16.4 Any faculty member on tenure may apply for a leave
26. of absence without pay. Application should be filed with the
27. President of the college, who will transmit the application with
28. his recommendation to the Board of Trustees. Statute law
29. provides for the following:

1. A. In the case of any approved leave of absence without
2. pay for illness, a faculty member may, at his option
3. continue to pay premiums on contributory insurance
4. for a maximum period of two years.
5. B. In the case of an approved leave of absence without
6. pay for maternity, a faculty member may, at her
7. option, continue to pay premiums on contributory
8. insurance for a maximum period of one year.
9. C. A faculty member on approved leave for not more than
10. three months or by reason of a Fulbright or exchange
11. teaching scholarship can make payment on pension
12. premiums on his return to college for the period of
13. his leave. The requests to make such purchase must
14. be made within one year after returning to regular
15. employment. Terms for purchase are based on age
16. and salary at time of contract for purchase, as dis-
17. tinguished from the contributions that might have
18. been made had he not been on such leave.
19. D. In other cases of leaves without pay not exceeding
20. two years, the faculty member may, on his return to
21. the college, reactivate his pension at the same rate
22. as when he went on leave.
23. E. In the case of approved leave of absence, a faculty
24. member may continue to pay premiums for himself and
25. his dependents for Blue Cross, Blue Shield and Major
26. Medical.
- 27.
- 28.

Article 17 - College Governance

1. 17.1 It is hereby mutually agreed by and between the Camden
2. County College and the Camden County College Faculty Association
3. as follows: that

4. nothing contained in this section on governance shall contra-
5. vene the law of the State of New Jersey and the Regulations of
6. the Board of Higher Education in so far as they are in accordance
7. with the law of the State of New Jersey.

8. understanding, based on community of interest, and producing
9. joint effort, is essential. A college in which all the components
10. are aware of their interdependence, of the usefulness of commun-
11. ication among themselves, and of the force of joint action will
12. enjoy increased capacity to solve its educational problems.

13. I - The Academic Institution: Joint Effort

14. A. Preliminary Considerations

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

21. the variety of approaches may be wide. Therefore, at least
22. two general conclusions regarding joint effort seem clearly
23. warranted: (1) important areas of action involve at one time
24. or another the initiating capacity and decision-making partici-
25. pation of all the institutional components, and (2) differences
26. in the weight of each voice should be determined by reference to
27. responsibility of each component for the particular matter at
28. hand.

1. B. Determination of General Educational Policy

2. the general educational policy i.e., the objectives of an
3. institution and the nature, range, and pace of its efforts,
4. is shaped by (1) the institutional charter or by law, (2) by
5. tradition and historical development, (3) by the present needs
6. of the community of the institution, and (4) by the professional
7. standards of those directly involved in its work.

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

15. when an educational goal has been established, it becomes
16. the responsibility primarily of the faculty to determine appro-
17. priate curriculum and procedures of student instruction. The
18. Board of Trustees of a county college, the Department of Higher
19. Education and the Board of Higher Education of the State of
20. New Jersey has powers specifically stated in the law of the
21. State of New Jersey and all of these powers are acknowledged.

22. such matters as major changes in the size or composition
23. of the student body and relative emphasis to be given to the
24. various elements of the educational and research program should
25. involve participation of governing board, administration and
26. faculty prior to final decision.

1. C. Internal Operations of the Institution

2. the framing and execution of long-range plans, one of the
3. most important aspects of institutional responsibility, should
4. be a central and continuing concern in the academic community.

5. Communications:

6. the channels of communications should be established and
7. maintained by joint endeavor of the four components. Distinc-
8. tion should be observed between the institutional system of com-
9. munication and the system of responsibility for the making of
10. decisions.

11. Buildings:

12. the board, president and faculty should all seek agreement
13. on basic decisions regarding buildings and other facilities to
14. be used in the educational work of the institution.

