

CAMDEN COUNTY COLLEGE
BLACKWOOD, NEW JERSEY

AGREEMENT

between

BOARD OF TRUSTEES
OF
CAMDEN COUNTY COLLEGE

Bo. of Trustees

AND

FACULTY ASSOCIATION

X JULY 1, 1981 - JUNE 30, 1984

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ARTICLE 1 - RECOGNITION

1.1 The Board of Trustees hereby recognizes the Camden County College Faculty Association affiliated with the New Jersey Educational Association hereinafter referred to as the "Association" as the sole collective bargaining agent and as the majority representative as defined in the New Jersey Public Laws of 1968, Chapter 303, as amended by Chapter 123 New Jersey Public Laws of 1974, for all full time faculty presently employed or hereinafter employed by the Board of Trustees. The term "faculty", or "faculty member", as herein used shall apply to the employees in the bargaining unit under full time contract possessing faculty rank and shall include Discipline Chairpersons, Program Coordinators and Directors, the Athletic Director, Coaches, and Dental Hygiene Technicians providing they hold academic rank. If a new position or job title is created which involves no substantial changes in the duties and responsibilities of an eliminated position or job title, and the eliminated position or job title belonged in the bargaining unit, then the new position or job title shall be in the bargaining unit.

1.2 Full time faculty members employed at the main campus, at the Camden Branch, or at any other academic locations or educational facilities which are geographically separate from, but are under the administrative control of the College shall be represented by the Association.

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ARTICLE 2 - CONSULTATION

2.1 General Faculty - Administration Meetings

Three (3) teaching days prior to a General Faculty - Administration meeting, the agenda as well as a copy of all College Committee reports to be discussed, including minority or dissenting reports if such opinions exist, shall be distributed to all concerned. Faculty wishing any materials or suggestions for such a meeting may submit their requests or recommendations to the Vice President for Academic and Student Affairs five (5) teaching days prior to said meeting and the material shall be distributed along with the agenda for the meeting. Minutes shall be distributed to all faculty members and administration within one (1) week after said meeting.

2.2 Discipline Meetings:

A. may only be held on regular class days and may not exceed one (1) hour in length unless the majority of the discipline vote otherwise.

B. shall be scheduled not more than once per month and held on the third Thursday of the month, unless the majority of the discipline vote otherwise.

C. An agenda shall be distributed to all members at least three (3) days in advance of the meeting.

D. all expenditures from the discipline proposed budget for the next fiscal year receive approval at this meeting, prior to submission for approval to the Vice President for Academic and Student Affairs.

E. items will be placed on the agenda of the meeting upon the request of any faculty member.

F. If necessary, the President or designee may

1. call an additional meeting.

2. 2.3 Consultation with the College President

3. The Board and the Association agree that the
4. College President, or the Vice President for Academic and
5. Student Affairs, or designee, and the Association President,
6. as the representative of the College faculty, are to meet at
7. least once per week at a mutually convenient time and place
8. for the purpose of discussing faculty views, requests, and
9. other mutual concerns so as to foster good faculty-administra-
10. tion relations.

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1. ARTICLE 3 - ASSOCIATION-BOARD RELATIONS AND RIGHTS

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

9. 3.2 Review of Forms

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

15. 3.3 Board Meetings

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

22. 3.4 (a) The Board hereby agrees that all full time
23. faculty members shall have the right to freely organize, join
24. and support the Association for the purpose of having it
25. represent their interests to the Board of Trustees, for
26. engaging in collective bargaining over salaries, terms and
27. conditions of employment, rules affecting working conditions,
28. grievances, and for other concerted activities for mutual aid
29. and protection. As a duly appointed body exercising powers
30. granted under the laws of the State of New Jersey, the Board

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

14. 3.4 (b) The provisions of the Agreement and the wages,
15. hours, terms and conditions of employment, and rules affecting
16. conditions of employment shall be applied in a manner which
17. is not arbitrary, capricious, or discriminatory and without
18. regard to race, creed, religion, color, national origin, age,
19. sex, marital status, handicapped or veterans' status, or
20. membership or participation in, or association with the
21. activities of any scientific or professional organization.
22. It is further understood and agreed that the Association will
23. not discriminate because of race, creed, religion, color,
24. national origin, age, sex, marital status, handicapped or
25. veterans' status, or membership or participation in, or non-
26. participation in, or association with the activities of any
27. scientific or professional organization.

28. 3.5 The Association and its representatives shall have
29. the right to use College facilities, without charge, for
30. meetings and related purposes when said use does not interfere

1. with the operation of the College. At least a continuous
2. one hour and forty-five minute time period per month shall
3. be scheduled for the conduct of Association business. A
4. 3:30 P.M. to 5:15 P.M. time period on the second Thursday
5. of each month is recommended. No faculty member shall be
6. required to take an assignment during those hours unless
7. that course is the only one available to complete that
8. faculty member's teaching load.

9. 3.6 Duly authorized representatives of the Association
10. shall be permitted to transact official Association business
11. on College property at all reasonable times.

12. 3.7 The Association shall have the right to use College
13. facilities and equipment, including typewriters, mimeographing
14. machines, other duplication equipment, calculating machines,
15. and all types of audio-visual equipment in accordance with
16. past practices. Application will be made by the President
17. or his designee (verbal or written) and reimbursement for
18. costs will be made by the Association to the College.

19. 3.8 The Board shall equip each faculty lounge with a
20. bulletin board, a two burner hot plate, a refrigerator and
21. a coffee maker. The Association shall have the right to post
22. notices of its activities and matters of Association concern
23. on faculty bulletin boards. The Association may use the College
24. mail service and faculty mailboxes for communications to faculty,
25. including faculty wide distribution.

26. 3.9 Two Hundred and Fifteen (215) Wilson East shall
27. be the assigned faculty office of the Association President,
28. and shall be deemed to be the office of the Association.
29. The Board agrees to assign no other faculty member to said
30. office. The Association may install necessary equipment

1. in said office.

2. 3.10 No recording devices shall be used at meetings
3. between members of the Association and members of the
4. College Administration and/or Board without the written
5. consent of all the parties.

6. 3.11 Whenever any representative of the Association
7. or any faculty member is mutually scheduled by the parties
8. to participate during working hours in negotiations,
9. grievance proceedings, conferences, or meetings, he shall
10. suffer no loss in pay, nor be expected to compensate in
11. any way for time spent in carrying out such responsibilities.

12. 3.12 Upon request from the Association to the appro-
13. priate administrative officer of the College, such
14. administrative officer of the College shall discuss with the
15. appropriate representatives of the Association of the
16. advisability of transmitting an administrative directive
17. concerning any provision of this Agreement. A copy of such
18. will be sent to the Association President who will be
19. responsible for posting the directive and informing the
20. membership.

21. 3.13 If the Association requests a work load reduction
22. of three (3) credits per semester for the President of the
23. Association, at no cost to the College, the College will
24. grant such request. It is understood and agreed that the
25. salary of the President of the Association will be reduced
26. proportionately. It is further understood that the Associa-
27. tion will give the College sufficient notice to comply.

28. 3.14 Upon request, the President of the Association
29. or his designee shall be provided with copies of all faculty
30. schedules from the office of the Vice President for Academic

1. and Student Affairs.

2. 3.15 Members of the bargaining unit who are either
3. engaged in or who are considering securing outside employ-
4. ment are directed to read the Department of Higher
5. Education's Regulations and Guidelines governing outside
6. employment which are available in the Office of the President,
7. or designee, the Vice President for Academic and Student
8. Affairs, and Discipline Chairperson/Program Coordinators.

