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CAMDEN COUNTY COLLEGE  
BLACKWOOD, NEW JERSEY



**THIS BOOK DOES  
NOT CIRCULATE**

AGREEMENT  
BETWEEN

BOARD OF TRUSTEES OF CAMDEN COUNTY COLLEGE

AND

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

1975-78

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1. ARTICLE 1 - RECOGNITION

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

18. 1.2 Full time faculty members employed at the main campus, at  
19. the Camden Branch, or at any other academic locations or educational  
20. facilities which are geographically separate from, but are under the  
21. administrative control of the college shall be represented by the  
22. Federation.

1. ARTICLE 2 - CONSULTATION

2. 2.1 General Faculty-Administration Meetings

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

13. 2.2 Department Meetings:

14. A. may only be held on regular class days and may not exceed one (1)  
15. hour in length unless the majority of the department vote otherwise.  
16. B. shall be scheduled not more than once per month and held on the  
17. third Thursday of the month, unless the majority of the department  
18. vote otherwise.  
19. C. An agenda shall be distributed to all members at least three days  
20. in advance of the meeting.  
21. D. all expenditures from the department proposed budget for the next  
22. fiscal year receive approval at this meeting, prior to submission for  
23. approval to the Vice President of Academic Affairs.  
24. E. items will be placed on the agenda of the meeting upon the request  
25. of any faculty member.

26. 2.3 Consultation with the College President

27. The Board and the Federation agree that the College President, or the

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

1. ARTICLE 3 - FEDERATION-BOARD RELATIONS AND RIGHTS

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

8. 3.2 Review of Forms

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

13. 3.3 Board Meetings

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

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

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

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

22.           3.5 The Federation and its representatives shall have the right  
23. to use College facilities, without charge, for meetings and related  
24. purposes when said use does not interfere with the operation of the  
25. College. At least a continuous one hour and forty-five minute midday  
26. time period per month shall be scheduled for the conduct of Federation  
27. business. A continuation of the twelve-fifteen to two (12:15-2) time

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

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

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

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

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

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



1. assigned faculty office of the Federation President, and shall be  
2. deemed to be the office of the Federation. The Board agrees to  
3. assign no other faculty member to said office. The Federation may  
4. install necessary equipment in said office.

5. 3.11 No recording devices shall be used at meetings between  
6. members of the Federation and members of the College administration  
7. and/or Board without the written consent of all the parties.

8. 3.12 Whenever any representative of the Federation or any faculty  
9. member is mutually scheduled by the parties to participate during  
10. working hours in negotiations, grievance proceedings, conferences, or  
11. meetings, he shall suffer no loss in pay, nor be expected to compensate  
12. in any way for time spent in carrying out such responsibilities.

13. 3.13 Upon request from the Federation to the appropriate administra-  
14. tive officer of the College, such administrative officer of the College  
15. shall discuss with the appropriate representatives of the Federation of  
16. the advisability of transmitting an administrative directive concerning  
17. any provision of this Agreement. A copy of such will be sent to the  
18. Federation President who will be responsible for posting the directive  
19. and informing the membership.

20. 3.14 If the Federation requests a work load reduction of 3 credits  
21. per semester for the President of the Federation, at no cost to the  
22. College, the College will grant such request. It is understood and agreed  
23. that the salary of the President of the Federation will be reduced  
24. proportionately. It is further understood that the Federation will give  
25. the College sufficient notice to comply.

26. 3.15 The President of the Federation or his designee shall be  
27. provided with copies of all faculty schedules in the office of the

1. Vice President of Academic Affairs.

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

8. 3.17 The Board and the Federation recognize and declare that:  
9. (1) providing quality higher education for the students of this College  
10. is their mutual aim and that the character of such education depends  
11. predominately upon the College faculty and the Administration.  
12. (2) the members of the faculty are particularly qualified to assist in  
13. the development of policies, to share responsibility in making judgements  
14. on faculty status and related matters, and in determining education programs  
15. for the purpose of making recommendations to the Board of Trustees through  
16. the office of the President or his designee.