15. Budgeting:

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

23. The College President:

24. joint effort of a most critical kind must be taken when
25. an institution chooses a new president. The selection of a
26. chief administrative officer should follow upon cooperative
27. search by the governing board and the faculty, taking into
28. consideration the opinions of others who are appropriately
29. interested. The president should be equally qualified to serve
30. both as the executive officer of the governing board and as the

1. chief academic officer of the institution and the faculty.
2. His dual role requires that he be able to interpret to board
3. and faculty the educational views and concepts of institutional
4. government of the other. He should have the confidence of the
5. board and the faculty.

6. Administrative Officers:

7. the Association shall annually make recommendations to
8. the college president with regard to all deans and administrat-
9. ive officers of the college, and the Association shall make
10. annual recommendations concerning the president to the board of
11. trustees. When a vacancy shall occur in any administrative off-
12. ice of the college, the association may recommend one or more
13. individuals with the necessary qualifications to the college
14. president for consideration for appointment to that position.

15. D. External Relations of the Institutions

16. only the board speaks legally for the whole institution,
17. although it may delegate responsibility to an agent.

18. the right of a faculty member to speak on general educa-
19. tional questions or about the administration and operations
20. of his own institution is a part of his right as a citizen and
21. should not be abridged by the institution.

22. II. The Academic Institution: The Governing Board

23. the governing board has a special obligation to assure
24. that the history of the college shall serve as a prelude and
25. inspiration to the future. The board helps relate the institu-
26. tion to its chief community; e.g., the community college to
27. serve the educational needs of a defined population area or
28. group, and to accept the appropriate new challenges which are
29. its concern.

1. since the membership of the board may embrace both indivi-
2. dual and collective competence of recognized weight, its advice
3. or help may be sought through established channels by other
4. components of the academic community. The governing board of
5. an institution of higher education, while maintaining a general
6. overview, entrusts the conduct of administration to the admini-
7. strative officers, the president and the deans, and the conduct
8. of teaching and research to the faculty.

9. one of the governing board's important tasks is to ensure
10. the publication of codified statements that define the over-all
11. policies and procedures of the institution under its jurisdiction.

12. the board plays a central role in relating the likely needs
13. of the future to predictable resources: it is responsible for
14. obtaining needed capital operating funds; and in the broadest
15. sense of the term should pay attention to personnel policy.
16. In order to fulfill these duties, the board should be aided by
17. and may insist upon, the development of long-range planning
18. by the administration and faculty.

19. when ignorance or ill-will threatens the institution or
20. any part of it, the governing board must be available for
21. support. In grave crises it will be expected to serve as a
22. champion. Although the action to be taken by it will usually
23. be on behalf of the president, the faculty, or the student
24. body, the board should make clear that the protection it
25. offers to an individual or a group is, in fact, a fundamental
26. defense of the vested interests of society in the educational
27. institution:

28. III. The Academic Institution: The President

29. the president, as the chief executive officer of an
30. institution of higher education, is measured largely by his

1. capacity for institutional leadership. He shares responsibility,
2. for the definition and attainment of goals, for administrative
3. action, and for operating the communications system which links
4. the components of the academic community. He represents his
5. institution to its many publics. His leadership role is sup-
6. ported by delegated authority from the board and faculty.

7. as the chief planning officer of an institution, the
8. president has a special obligation to innovate and initiate.
9. The degree to which a president can envision new horizons for
10. his institution, and can persuade others to see them and to
11. work toward them, will often constitute the chief measure of
12. his administration.

13. the president must at times, with or without support, infuse
14. new life into a department; relatedly, he may at times be
15. required working with the concept of tenure, to solve problems
16. of obsolescence. The president will necessarily utilize the
17. judgements of the faculty, but in the interest of academic
18. standards he may also seek outside evaluations by scholars of
19. acknowledged competence.

20. it is the duty of the president to see to it that the
21. standards and procedures in operational use within the college
22. conform to the policy established by the governing board and
23. to the standⁿards of sound academic practice. It is also
24. incumbent on the president to insure that faculty views,
25. including dissenting views, are presented to the Board in
26. those areas and on those issues where responsibilities are
27. shared.

28. the president is largely responsible for the maintenance of
29. existing institutional resources and the creation of new

1. resources; he has ultimate managerial responsibility for a
2. large area of nonacademic activities, he is responsible for
3. public understanding, and by the nature of his office is the
4. chief spokesman of his institution. In these and other areas
5. his work is to plan, to organize, to direct, and to represent.
6. The presidential function should receive the general support
7. of the board and faculty.