9. 3.16 Dues Checkoff and Other Deductions

10. The Board will deduct from the pay of each member
11. of the bargaining unit from whom it receives written authori-
12. zation to do so, the stated amount of monthly Association
13. dues. The dues and a list of employees from whose pay the
14. dues have been deducted, along with the amount deducted from
15. each and a list of Association members who have authorized
16. such deductions, and from whom no deductions were made, shall
17. be forwarded to the Association's president no later than
18. seven (7) days after such deductions were made.

19. 3.17 Other deductions from any faculty member's salary
20. shall be made when arranged between the administration of the
21. College and the Association and when authorized in writing by
22. the faculty member.

23. 3.18 The Association shall indemnify, defend and save
24. the College harmless against any and all claims, demands,
25. suits or other forms of liability that shall arise out of or
26. by reason of action taken by the College in reliance upon
27. deduction authorization forms submitted.

28. 3.19 Agency Shop Provision for Non-Members

29. A. The Association President shall submit to the
30. College Personnel Office a list of names of employees covered

1. by this contract who are not currently dues paying members.
2. The College, in compliance with State Law and this Agreement,
3. will deduct from non-association employees in this bargaining
4. unit a representation fee equal to eighty-five (85%) of the
5. amount set for association members (this amount will be
6. determined by the association treasurer and is to be paid
7. by payroll deduction).

8. B. It is agreed by the parties to this Agreement.
9. that the Board shall have no other obligation or liability,
10. financial or otherwise (other than set forth herein) because
11. of actions arising out of the understandings expressed in
12. the language of the Article. It is further understood that
13. once the funds deducted are remitted to the association the
14. disposition of such funds thereafter shall be the sole and
15. exclusive obligation and responsibility of the Association.

16. C. The Association shall indemnify and save the
17. Board (and College) harmless against any and all claims,
18. demands, suits or other forms of liability including reason-
19. able legal and/or representation fees resulting from any of
20. the provisions of this Article or in reliance on any list,
21. notice or assignment furnished under this Article.

22. 3.20 The Association, being the majority representative
23. of the faculty of Camden County College, shall be entitled
24. to act for and to negotiate agreements covering all employees
25. in the unit, and shall be responsible for representing the
26. interests of all such employees without discrimination and
27. without regard to employee organization membership. Proposed
28. new rules or modifications of existing rules or policies
29. governing working conditions shall be negotiated in good faith
30. with the majority representative before they are established.

1. The Board of Trustees has the responsibility and the
2. authority to manage and direct in behalf of the public and
3. itself all the operations and activities of the College to
4. the full extent authorized by law, provided that the
5. exercise of such rights and responsibilities shall be in
6. conformity with this Agreement.

7. 3.21 If the Board should subsequently create new
8. positions, and if the parties cannot agree whether the
9. position should be included within the unit, the final
10. decision will rest with the New Jersey Public Employment
11. Relations Commission.

12. 3.22 The Association and the Vice President for
13. Academic and Student Affairs shall jointly plan and develop
14. the faculty orientation, the in-service programs for faculty
15. and the faculty handbook.

16. 3.23 Conference rooms shall be made available to the
17. Association for use by its committees.

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ARTICLE 4 - STATEMENTS ON ACADEMIC FREEDOM

4.1 Academic freedom and its attendant responsibilities are essential to the fulfillment of the purposes of the College. Consistent with this statement:

- (a) Employees shall have the unrestricted freedom in the classroom to discuss such topics as are relevant to their subject.
- (b) There shall be no censorship of library material.
- (c) Employees are entitled to freedom in the research and in publication of the results that are connected with their academic duties.
- (d) Faculty members are entitled to freedom in the selection of textbooks, audio visual aids and other teaching aids used for instructional purposes in their classrooms.
- (e) Faculty members shall select the method or approach to teaching utilized in their classrooms.

1. ARTICLE 5 - PROFESSIONAL CODE OF ETHICS

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

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

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

28. C. As a colleague, the professor has obligations
29. that derive from common membership in the community of
30. scholars. He/she respects and defends the free inquiry of

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

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

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

6.3 When written charges are placed against a faculty member, or a faculty member is required to be in attendance at an investigatory interview, then a conference will be arranged within two (2) working days for a discussion. A faculty member is entitled to representation at such conference.

6.4 The number of class preparations shall be limited to two (2) unless the affected faculty member agrees otherwise.

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

6.6 A faculty member's work load shall span no more than five (5) consecutive days. Any extension of this time shall be by mutual agreement of the faculty member concerned and the College Administration. Nothing herein precludes

- 1. some faculty members from being scheduled less than
- 2. five (5) days.
- 3. 6.7 Faculty shall be free to exchange teaching
- 4. assignments, provided that the transferees are qualified
- 5. to teach the course and subject to the sole approval of
- 6. the Administration.
- 7. 6.8 Reimbursement at the end of each semester for
- 8. expenses incurred for off-campus teaching shall be paid
- 9. at a rate of \$.19 per mile and parking costs.
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1. ARTICLE 7 - FACULTY RESPONSIBILITIES

2. 7.1 Academic Year

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

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

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

21. (b) In the Physical Education Department if a
22. faculty member is assigned to coach intra-
23. murals and the program is actually implemented,
24. then such shall be counted as two (2) contact
25. hours per semester in determining his/her
26. teaching load.

27. 7.3 Office Hours

28. Each faculty member shall maintain and post four
29. (4) hours per week for consultation with students which shall
30. be in addition to his regular schedule of classes. If a

1. student's schedule conflicts with a faculty member's
2. formal office hours, a mutually agreeable time during the
3. day may be established for the consultation. No more than
4. two (2) office hours will be scheduled in any one day and
5. they will be at accessible times for students.

6. 7.4 Faculty Advising

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

15. 7.5A Faculty members shall be responsible for the
16. following:

17. 1. To attend discipline/program meetings.
18. 2. To hold classes as scheduled.
19. 3. To start classes on time and conduct class
20. for the full scheduled time period.
21. 4. To comply with all safety regulations
22. including but not limited to fire regulations
23. and smoking regulations.
24. 5. To attend all in-service functions.
25. 6. To turn in grades as scheduled.
26. 7. To attend meetings of the general faculty
27. unless absence has previously been approved
28. by the Vice President for Academic and
29. Student Affairs.
30. 8. To attend College Committee Meetings.

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9. New faculty members to attend all orientation functions.
- B. Faculty Members are encouraged:
1. To attend commencement and convocations.
 2. To attend social, cultural and athletic events.

1. ARTICLE 8 - ACADEMIC CLASSES AND GRADING

2. The provisions of this article shall be subject to the
3. sole approval of the Administration.

4. 8.1 Scheduling of Courses and Overloads

5. A. The selection of courses and sections shall be
6. determined by the mutual agreement of the appropriate full
7. time faculty of the department/program and his/her immediate
8. supervisor. If there is no mutual agreement, preference in
9. the selection of courses and sections shall be assigned on a
10. semester rotation basis among the qualified members in that
11. academic discipline/program.

12. B. Overloads and summer positions shall be assigned
13. with first priority to full time qualified department/program
14. members requesting them.