17. 3.18 Dues Checkoff and Other Deductions

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

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

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

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

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

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

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

ARTICLE 4 - STATEMENTS ON ACADEMIC FREEDOM

- 1.
2.       4.1 Academic freedom and its attendant responsibilities are
3. essential to the fulfillment of the purposes of the College. Consistent
4. with this statement:
5.       (a) Employees shall have the unrestricted freedom in the
6.             classroom to discuss such topics as are relevant to their subject.
7.       (b) There shall be no censorship of library material.
8.       (c) Employees are entitled to freedom in the research and in
9.             publication of the results that are connected with their
10.            academic duties.
11.       (d) Faculty members are entitled to freedom in the selection of
12.            textbooks, audio visual aids and other teaching aids used
13.            for instructional purposes in their classrooms.
14.       (e) Faculty members shall select the method or approach to teaching
15.            utilized in their classrooms.

1. ARTICLE 5 - PROFESSIONAL CODE OF ETHICS

2. 5.1 The Board and the Association subscribe to the concepts of

3. Professional Ethics stated as follows:

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

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

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

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

1. ARTICLE 6 - FACULTY RIGHTS

2. 6.1 Nothing contained herein shall be construed to deny or  
3. restrict to any faculty member, rights he/she may have under the  
4. General School Laws of the State of New Jersey, or other applicable  
5. laws and regulations. The rights granted to faculty herein shall  
6. be deemed to be in addition to those provided elsewhere.
7. 6.2 Faculty shall be entitled to full rights of citizenship  
8. and no religious or political activities of any faculty or the lack  
9. thereof shall be grounds for any discipline or discrimination with  
10. respect to the employment of such faculty. The private and personal  
11. life of any faculty member is not within the appropriate concern  
12. or attention of the Board.
13. 6.3 When allegations are placed upon a faculty member by a  
14. student to a department head, or an administrator, that person shall  
15. within forty-eight (48) hours arrange for a conference with the  
16. involved faculty member for a discussion of such charges.
17. 6.4 The number of class preparations shall be limited to two  
18. unless the affected faculty member agrees otherwise.
19. 6.5 A faculty member not scheduled for classes or other duties  
20. specified in this Agreement shall not be required to be present at  
21. the College.
22. 6.6 No faculty member shall be required to teach on Saturday  
23. unless it is necessary to complete a regular teaching load. No  
24. Sunday classes shall be scheduled for full time faculty members  
25. unless mutually agreeable.
26. 6.7 Faculty shall be free to exchange teaching assignments,  
27. provided that the transferees are qualified to teach the course and

1. the exchange has the approval of the Vice President of Academic  
2. Affairs.

3. 6.8 Off-Campus Teaching

4. Off-campus teaching assignments shall be made only with the  
5. consent of the faculty member. However, if the Administration is  
6. unable to staff the off-campus facilities with adjunct faculty, they  
7. shall assign the most junior qualified faculty member.

8. Full time faculty assignments shall be in inverse seniority (see  
9. 9.1) and no individual full time faculty member shall be assigned more  
10. than one off-campus course without his/her consent until each individual  
11. full time faculty member of his/her academic discipline has been  
12. assigned an off-campus course.

13. 6.9 Reimbursement at the end of each semester for expenses  
14. incurred for off-campus teaching shall be paid at a rate of \$.15  
15. per mile and parking costs.

16. 6.10 Each faculty member shall be informed of any personal and/or  
17. professional data regarding him/her which the College provides to the  
18. New Jersey Department of Higher Education.