8. IV. The Academic Institution: The Faculty

9. the faculty has shared responsibility for such fundamental
10. areas as curriculum, subject matter and methods of instruction,
11. research, faculty status, and those aspects of student life
12. which relate to the educational process subject to the powers
13. of the Board of Trustees, the Department of Higher Education,
14. and the Board of Higher Education as specifically stated in the
15. law of the State of New Jersey. College Committee recommenda-
16. tions shall be brought before the general faculty for discussion
17. and approval or rejection. Voting procedures shall be by secret
18. ballot which shall be counted by the Association's Elections
19. Committee immediately following the meeting at which the vote
20. was taken. The president of the college shall name one repre-
21. sentative to said Committee for the purpose of counting votes
22. taken at a general faculty meeting. The college president shall
23. then act upon the recommendations of the general faculty. In
24. the case of an adverse decision the college president shall
25. discuss the reasons for his decision with the general faculty
26. prior to the implementation of said decision.

27. the president of the faculty association and four faculty
28. members elected by the association, the president, the dean of
29. career education and the dean of instruction did in May, 1970
30. jointly determine and agree upon the college committees

1. to be hereinafter established, including with regard to the
2. number of college committees, their names, and general functions
3. and procedures to be followed, the number of faculty, students
4. and administrators who will serve on each committee.

5. no later than September 15 of the new academic year the
6. association president and the college president shall appoint
7. jointly the faculty and administrative members to serve on each
8. of the college committees. Student members of the committees
9. are to be named by the student government association senate
10. no later than October 1, of the new academic year.

11. the faculty sets the requirements for the degrees offered
12. in course, determines when the requirements have been met,
13. and authorizes the president and board to grant the degrees
14. thus achieved.

15. faculty status and related matters are a shared responsi-
16. bility. The faculty in each academic discipline shall annually
17. elect by secret ballot no more than three of its members to
18. serve as a committee which shall share equal responsibility with
19. the Division Chairman who shall be a member of it, and with the
20. Dean of Instruction in the interviewing and selection of new
21. faculty in that academic discipline.

22. the responsibility of the faculty for such matters is
23. based upon the fact that its judgement is central to general
24. educational policy. Furthermore, scholars in a particular
25. field or activity have the chief competence for judging the work
26. of their colleagues; in such competence it is implicit that
27. responsibility exists for both adverse and favorable judgements.
28. Likewise there is the more general competence of experienced
29. faculty having a broader charge.

1. the faculty within an academic division by a majority vote
2. in secret ballot shall select a nominee for recommendation to
3. the college president to serve as division chairman for a
4. period of one year. Final approval rests with the board
5. of trustees who will not be necessarily limited to the nominee
6. mentioned above. The department head as well as the division
7. chairman shall not have tenure in this office; their tenure
8. as a faculty member is a matter of separate right. They
9. should serve for a stated term but without prejudice to re-
10. election or to reappointment by procedures which involve
11. appropriate faculty consultation. This statement shall apply
12. to department heads if and when this organizational structure
13. is adopted.

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

26. Student Status

27. when students in the college desire to participate
28. responsibly in the government of the institution they attend,
29. their wish should be recognized as a claim to opportunity both

1. for educational experience and for involvement in the affairs
2. of their college. Students expect, and have a right to expect,
3. that the educational process will be structured, that they
4. will be stimulated by it to become independent citizens, and
5. that they will have effectively transmitted to them the cul-
6. tural heritage of the larger society. If institutional support
7. is to have its fullest possible meaning it should incorporate
8. the strength, freshness of view and idealism of the student
9. body.

Article 18 - Negotiations Procedures

1. 18.1 The parties agree to enter into collective bargaining
2. over a successor Agreement in accordance with Chapter 303, Public
3. Laws of 1968 in a good-faith effort to reach agreement on all
4. matters concerning salaries, terms and conditions of employment
5. and grievance procedures at Camden County College. Any Agree-
6. ment so negotiated shall apply to all the members of the faculty,
7. be reduced to writing, be adopted by the Association and by
8. the Board, and be signed by the Board's and Association's
9. Negotiations Committee.