15. C. Overload assignments are voluntary. No full time
16. department/program members shall be assigned more than two
17. overloads during the Spring and two overloads during the Fall
18. semester and then only after all members within the depart-
19. ment/program have had the opportunity to teach one such course.
20. Physical Education faculty may be assigned up to six (6)
21. contact hours overload per semester. The rotation shall
22. continue from the previous contract for the duration of this
23. contract.

24. D. All faculty assignments shall be subject to the
25. approval of the Vice President for Academic and Student
26. Affairs.

27. E. The summer session consists of three sessions; the
28. first five (5) week session, eight (8) week session, and
29. the second five (5) week session. Since the first five (5)
30. week session and the eight (8) week session usually begin

1. together, courses for these sessions will be placed in a
2. common pool for selection. Courses will be selected by
3. discipline/program members in accordance with the rotation
4. system and continue until each member who desires a course
5. has had an opportunity to teach one. This process will
6. continue until either all the courses are covered or all
7. discipline/program members refuse any further assignments.
8. F. All three (3) summer sessions will be paid at the
9. same rate as that of the second five (5) week session.
10. G. AN EXAMPLE OF A ROTATION IN A FIVE-MEMBER
11. DISCIPLINE/PROGRAM FOR OVERLOAD ASSIGNMENTS:

PROFESSOR	FALL 1981	SPRING 1982	SUMMER 1982	FALL 1982	SPRING 1983	SUMMER 1983	FALL 1983	SPRING 1984	SUMMER 1984
A	2nd Choice	1st	5th	4th	3rd	2nd	1st	5th	4th
B	3rd Choice	2nd	1st	5th	4th	3rd	2nd	1st	5th
C	4th Choice	3rd	2nd	1st	5th	4th	3rd	2nd	1st
D	5th Choice	4th	3rd	2nd	1st	5th	4th	3rd	2nd
E	1st Choice	5th	4th	3rd	2nd	1st	5th	4th	3rd

1. 8.2 Teaching Hours and Teaching Load

2. Teaching schedules shall be so arranged that
3. the elapsed time between the beginning of the first class
4. and the end of the last class shall not exceed six (6)
5. hours in any one day unless greater elapsed time is agreed
6. to by the affected faculty member or is necessary to
7. complete a regular load.

8. 8.3 There shall be at least twelve (12) hours between
9. the end of the last class of the day and the beginning of
10. the first class of the next day unless the affected faculty
11. member agrees otherwise. The College, however, shall make
12. every effort to maintain at least fourteen (14) hours
13. between the end of the last class of the day and the beginning
14. of the first class of the next day.

15. 8.4 Class Size

16. A. The maximum number of students in each class
17. shall be forty (40).

18. B. The maximum number of students in a class of
19. English Composition shall be twenty-four (24).

20. The maximum number of students in a class of
21. Speech Fundamentals shall be twenty-five (25).

22. The maximum number of students in a class of
23. Foreign Languages shall be twenty-five (25).

24. The maximum number of students in Accounting I
25. shall be thirty-four (34). The maximum number of students
26. in Accounting II shall be twenty-eight (28).

27. C. The maximum number of students in Executive
28. Secretarial Courses shall be twenty-six (26).

29. D. Limitations in pilot or experimental programs
30. will be set when the program and its objectives are defined.

1. E. Students in a laboratory section shall not
2. exceed the number of fixed stations in the assigned rooms.

3. F. The minimum number of students who must
4. register for a first year course section in order for it
5. to be held shall be twelve (12). The minimum number of
6. students who must register for a required second year course
7. in order for it to be held shall be seven (7), except at the
8. discretion of the President who may authorize a lower number.

9. G. Anything herein to the contrary notwithstanding,
10. Developmental English I shall be limited to a maximum of
11. twenty-two (22) students, Developmental English II shall be
12. limited to a maximum of twenty (20) students and Developmental
13. Mathematics shall be limited to a maximum of eighteen (18)
14. students.

15. 8.5 All texts and other teaching material shall be
16. selected each semester by the full time faculty members
17. teaching the same course. The full time faculty in the
18. academic discipline shall jointly assign the texts to be
19. used by the part time faculty in that discipline. Faculty
20. may have their students use and/or purchase books which they
21. themselves have authored or edited.

22. A. All texts shall be reviewed each semester by
23. the appropriate full time faculty.

24. B. The texts must be selected sixty (60) days
25. before the end of the semester preceding the classes in which
26. they will be used.

27. C. Selection of texts shall be made with due
28. regard to the financial cost to the student.

29. 8.6 Designated Classroom Use

30. Classrooms designed to meet specific instructional

1. and student needs, such as business, science, and
2. technological laboratories, are not to be scheduled for
3. instructional use in another subject area by the College
4. except in an emergency. Adjunct faculty will be asked to
5. consult with full time faculty on the proper use of
6. equipment.

7. 8.7 Change in Location of Class

8. Bargaining unit members may request a change in
9. the location of a class. Such request shall be directed to
10. the appropriate Dean who shall investigate the feasibility
11. of the requested change by determining from the Registrar
12. whether a classroom is available.

13. 8.8 Placement of Noisy Classes

14. Classes that may create noise and possible distur-
15. bances to adjoining classes shall be scheduled in such a
16. manner as to keep disturbances to a minimum.

17. 8.9 Seventy-Five Minute Classes

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

20. 8.10 Prolonged Illness

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

25. 8.11 Grading

26. No final course grade assigned by a faculty member
27. to one of his/her students may be changed without his/her
28. written consent and delivered by the faculty member to the
29. Registrar.

30. Reports of academic progress are made available to

1. all students once each semester. Final grades are given at
2. the end of each semester after final examinations. The final
3. grades become part of the permanent records of students.

4. The following symbols and honor values are used to
5. describe the quality of work done by students:

6.	<u>Grade</u>	<u>Equivalent</u>	<u>Achievement</u>	<u>Grade Points</u>
7.	A	90-100	Superior	4
8.	B	80-89	Good	3
9.	C	70-79	Average	2
10.	D	60-69	Passing	1
11.	F	0-59	Failure	0
12.	W		Withdrawal	Not Computed

13. The grade of "W" can be assigned only if the
14. student has officially withdrawn from class by completing
15. an Official Withdrawal Form, and the instructor has assigned
16. a grade of "W" at that time. If an official withdrawal has
17. been completed, the date of last attendance should be
18. recorded on the document after the student's name.

19. The grade of "I" can be assigned only if the
20. student still has work to complete. It is assumed that the
21. student who receives an "I" has satisfied the instructor's
22. attendance requirements during the semester. If the "I" is
23. to be changed to a letter grade, it should be made up during
24. the course of the succeeding semester and may be changed only
25. on recommendation of the appropriate faculty member. The
26. grade of "I" will have no effect on a student's grade point
27. average. Further, if not made up during the course of the
28. succeeding semester, the "I" will stand as such on the
29. student's transcripts.