1. ARTICLE 7 - FACULTY RESPONSIBILITIES

2. 7.1 Academic Year

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

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

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

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

22. 7.3 Office Hours

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

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

3.       7.4 Faculty Advising

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

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

12.               1. To attend departmental meetings.
13.               2. To normally hold classes as scheduled.
14.               3. To normally start classes on time and normally
15.               conduct class for the full scheduled time period.
16.               4. To comply with all safety regulations including but
17.               not limited to fire regulations and smoking
18.               regulations.
19.               5. To attend all orientation and in-service functions
20.               unless excused by the Vice President of Academic Affairs.
21.               6. To turn in grades as scheduled.
22.               7. To attend meetings of the general faculty unless absence
23.               has previously been approved by the Vice President
24.               of Academic Affairs.
25.               8. To attend College Committee Meetings.

26.       B. Faculty Members are encouraged:

27.               1. To attend commencement and convocations.
28.               2. To attend social, cultural, and athletic events.

1. ARTICLE 8 - ACADEMIC CLASSES AND GRADING

2. 8.1 Scheduling of Courses and Overloads

3. A. The selection of courses and sections shall be determined  
4. by the mutual agreement of the appropriate full time faculty of  
5. the Department and his/her immediate supervisor. If there is no  
6. mutual agreement, preference in the selection of courses and  
7. sections shall be assigned on a semester rotation basis among  
8. the qualified members in that academic discipline.  
9. (See 9.1 for rotation procedure).

10. B. Overload and Summer positions shall be assigned with first  
11. priority to full time qualified faculty requesting them. No full  
12. time faculty member shall be assigned more than two overloads per  
13. semester or summer session and then, only after all members of  
14. his/her academic discipline(s) or field(s) within the department  
15. have had the opportunity to teach one such course. The faculty  
16. in each academic discipline shall be assigned overload and summer  
17. session courses on a rotating basis. The rotation shall begin  
18. with the most qualified full time senior faculty member (see 9.1)  
19. and continue for the duration of this contract.

20. C. Overload assignments are voluntary.

21. D. All faculty assignments shall be subject to the approval of  
22. the Vice President of Academic Affairs.

23. 8.2 Teaching Hours and Teaching Load

24. Teaching schedules shall be so arranged that the elapsed time  
25. between the beginning of the first class and the end of the last  
26. class shall not exceed six hours in any one day unless greater elapsed  
27. time is agreed to by the affected faculty member or is necessary to

1. complete a regular load.

2. 8.3 There shall be at least twelve (12) hours between the end  
3. of the last class of the day and the beginning of the first class of  
4. the next day unless the affected faculty member agrees otherwise.  
5. The College, however, shall make every effort to maintain at least  
6. fourteen (14) hours between the end of the last class of the day and  
7. the beginning of the first class of the next day.

8. 8.4 Class Size

9. A. The maximum number of students in each class shall be 40  
10. but every effort shall be made to limit classes to 34 students.

11. B. The maximum number of students in a class of English  
12. Composition shall be 28 but every effort shall be made to limit  
13. classes to 20 students.

14. The maximum number of students in a class of Speech Fundamentals  
15. shall be 25 but every effort shall be made to limit classes to  
16. 21 students. The maximum number of students in a class of Foreign  
17. Languages shall be 25 but every effort shall be made to limit  
18. classes to 21 students. The maximum number of students in  
19. Accounting I shall be 34 but every effort shall be made to limit  
20. classes to 28 students. The maximum number of students in  
21. Accounting II shall be 28 but every effort shall be made to limit  
22. classes to 22 students.

23. C. The maximum number of students for Executive Secretarial  
24. Studies Courses shall be 26.

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

27. E. Students in a laboratory section shall not exceed the number

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

1. to consult with full time faculty on the proper use of equipment.

2. 8.7 Change in Location of Class

3. Bargaining unit members may request a change in the location of  
4. a class. Such request shall be directed to the Department Head/  
5. Program Coordinator who shall investigate the feasibility of the  
6. requested change by determining from the Registrar whether a classroom  
7. is available.