10. 18.2 During collective bargaining, the Board and the
11. Association shall present relevant data, exchange points of
12. view and make proposals and counterproposals.

13. 18.3 Neither party in any negotiations shall have any
14. control over the selection of the negotiating representatives
15. of the other party. The parties mutually pledge that their
16. representatives shall be clothed with all necessary power to
17. make proposals, consider proposals, and make counter proposals
18. in the course of collective bargaining.

19. 18.4 Either party will have the right to caucus at any
20. time.

21. 18.5 When in the view of either party, an impasse has
22. been reached on any issue, that party may appeal to the New
23. Jersey Public Employees Relations Commission for the services
24. of a mediator in accordance with Chapter 12 of Rules and Regula-
25. tions and Statement of Procedures of the New Jersey Public
26. Employees Relations Commission.

1. 18.6 In the event of a failure to resolve the impasse by
2. mediation either party may submit the issue to arbitration before
3. an impartial arbitrator. If parties cannot agree on an arbitra-
4. tor, he will be selected pursuant to the rules and procedure
5. of the American Arbitration Association whose rules shall like-
6. wise govern the arbitration proceeding. Both parties agree to
7. be bound by the award of the arbitrator and the decision of the
8. arbitrator shall be final and binding on both parties. The
9. fees and expenses of the arbitrator shall be shared equally by
10. the parties.

Article 19 - ~~Application of Provisions of this Agreement~~

1. 19.1 If any provision of this Agreement or any application
2. of the Agreement to any employee or group of employees shall be
3. found contrary to law, then such provision or application shall
4. not be deemed valid and subsisting except to the extent permitted
5. by law, but all other provisions or applications shall continue
6. in full force and effect.

7. 19.2 Any individual contract between the Board and an
8. individual faculty member heretofore or hereafter executed,
9. shall be subject to and consistent with the terms and conditions
10. of this Agreement. If an individual contract contains any
11. language inconsistent with this Agreement, this Agreement,
12. during its duration, shall be controlling.

13. 19.3 "Proposed new rules or modifications of existing
14. rules governing working conditions shall be negotiated with
15. the majority representative before they are established."
16. (Chapter 303, Public Laws 1968)

17. 19.4 Copies of this Agreement shall be printed or repro-
18. duced by the Board and distributed to all faculty now employed
19. or hereafter employed by the Board for the duration of this
20. Agreement.

21. 19.5 Except as this agreement shall hereinafter provide,
22. all terms and conditions of employment applicable on the
23. effective date of this agreement as established and in force
24. on said date shall continue to be so applicable during the
25. term of this agreement. Unless otherwise provided in this
26. agreement nothing contained herein shall be interpreted or
27. applied so as to eliminate, reduce or otherwise detract from
28. any faculty benefits existing prior to the effective date of
29. this agreement.

1. 19.6 This agreement shall be subject to ratification by
2. the members of the Association and by the members of the Board
3. of Trustees.
4. 19.7 This agreement shall be effective as of July 1, 1971
5. and shall continue in effect until June 30, 1972. This
6. agreement shall not be extended orally and its is expressly
7. understood that it shall expire on the date indicated.

Board of Trustees

Association

By John J. Byrne
 John J. Byrne, Chairman
 Negotiations Committee

By William H. Curtis, III
 William H. Curtis, III
 Chairman, Negotiations Committee

By Maxine Colm
 Maxine Colm, Chairman
 Board of Trustees

By Mario J. Giordano
 Mario Giordano
 Negotiations Committee

By Harry Benn
 Harry Benn, Trustee

By Frances G. Spaeth
 Frances G. Spaeth
 Negotiations Committee

Witnessed by Otto R. Mauke
 Otto R. Mauke
 President

By John D. Stewart, II
 John D. Stewart, II
 Negotiations Committee

Witnessed by Jean M. Becker
 JEAN M. BECKER OF NEW JERSEY
 My Commission Expires Nov. 25, 1973

By John deFrancesco, II
 John deFrancesco, II
 Association President
 Negotiations Committee
 Ex Officio