30. The "NA" stands for "not attending", i.e., not

1. satisfying an instructor's attendance policy. If assigned,
2. the date of last attendance must be noted on the grading
3. document. The "NA" will be recorded on the student's
4. transcript, but it is not computed.
5. AU - Audit (no credit). Not Computed.
6. Mid-Term grades of (S) representing the equivalent
7. of A, B, or C, (U) standing for the equivalent of a D or
8. F and NA for those not attending class are also given.
9. A professor who wishes to change a recorded course
10. grade may obtain the appropriate form from the Registrar's
11. Office. Should it be necessary to change a student's grade
12. after the final submission of grades, such changes shall be
13. made by the end of the fourth week after the beginning of
14. the following semester (except for the grade of I).
15. However, should an instructor discover that a wrong grade had
16. been given to a student after this deadline, he/she should
17. petition the Academic Affairs Committee for a grade change.
18. If allowed, the Committee Chairperson will forward the
19. recommendation to the Vice President for Academic and Student
20. Affairs who will notify the Registrar. No petitions for a
21. grade change will be considered after the elapsed time of
22. one consecutive semester except in exceptional circumstances
23. which will be determined by the Academic Affairs Committee
24. and the Vice President for Academic and Student Affairs.
25. Summer sessions are not counted as an elapsed consecutive
26. semester for this purpose.
27. Instructors should record in their grade books
28. only those students whose names appear on the official roster
29. provided by the Registrar. (A student whose name does not
30. appear on this roster must present a validated admittance

1. form.) The grade books should show all grades achieved by
2. the students as well as attendance records. Grade books
3. should be kept on permanent file in the individual faculty
4. member's office.

5. Grades are reported to the Registrar's Office
6. on official grade sheets at the end of the semester.
7. Grades assigned to remove an incomplete marking should
8. be submitted before the end of the subsequent semester.

9. 8.12 Due Date for Final Grades

10. At least five (5) consecutive days shall
11. elapse from the end of final examinations before final
12. grades are due.

13. 8.13 Off-Campus Teaching

14. Off-campus teaching assignments shall be made
15. only with the consent of the faculty member. However, if
16. the Administration is unable to staff the off-campus
17. facilities with adjunct faculty, they shall assign the
18. most junior qualified faculty member.

19. Full time faculty assignments shall be in inverse
20. seniority (see 9.1) and no individual full time faculty
21. member shall be assigned more than one off-campus course
22. without his/her consent until each individual full time
23. faculty member of his/her academic discipline has been
24. assigned an off-campus course.

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1. ARTICLE 9 - MISCELLANEOUS CONDITIONS OF EMPLOYMENT

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

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

12. 9.3 Academic Calendar

13. The academic calendar will continue to be developed
14. through the college calendar-scheduling committee whose
15. membership consists of all discipline chairpersons, not less
16. than three (3) faculty members, three (3) students and two
17. (2) administrators, subject to the final approval of the
18. Board of Trustees.

19. 9.4 The course offerings, which shall be in accord-
20. ance with the requirements of the Board of Higher Education,
21. including courses and number of sections of each course,
22. commensurate with anticipated student enrollment and class
23. size maxima, shall be decided by those faculty members who
24. teach the courses and shall have the final approval of the
25. Vice President for Academic and Student Affairs.

26. 9.5 Field Trips

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

30. B. Before such a field trip is approved such

1. approval shall be obtained from the Vice President for
2. Academic and Student Affairs. Particular care should be
3. taken in the planning to avoid disruption of the student's
4. normal schedule for classes. The cost of the trip shall be
5. paid for by the students involved in the trip. Faculty
6. members shall not be required to use their own vehicles for
7. such trips.

8. 9.6 Developmental Released Time

9. The Vice President for Academic and Student
10. Affairs, on the recommendation of the faculty in the academic
11. discipline concerned, may at his sole discretion grant faculty
12. members a reduced teaching load for preparing grant or aid
13. requests, new instructional materials, courses, programs, or
14. improving existing programs. Acceptance or rejection of said
15. assignment shall be made at the sole discretion of the faculty
16. member.

17. 9.7 Teaching positions under Federal, State and Local
18. programs, where not made part of a full time faculty member's
19. course load, will be filled on the basis of rotation subject
20. to the sole approval of the Administration. If the position(s)
21. is specifically funded and the contract with the funding
22. agency specifies teachers with qualifications not available
23. among members of the full time faculty, the position(s) shall
24. be filled in the same manner and through the same procedure
25. specified in this Agreement for employment of faculty subject
26. to the sole approval of the Administration.

27. 9.8 Vacancies

28. Notice of any professional position vacancy, Faculty
29. or Administrative, shall be distributed to all College
30. employees at least ten (10) days prior to its publication

1. off-campus.

2. 9.9 Present or New Positions

3. Where a faculty member applies for an open
4. position, he/she shall be notified of the disposition of
5. his/her application.

6. 9.10 Faculty to Administration to Faculty

7. Any faculty members who assume academic admini-
8. strative duties and subsequently return to faculty status
9. shall resume all rights and privileges, including tenure
10. and seniority.

11. 9.11 When an opportunity for extra compensation other
12. than teaching (research, coaching, counseling, etc.) is
13. available, notice of such opportunity shall be circulated
14. among the faculty members as soon as the information is
15. available and before the position is filled. The Vice
16. President for Academic and Student Affairs will inform
17. faculty of positions, grants, and faculty positions.

18. 9.12 Voice or Image Reproduction

19. When the Board desires a bargaining unit member
20. to make a tape or to produce a computer program, or when a
21. bargaining unit member is interested in making a tape or
22. producing a computer program, the Board and the teacher shall
23. negotiate all terms and conditions involved in the production
24. thereof, and the teacher shall have the right to be represented
25. in the negotiations by any internal or external representative.
26. The teacher shall have the right to copyright ownership, and
27. may, on his/her own initiative; and assuming complete
28. individual legal responsibility, market the individual program
29. and the College shall recover the agreed on costs.

30. 9.13 The tapes and computer programs referred to in

1. Paragraph 9.12 include only those involving material created
2. by the faculty member or including his/her voice or image
3. thereon.

4. 9.14 Bargaining unit members may make audio-video
5. tapes or computer programs for any educational programs at
6. Camden County College at any time convenient to them, subject
7. to the availability of facilities and supportive staff.

8. 9.15 Gym uniforms, smocks, and lab coats required to
9. protect the body or clothing of a faculty member shall be
10. provided for in the department budget.

11. 9.16 Faculty Identification

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

18. 9.17 Repairs and Alterations

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

23. 9.18 Duplicating Services

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

27. 9.19 The following holidays shall be observed by
28. Camden County College:

29. Memorial Day
30. Independence Day

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ARTICLE 10 - GRIEVANCE PROCEDURE

10.1 A grievance is defined as a complaint involving the work situation, charging that there has been a violation, misinterpretation, or misapplication, of any provision of this Agreement, or the policies and administrative decisions affecting them. The term "grievant" shall be considered to include: an individual faculty member, a group of faculty members, or the Association.

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

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

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

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

1. Step Two: The decision of the Vice President
2. for Academic and Student Affairs may be appealed in writing
3. to the President of the College or designee within five (5)
4. working days after its receipt by the grievant and the
5. authorized Association representative. The President of
6. the College or designee shall within seven (7) calendar days
7. after the receipt of the appeal meet with the grievant and
8. the authorized Association representative in an effort to
9. adjust the matter to the satisfaction of all concerned. The
10. President of the College or designee shall within seven (7)
11. working days of said meeting make a decision and communicate
12. it in writing to the grievant and the authorized Association
13. representative.

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

26. The arbitrator's fees and those of the American
27. Arbitration Association shall be shared equally by the
28. Association and Board, but each shall bear its own cost of
29. presenting its case to the arbitrator.

30. 10.4 A grievance shall be lodged at its point of origin

1. and the general procedures relating to that step shall apply,
2. including the right of appeal. The Association may initiate
3. or appeal a grievance at any step of this procedure.

4. 10.5 Failure to communicate a decision at any step of
5. this procedure within the specified time limit shall permit
6. it to be advanced to the next higher step.

7. 10.6 Additional time limitations at a specific step of
8. this procedure may be granted by mutual agreement in writing
9. between the parties.

10. 10.7 Conferences, meetings, and hearings held under
11. this procedure shall be scheduled at a time and place which
12. will afford a fair and reasonable opportunity for all persons
13. entitled to be present to attend, including witnesses.

14. 10.8 Any member of the bargaining unit whose presence
15. is necessary as a result, direct or indirect, of the admin-
16. istration of this procedure, shall suffer no loss of pay nor
17. any other penalty.

18. 10.9 No party except an arbitrator may employ the use
19. of any visual or sound recording devices at any stage or
20. step of this procedure without the prior written approval of
21. both parties.

22. 10.10 Any settlement, withdrawal or disposition of a
23. grievance at any step below Step Three shall not constitute a
24. binding precedent for the settlement of similar grievances
25. in the future.

26. 10.11 All documents, communications, and records dealing
27. with a grievance after it has been initiated shall be filed
28. separately from the personnel files of the participants. A
29. faculty member shall have the option of entering the final
30. settlement of a grievance in his/her file.

1. 10.12 No reprisals of any kind shall be taken against
2. any faculty member for participating in this procedure.

3. 10.13 A grievance under this procedure shall be
4. initiated within thirty (30) calendar days after the
5. grievant became aware of the action or occurrence giving
6. rise to the grievance.

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1. ARTICLE 11 - INITIAL EMPLOYMENT AND RETENTION OF FACULTY

2. 11.1 Initial Employment

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

9. The official contract shall include:

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

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

26. 11.3 Date for Renewal of Employment Contracts

27. When the Board acts to reappoint or not to
28. reappoint a faculty member, its decision to terminate the
29. employment of a non-tenured faculty member in his first year
30. shall be indicated in writing to the faculty member and to

1. the Association not later than March 15, After the first
2. year, such notification shall be not later than December 15.
3. Should notice take place after the said date, then the
4. faculty member shall be offered another one-year contract.
5. Annual contracts for all faculty members shall be issued on
6. or before March 15. Said contracts are to be signed and
7. returned to the Office of Employee Relations no later than
8. April 15. If the contract is not returned by said date,
9. the Director of Employee Relations shall notify the faculty
10. member and request its return. Each tenured faculty member
11. shall receive an individual contract of continuing employment.
12. Faculty who were issued an employment contract by the Board
13. on March 15, 1981, and who signed and returned same, shall
14. be issued a new individual official contract in the form as
15. appended to this Agreement within five (5) days of the
16. ratification and signing by the Board and the Association of
17. this Agreement.

18. 11.4 Emeritus Faculty

19. The Board of Trustees, upon the recommendation of
20. the President of the College, may confer emeritus status on
21. a retiring faculty member, should the College desire to
22. recognize his/her meritorious service. The Professional
23. Standards Committee may recommend to the College President
24. for the granting of emeritus status worthy faculty who are
25. retiring. An emeritus professor shall enjoy the right to
26. attend and to speak at all general faculty and Association
27. meetings. He shall enjoy the usual faculty rights and
28. privileges and may accept assignments to teach, lecture
29. and to perform research for the College.

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1. 11.5 Retention of Employment

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

11. 11.6 Recmployment Rights

12. Tenured bargaining unit members who are displaced
13. as a result of 11.5 are entitled to reemployment rights as per
14. New Jersey statute(N.J.S.A. 18A:60-3).

15. 11.7 In the event a faculty member is recalled, he/she
16. shall receive all previously negotiated benefits he/she
17. would have received had he/she not been retrenched, including
18. rank and salary. In addition, he/she shall retain all sick
19. leave accumulations, credits for tenure and sabbatical leave,
20. and shall be entitled to repurchase past service credits for
21. retirement in accordance with New Jersey State regulations.
22. Furthermore, he/she shall not be considered a new employee
23. for purposes of fringe benefits provided for faculty members
24. covered by this Agreement.

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1. ARTICLE 12 - PROMOTIONS AND SABBATICAL LEAVE

2. 12.1 Sabbatical Leave

3. Sabbatical Leaves shall be recommended by the
4. President to the Board of Trustees subject to the following
5. conditions:

6. A. To be eligible a faculty member must have
7. served at least five (5) consecutive years on the faculty as
8. a full time faculty member.

9. B. Applications shall be made to the Professional
10. Standards Committee.

11. C. The leave is established to furnish opportunity
12. for professional development through study, travel, research
13. or other pursuits as may contribute to professional growth.

14. D. A maximum of 3% of the faculty may be on
15. Sabbatical in any one academic year.

16. E. A faculty member must wait at least five (5)
17. consecutive years after taking sabbatical leave before he is
18. eligible for another sabbatical leave.

19. F. Compensation during the leave shall be full
20. salary for one (1) semester or half salary for two (2)
21. semesters.

22. G. The recipient retains all rights and privileges
23. and benefits of regular employment. The recipient may accept
24. a grant, a fellowship, or similar monies usually identified
25. with graduate or post-doctoral study.

26. H. Acceptance of sabbatical leave obligates the
27. recipient to return to the College for at least a one year
28. period.

29. 12.2 Beginning with the third year of academic service
30. at the College, a faculty member may apply to the Professional

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

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

16. 12.4 The Professional Standards Committee shall consist
17. of the Vice President of Academic Affairs and five (5) tenured
18. faculty members to be elected by the full time faculty in an
19. election conducted by the Association. No two members shall
20. come from the same academic discipline or career program area.

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

1. B. No member of this committee shall apply for
2. a promotion or sabbatical.

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

23. 12.7 The Board shall act on the applications for
24. promotion and sabbatical leave no later than its March
25. meeting and shall notify the Association President and the
26. faculty in writing of the disposition of all cases within
27. five (5) calendar days of that meeting.

28. 12.8 Notwithstanding any other provision of this
29. agreement, it is mutually understood and agreed that the
30. President of the College may, under extraordinary circum-

1. stances, waive the standard requirements for appointment or
2. promotion to any academic rank when the interests of the
3. College require it.
4. 12.9 A 4% increase in salary will be granted to those
5. faculty members whose promotions are effective
6. September 1, 1981.
7. A 4% increase in salary will be granted to those
8. faculty members whose promotions are effective
9. September 1, 1982.
10. A 4% increase in salary will be granted to those
11. faculty members whose promotions are effective
12. September 1, 1983.
13. 12.10 Effective September 1, 1981 - For Full Professors
14. who have been in that rank for at least three (3) years,
15. an individual may apply for a 3% increase in salary under
16. the provisions of 12.6. This may be granted to an individual
17. one time only.
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ARTICLE 13 - QUALIFICATIONS FOR ACADEMIC RANK

13.1 Qualifications for Academic Rank

The following are the minimum qualifications for academic rank but they are not to be considered to guarantee automatic appointment to a given rank:

A. Instructor: Master's Degree or its equivalent in the appropriate field of training. No experience required.

B. Assistant Professor II: An earned Master's Degree or its equivalent in the appropriate field of training. A candidate should have had at least two years of college teaching experience or its equivalent in related experience.

C. Assistant Professor I: An earned Master's Degree plus 15 credits of post master's study that contributes to the faculty member's individual growth. A candidate should have had at least four years of college teaching experience or its equivalent in related experience.