Witnessed by Susan Waleski
 Susan Waleski

October 20, 1970
 Date of Signing

APPENDIX 1: CAMDEN COUNTY COLLEGE SALARY SCHEDULE 1971-72

<u>Instructor</u>	<u>Ass't Prof. II</u>	<u>Ass't Prof. I</u>	<u>Assoc. Prof.</u>	<u>Professor</u>
7,000				
7,400				
7,800				
8,200	8,445			
8,500	8,845			
9,000	9,245			
9,400	9,645			
9,800	10,045	10,045		
10,200	10,445	10,445		
10,400	10,845	10,845		
	11,245	11,245	11,245	
	11,645	11,645	11,645	
	12,045	12,045	12,045	
		12,545	12,545	
		13,045	13,045	13,045
		13,545	13,545	13,645
		14,045	14,045	14,245
			14,545	14,845
			15,045	15,445
			15,545	16,045
			16,045	16,645
				17,245
				17,845
				18,445
				19,045
<u>Increment</u>				
\$100	\$400	\$400 \$500	\$500	\$600

Appendix II

It is mutually agreed that the representatives of both parties shall engage in collective bargaining over faculty salaries and compensation schedules for the academic year extending from July 1, 1972 to June 30, 1973 at a mutually determined convenient time during the term of this contract but such negotiations shall begin no later than September 15, 1971.

Maxine Colm

William H. Curtis

Appendix III - Grievance Procedure Form

Name: _____

Date: _____

Nature of Grievance: _____

Date Received by Division Chairman or Appropriate Administrator:

Action Taken: _____

Date Received by Association: _____

Action Taken _____

Date Received by College President: _____

Action Taken: _____

Final Disposition: _____

Date: _____

Signature of Greivant

Signature of Association

(All forms are to be completed so that copies are available to all parties concerned at each step of the procedure.)

Appendix IV

CAMDEN COUNTY COLLEGE

P. O. Box 200

Blackwood, N. J. 08012

EMPLOYMENT CONTRACT

It is agreed between the Board of Trustees of Camden County College, party of the first part, and
 party of the second part, that said Board of Trustees has
 employed and does hereby engage and employ the said party of the second part as
 in the college, under the control of said Board of Trustees,
 from the day of, 19..... to the day of
, 19....., at the salary of \$..... to be paid in semi-
 monthly installments; and that the said party of the second part shall begin service on the
 day of, 19.....

The said party of the second part hereby accepts the employment aforesaid and agrees to faithfully do and perform duties
 under the employment aforesaid and to observe and enforce the rules prescribed for the government of the college by the
 Board of Trustees and its administrative officers.

This contract is valid only if signed and returned by the employee no later than
 Dated this day of, 19....., Board of Trustees of
 the Camden County College, in the County of Camden.

Chairman

Employee

Attest Secretary

AGENDA:

- A. It is mutually agreed that Article 18.6 in this Agreement is hereby renumbered 18.7, and that 18.6 shall be reworded to read as follows:

18.6 In the event of a failure to resolve the impasse by mediation the Division of Public Employment Relations is empowered to recommend or invoke factfinding with recommendation for settlement, the cost of which shall be borne by the parties equally.

18.7 In the event of a failure to resolve the impasse by mediation either party may submit the issue to arbitration before an impartial arbitrator. If parties cannot agree on an arbitrator, he will be selected pursuant to the rules and procedure of the American Arbitration Association whose rules shall likewise govern the arbitration proceeding. Both parties agree to be bound by the award of the arbitrator and the decision of the arbitrator shall be final and binding on both parties. The fees and expenses of the arbitrator shall be shared equally by the parties.

- B. Without establishing precedent or prejudice, the Board and the Association agree to delete the annual increment specified for each academic rank on the official Camden County College Salary Scale contained in Appendix 1 to the 1971-72 Agreement between Camden County College and Camden County College Faculty.

Board of Trustees

Association

By *J. J. Byrne*
John J. Byrne, Chairman
Negotiations Committee

By *William H. Curtis, III*
William H. Curtis, III
Chairman, Negotiations Committee