D. Associate Professor: An earned Master's Degree plus 30 credits of post master's study that contributes to the faculty member's individual growth. A candidate should have had at least six years of college teaching experience or its equivalent.

E. Professor: An earned Master's Degree with the work completed for the Doctorate with the exception of the dissertation or doctoral equivalent or doctorate. A candidate should have had at least eight years of college teaching experience or its equivalent.

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

1. ARTICLE 14 - DISCIPLINE CHAIRPERSONS AND PROGRAM COORDINATORS

2. 14.1.1 The faculty within an academic discipline by a
3. majority vote in secret ballot shall select a nominee for
4. recommendation to the College President to serve as discipline
5. chairperson where same exists for a period of one year, and
6. who may succeed himself/herself. Final approval rests with
7. the Board of Trustees who will not be necessarily limited to
8. the nominee mentioned above.

9. 14.1.2 Discipline Chairpersons shall have the following
10. academic duties:

11. a. Chair and issue minutes of meetings among
12. the members of the discipline in which the following academic
13. activities are achieved:

14. (1) Define discipline objectives.

15. (2) Define course objectives, required levels
16. of objective mastery, and course syllabi.

17. (3) Define support services required to carry
18. out discipline and course objectives:

19. (4) Oversee election of representatives to
20. college committee.

21. (5) Make recommendations concerning selection
22. of course text books.

23. (6) Provide from the discipline recommendations
24. for professional development.

25. (7) Provide support and coordination for
26. academic advisement.

27. (8) In conjunction with their colleagues and
28. the Administration, develop and review safety procedures for
29. the laboratories.

30. b. Coordinate academic matters, as necessary, with

1. the Deans, Assistant Deans and Program Coordinators.

2. c. Act as the academic resource person for
3. adjunct faculty teaching within the discipline.

4. 14.1.3 Discipline Chairpersons identified below shall
5. receive the following compensation of \$100 per semester plus
6. an additional \$10 per each full-time faculty member within
7. the discipline:

8. English

9. Fine Arts

10. History/Political Science

11. Languages

12. Psychology

13. Sociology/Anthropology

14. Mathematics

15. Biology

16. Chemistry

17. Health and Physical Education

18. 14.2.1 Program Coordinators will continue to be
19. appointed as in the past.

20. 14.2.2 Program Coordinators shall have the following
21. duties:

22. a. Interview and recommend the hiring of full-time
23. and adjunct faculty.

24. b. Assist in the evaluation of all program faculty.

25. c. Assist in the development of the Program and
26. Master Schedule and in the assignment of full-time and adjunct
27. faculty to the Master Schedule.

28. d. Coordinate the development of Program objectives
29. course objectives, and program syllabi.

30. e. Provide budgetary submissions as required and

1. coordinate the submission of all purchase
2. order requisitions.
3. f. Make recommendations for the selection of
4. course text books.
5. g. Provide program support at all in-person
6. registrations during the Academic Year and the Summer Sessions
7. and at all orientation, in-service and professional develop-
8. ment programs.
9. h. Assist in the assignment of individual faculty
10. schedules as they pertain to the program.
11. i. Prepare bid lists as required for program
12. supplies and minor capital equipment.
13. j. Oversee the utilization and implementation of
14. the appropriate safety procedures of laboratories as they
15. pertain to the specific program.
16. k. Chair and issue minutes of program meetings.
17. l. Participate in the academic advising process
18. of incoming freshmen.
19. m. Participate in the recruitment of new students.
20. 14.2.3 Program Coordinators
21. Animal Science - 20% Teaching Load Reduction,
22. \$500 a Semester.
23. Social Service Careers - 40% Teaching Load
24. Reduction, \$500 a Semester.
25. LEOT - 20% Teaching Load Reduction, \$500 a
26. Semester.
27. Dental Hygienist Clinic Supervisor - 20% Teaching
28. Load Reduction, \$500 a Semester.
29. 14.3 The Director of Dental Auxiliary Programs shall
30. continue to be a member of this unit. It is understood and

1. agreed that this in no way alters, changes, or affects in
2. any manner his individual contract with the Board.
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1. ARTICLE 15 - RESIGNATION, DISMISSAL AND SUSPENSION

2. 15.1 Resignation

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

8. 15.2 Dismissals of Faculty

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

11. 15.3 Suspension

12. When a suspension is necessary in the opinion
13. of the College, the faculty member's salary shall be
14. discontinued for no more than 120 days. If there is no
15. resolution of the issue within 120 days, the faculty member's
16. salary shall be reinstated.

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1. ARTICLE 16 - PROFESSIONAL EVALUATIONS

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

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

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

27. 16.3 Such memorandum shall become a part of the
28. employee's personnel file in accordance with the conditions
29. making it a part of such file as set forth under provisions
30. of this contract.

1. 16.4 The professor may furnish to his/her immediate
2. supervisor his/her written self-evaluation, with supporting
3. facts, in duplicate, concerning his/her rating of himself/
4. herself and one copy of such self-evaluation shall also be
5. placed in his/her personnel file, together with the immediate
6. supervisor's response, if any, a copy of which shall also be
7. promptly given to the faculty member.
8. 16.5 Non-tenured faculty are encouraged to make use of
9. student evaluations. Before being placed in their official
10. personnel files, the results of student evaluations should
11. be summarized by course, and the course designation should
12. be identified with the evaluations.
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ARTICLE 17 - PERSONNEL FILES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18.6 Adequate secretarial service shall be provided for all faculty.

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

- 1. of the existing faculty lounges shall not be diminished
- 2. during the term of this Agreement.
- 3. 18.8 Each academic discipline shall be provided with
- 4. storage rooms which are not used for a classroom.
- 5. 18.9 All full-time faculty shall be provided with
- 6. individual, on campus, free, reserved parking facilities.
- 7. 18.10 Faculty members may make collect and/or credit
- 8. card telephone calls only.
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ARTICLE 19 - PROTECTION OF FACULTY AND PROPERTY

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

19.2 Faculty should immediately report to the Vice President for Academic and Student Affairs cases of assault suffered by them in connection with their employment.

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

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

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ARTICLE 20 - SALARY POLICY

20.1 All full time faculty members who are on the payroll as regular full-time faculty members for the complete academic year 1980-1981 will have their pay increased by 9% for the 1981-1982 academic year. Regular full-time faculty members on the payroll in the academic year 1981-1982 will have their pay increased by \$1900 for the 1982-1983 academic year. Regular full-time faculty members on the payroll in the academic year 1982-1983 will have their pay increased by 8% for the 1983-1984 academic year.

20.2 Members of the bargaining unit shall have the option of having their base annual salary paid in either twenty-six (26) equal payments on twenty-one (21) equal payments. The College shall make every effort to give payments 19 through 21 to members of the bargaining unit by commencement.

20.3 When a full-time faculty member handles an overload or teaches during the summer, he/she shall be compensated at the rate of \$360 per credit hour for the academic year 1981-1982, \$370 per credit hour for the academic year 1982-1983 and \$380 per credit hour for the academic year 1983-1984. The exception to the foregoing is that full-time faculty in the Secretarial Science, Science, Technology, and Physical Education will be paid these rates on a contact hour basis.

20.4 Each faculty member working in overload, during the regular academic year, shall receive his/her compensation for this work in two (2) or three (3) equal payments. Each faculty member working in overload during the summer shall receive one (1) payment at the conclusion of the five (5) week session. Payments shall be made every four (4) weeks

1. for the eight (8) week session.
2. 20.5 The salary schedules for all ranks and positions
3. as well as descriptions of ranks in accordance with the
4. terms of this contract shall be presented in writing or
5. printed form to each applicant for professional employment
6. at the College as part of the final correspondence or final
7. interview pertaining to such employment.
8. 20.6 Coaching salaries will be increased 4% for the
9. 1981-1982 academic year; 4% for the 1982-1983 academic year;
10. 4% for the 1983-1984 academic year.
11. 20.7 The compensation for administering a "Credit by
12. Examination" examination shall be \$20.00.
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ARTICLE 21 - FRINGE BENEFITS

21.1 Health Care Insurance

A. The Board shall provide without cost to the faculty full family health care insurance benefits under the New Jersey State Health Benefits Program (New Jersey Blue Shield/Blue Cross, including Rider J and Major Medical).

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

C. For the 1982-83 fiscal year an additional \$250 salary compensation will be provided per unit member to be used for improved health care insurance. The Association will advise the College no later than January 1, 1982 of its selection for improved benefits.

D. For the 1983-84 fiscal year the elective insurance mentioned heretofore shall be increased to reflect complete full family coverage.

21.2 Admission to Courses

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

21.3 Educational Improvement and Professional Development

The Board of Trustees shall provide for payments of tuition and fees of full-time faculty up to an amount per credit that does not exceed the prevailing rate per graduate credit at Rutgers University for in-state students or at fifty per cent (50%) of the existing rate of the institution the faculty member is attending, whichever is the greater

1. amount, with a maximum of twelve (12) credits or its
2. equivalent during a one year period. Approval by the
3. President or his designee for courses is to be secured
4. in advance and payment is to be made on exhibition of
5. receipt of payment of courses and of grades for courses.
6. Disagreements under this section are subject to the
7. grievance procedure.

8. 21.4 Prepayment Premiums

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

13. 21.5 The College shall annually provide flu shots at
14. no cost to faculty members.

15. 21.6 Academic attire shall be furnished by the College
16. at no cost when faculty members are attending College functions
17. with the order of professional march determined according to
18. academic rank.

19. 21.7 The Board shall provide a prescription plan with
20. the maximum cost for insured faculty member and his/her
21. immediate family of \$1.00 per prescription.

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ARTICLE 22- LEAVES OF ABSENCE

22.1 Paid Leaves of Absence

A. Sick Leave

1. Faculty members may on occasion be unavoidably absent because of personal or family illness. A faculty member who finds it necessary to be absent because of illness should communicate with his/her immediate supervisor as soon as possible.

2. Faculty members on ten (10) month contracts shall receive ten (10) days sick leave each academic year. Unused sick leave is accumulative for all faculty members.

3. The President or the Director of Employee Relations will inform each faculty member on or before September 15 of each year as to the number of sick days accumulated to his credit on that date.

4. In case of serious illness of a member of the faculty member's household, the determination of the eligibility of the faculty member for leave with pay other than sick leave shall be left to the discretion of the President of the College.

B. Bereavement

Leave not to exceed five (5) days will be allowed for each death in the family. Family shall mean father, mother, siblings, wife, husband, children, step-children and grandchildren. In the event of the death of a member of a family other than those previously listed a faculty member may be entitled to one full day to attend the funeral.

C. Personal Leave

Each year members of the bargaining unit

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

8. 22.2 Unpaid Leaves of Absence

9. A. Advanced Study

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

19. B. Exchange Teaching

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

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1. C. Service in Professional Organizations

2. A leave of absence of up to one year may be
3. granted to any faculty member by the Board of Trustees upon
4. application for the purpose of serving as an officer of any
5. professional association or on its staff. The Board in its
6. sole discretion may extend such leave beyond the one year
7. period. Upon return from such leave, such faculty member
8. shall be placed at the same position on the salary schedule
9. on which he would have been had he taught in the College
10. during such period.

11. D. Child Rearing Leave

12. A faculty member with a child under 60 days
13. of age may apply for and will be granted unpaid child
14. rearing leave until the beginning of the next semester
15. provided:

16. Application is made

17. (a) at least 30 calendar days prior to
18. commencement of such leave.
19. (b) if the faculty member desires subsequent
20. contiguous one or two semesters of such
21. unpaid leave, then the request(s) will
22. also be made in writing no later than
23. November 1 prior to a Spring semester
24. and no later than July 1 for a Fall
25. semester.
26. (c) the time limits above will only be waived
27. if an emergency medical condition exists
28. with the child and such condition must
29. be medically certified.
30. (d) upon written request the Board at its

1. sole discretion may extend this leave
2. for additional semesters.
3. (e) if return is after one year then the
4. increased salary rate shall be appropriate.
5. However, if the return is after two years
6. only the first year's salary increase
7. shall be appropriate.

8. 22.3 Professional Development

9. Up to five days of each academic year may be made
10. available for each faculty member to attend professional
11. meetings. Individual expenses incurred by such attendance
12. are to be reimbursed by the Board. The President shall be
13. the sole determinate of the suitability of such attendance
14. and reimbursement.

15. 22.4 Any faculty member may apply for a leave of
16. absence without pay. Application should be filed with the
17. President of the College, who will transmit the application
18. with his recommendation to the Board of Trustees.

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ARTICLE 23 - COLLEGE GOVERNANCE

23.1 Nothing contained in this section on governance shall contravene the law of the State of New Jersey and the Regulation of the Board of Higher Education in so far as they are in accordance with the law of the State of New Jersey. Provisions of this article are subject to the sole approval of the Administration.

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

I. The Academic Institution: Joint Effort

A. Preliminary Considerations:

The variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among the institution's component parts namely, the Governing Board, Administration, Faculty, and the Students. The relationship calls for adequate communication among these components, and full opportunity for appropriate joint planning.

The variety of approaches may be wide. Therefore, at least two general conclusions regarding joint effort seem clearly warranted: (1) important areas of action involve at one time or another the initiating capacity and decision-making participation of all the institutional components, and (2) differences in the weight of each voice should be determined by the particular matter at hand.

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

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

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

25. Such matters as major changes in the size
26. or composition of the student body and relative emphasis to be
27. given to the various elements of the educational and research
28. program should involve participation of the governing board,
29. administration, and faculty prior to final decision.
30.

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

6. Communications:

7. The channels of communications should be established
8. and maintained by joint endeavor of the four components.
9. Distinction should be observed between the institutional
10. system of communication and the system of responsibility
11. for the making of decisions.

12. Buildings:

13. The Board, President and faculty should all seek
14. agreement on basic decisions regarding buildings and other
15. facilities to be used in the educational work of the
16. institution.

17. Budgeting:

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

26. The College President:

27. Joint effort of a most critical kind must be taken when
28. an institution chooses a new president. The selection of a
29. chief administrative officer should follow upon cooperative
30. search by the governing board and the faculty, taking into

1. consideration the opinions of others who are appropriately
2. interested. The president should be equally qualified to
3. serve both as the executive officer of the governing board
4. and as the chief academic officer of the institution and
5. the faculty. His dual role requires that he be able to
6. interpret to board and faculty the educational views and
7. concepts of institutional government of the other. He
8. should have the confidence of the board and of the faculty.

9. Administrative Officers:

10. When a vacancy shall occur in any administrative office
11. of the college, the Association may recommend one or more
12. individuals with the necessary qualifications to the college
13. president for consideration for appointment to that position.

14. D. External Relations of the Institutions

15. Only the Board speaks legally for the
16. whole institution, although it may delegate responsibility
17. to an agent.

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

22. II. The Academic Institution: The Governing Board

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

30. Since the membership of the board may embrace

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

9. One of the governing board's important tasks
10. is to ensure the publication of codified statements that
11. define the overall policies and procedures of the institu-
12. tion under its jurisdiction.

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

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

30.

1. III. The Academic Institution: The President

2. The president, as the chief executive officer
3. of an institution of higher education, is measured largely
4. by his capacity for institutional leadership. He shares
5. responsibility for the definition and attainment of goals,
6. for administrative action, and for operating the communica-
7. tions system which links the components of the academic
8. community. He represents his institution to its many publics.
9. His leadership role is supported by delegated authority for
10. the board and faculty.

11. As the chief planning officer of an institu-
12. tion, the president has a special obligation to innovate and
13. initiate. The degree to which a president can envision new
14. horizons for his institution, and can persuade others to see
15. them and to work toward them, will often constitute the chief
16. measure of his administration.

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

25. The president is largely responsible for the
26. maintenance of existing institutional resources and the
27. creation of new resources; he has ultimate managerial
28. responsibility for a large area of non-academic activities,
29. he is responsible for public understanding, and by the nature
30. of his office is the chief spokesman of his institution.

1. In these and other areas his work is to plan, to organize,
2. to direct, and to represent. The presidential function
3. should receive the general support of the board and of the
4. faculty.

5. IV. The Academic Institution: The Faculty

6. The faculty has primary responsibility for
7. such fundamental areas as curriculum, subject matter and
8. methods of instruction, research, faculty status, and those
9. aspects of student life which relate to the educational
10. process subject to the powers of the Board of Trustees, the
11. Department of Higher Education, and the Board of Higher
12. Education as specifically stated in the law of the State of
13. New Jersey. College Committee recommendations shall be
14. brought before the general faculty for discussion and approval
15. or rejection. General faculty shall be defined as all full-
16. time faculty members holding academic rank, all full-time
17. Program Coordinators, all full-time Teaching Specialists,
18. Clinical Coordinator of Dietetic program, Program Develop-
19. ment Specialist, Coordinator of Academic Foundations,
20. Director of College Skills Center, Assistant Registrar,
21. Counselors, Librarians, Deans, Associate Deans, Assistant
22. Deans, Registrar, Admissions, Placement and Transfer,
23. Director of Financial Aid, Director of E.O.F., Information
24. Specialist, Director of Project Trio, Assistant to the
25. President - Research and Development, Veterans Coordinator,
26. Evening-Weekend Administrator, Vice President for Academic
27. and Student Affairs, and the President of the College.
28. Voting procedures shall be by secret ballot at the place of
29. meeting and shall be counted by the Association's Elections
30. Committee immediately following the meeting at which the vote

1. by faculty members holding academic rank was taken. The
2. President of the College shall name one representative to
3. said Committee for the purpose of counting votes taken at
4. a general faculty meeting. The College President shall then
5. act upon the recommendations of the faculty. In the case of
6. an adverse decision the College President shall discuss the
7. reasons for his decision with the general faculty prior to
8. the implementation of said decision.

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

16. The faculty sets the requirements for the
17. degrees offered in a course and determines when the require-
18. ments have been met, and authorizes the President and the
19. Board to grant the degrees thus achieved.

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

28. At least one of three members shall be
29. present for any interview for selection of new faculty and
30. the results shall be reported to other committee members

1. by the discipline chairpersons.

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

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

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

21. Among the means of communication among the
22. faculty, administration, students and governing board now in
23. use are: (1) circulation of memoranda and reports by faculty
24. committees, (2) ad hoc committees, (3) standing liaison
25. committees, and (4) membership of faculty members on admin-
26. strative bodies. Additionally, memoranda and reports shall be
27. provided by committees of discipline chairpersons with their
28. approval. Whatever the channels of communication, they should
29. be clearly understood and observed. The representatives of the
30. Association may attend meetings of the Board of Trustees and

1. shall enjoy the privilege of being recognized to speak and
2. ask questions during these meetings.

3. V. The Academic Institution: The Students

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

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1. ARTICLE 24 - NEGOTIATIONS PROCEDURES

2. 24.1 The parties agree to enter into collective
3. bargaining no later than February 1, 1984, over a successor
4. agreement in accordance with Chapter 303, Public Laws of
5. 1968, as amended by Chapter 123 New Jersey Public Laws of
6. 1974, in a good-faith effort to reach agreement on all
7. matters concerning salaries, rules affecting working
8. conditions, terms and conditions of employment, and grievance
9. procedures at Camden County College. Any agreement so
10. negotiated shall apply to all the members of the full-time
11. faculty, be reduced to writing, be adopted by the Association
12. and by the Board, and be signed by the Board's and the
13. Association's representatives.

14. 24.2 During collective bargaining, the Board and the
15. Association shall present relevant data, exchange points of
16. view, and make proposals and counterproposals.

17. 24.3 Neither party in any negotiations shall have any
18. control over the selection of the negotiating representa-
19. tives of the other party.

20. 24.4 Either party will have the right to caucus at any
21. time.

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

28. 24.6 The parties undertake to cooperate in arranging
29. meetings at mutually convenient times and places, furnishing
30. necessary information and otherwise constructively considering

1. and resolving any such matters.

2. 24.7 This statement shall not be effective and/or
3. binding on the parties unless ratified by the Board and
4. the Association. If this Agreement is not ratified within
5. thirty (30) days from the execution hereof, the parties
6. agree to immediately request mediation under Chapter 303,
7. Public Laws of 1968, as amended by Chapter 123 New Jersey
8. Public Laws of 1974, and to follow the Negotiation Procedures
9. specified in the most recent ratified Agreement between the
10. Board and the Association.

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1. ARTICLE 25 - APPLICATION OF PROVISION OF THIS AGREEMENT

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

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

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

23. 25.4 Copies of this Agreement shall be printed or
24. reproduced by the Board and distributed to all faculty now
25. employed or hereafter employed by the Board for the duration
26. of this Agreement.

27. 25.5 This Agreement shall be subject to ratification
28. by the members of the Association and by the members of the
29. Board of Trustees.

30. 25.6 The Association and representatives of the

1. Administration may establish monthly meetings for the purpose
2. of reviewing the administration of this Agreement and to
3. discuss problems which may arise. These meetings are not
4. intended to bypass the grievance procedure or to be considered
5. contract negotiating meetings but are intended as a means of
6. fostering good employer-employee relations.
7. 25.7 The rules, regulations, practices, and statements
8. of policy of the College shall not conflict with the terms
9. of this Agreement.
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ARTICLE 26 - DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1981, and shall continue in effect until June 30, 1984. If by that time a successor agreement is not agreed to, this Agreement shall remain in effect unless, at any time thereafter, either party shall give one week or more notice to the other of termination.

CAMDEN COUNTY COLLEGE
BOARD OF TRUSTEES

CAMDEN COUNTY COLLEGE FACULTY ASSOCIATION
AFFILIATED WITH
NEW JERSEY EDUCATIONAL ASSOCIATION

BY: Gabriel E. Alanch
BY: Jimmy L. ...
BY: Garrett ...
BY:
BY: ...

BY: D. Kenneth ...
BY: Joseph ...
BY: ...
BY: Joseph J. ...
BY: ...

DATE SIGNED:

September 1 1981

DATE SIGNED:

August 27, 1981