8. 8.8 Placement of Noisy Classes

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

12. 8.9 Seventy-Five Minute Classes

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

15. 8.10 Prolonged Illness

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

20. 8.11 Grading

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

24. Should it be necessary to change a student grade after the  
25. completion of the semester and after the final submission of grades,  
26. such changes shall be made by the end of the second week after  
27. the beginning of the following semester. However, should an

1. instructor discover that a wrong grade had been given to a student  
2. after this deadline, he must petition the Academic Affairs Committee  
3. for a grade change, citing reasons and presenting supporting evidence  
4. for such a change. If allowed, the Committee Chairman will forward  
5. the recommendation for a grade change to the Vice President of  
6. Academic Affairs who will notify the Registrar. No petitions for  
7. grade change will be considered after the elapsed time of one  
8. consecutive semester except in exceptional circumstances which will  
9. be determined by the Academic Affairs Committee, Vice President of  
10. Academic Affairs, and the Registrar. Summer sessions are not counted  
11. as an elapsed consecutive semester for this purpose. Appropriate  
12. forms may be obtained from the Registrar's office.

13. B.12 Due Date for Final Grades

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

1. ARTICLE 9 - MISCELLANEOUS CONDITIONS OF EMPLOYMENT

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

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

10. 9.3 Academic Calendar

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

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

21. 9.5 Field Trips

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

24. B. Before such a field trip is approved such approval shall be  
25. obtained from the Vice President of Academic Affairs. Particular  
26. care should be taken in the planning to avoid disruption of the  
27. student's normal schedule for classes. The cost of the trip shall



1. be paid for by the students involved in the trip. Faculty members  
2. shall not be required to use their own vehicles for such trips.

3. 9.6 Developmental Released Time

4. The Vice President of Academic Affairs, on the recommendation of  
5. the faculty in the academic discipline concerned, may at his sole  
6. discretion grant faculty members a reduced teaching load for preparing  
7. grant or aid requests, new instructional materials, courses, programs,  
8. or improving existing programs. Acceptance or rejection of said  
9. assignment shall be made at the sole discretion of the faculty member.

10. 9.7 Day College begins at 8 A.M. and ends at 4:50 P.M.

11. 9.8 Teaching positions under Federal, State and local programs,  
12. where not made part of a full-time faculty member's course load, will be  
13. filled on the basis of rotation (see article 9.1). If the position(s)  
14. is specifically funded and the contract with the funding agency specifies  
15. teachers with qualifications not available among members of the full  
16. time faculty, the position(s) shall be filled in the same manner and  
17. through the same procedure specified in this Agreement for employment  
18. of faculty.

19. 9.9 Vacancies

20. Notice of any professional position vacancy, faculty or administra-  
21. tive, shall be distributed to all college employees at least ten (10)  
22. days prior to its publication off-campus.

23. 9.10 Present or New Positions

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

26. 9.11 Faculty to Administration to Faculty

27. Any faculty members who assume academic administrative duties and

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

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

11.           9/13 Voice or Image Reproduction

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

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

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

1. supportive staff.

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

5. 9.17 Faculty Identification

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

11. 9.18 Repairs and Alterations

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

16. 9.19 Duplicating Services

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

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

21. Memorial Day

22. Independence Day

23.

1. ARTICLE 10 - GRIEVANCE PROCEDURE

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

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

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

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

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

27. Step Two: The decision of the Vice President of Academic Affairs may be

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

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

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

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

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

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

1. ARTICLE 11 - INITIAL EMPLOYMENT AND RETENTION OF FACULTY

2. 11.1 Initial Employment

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

8. The official contract shall include:

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

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

22. 11.3 Date for Renewal of Employment Contracts

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



1. year, such notification shall be not later than December 15. Should  
2. notice take place after the said date, then the faculty member shall  
3. be offered another one-year contract. Annual contracts for all  
4. faculty members shall be issued on or before March 15. Said contracts  
5. are to be signed and returned to the office of the Associate Dean of  
6. Personnel not later than April 15. If the contract is not returned by  
7. said date, the Associate Dean of Personnel shall notify the faculty  
8. member and request its return. Each tenured faculty member shall  
9. receive an individual contract of continuing employment. Faculty who  
10. were issued an employment contract by the Board on March 15, 1975, and  
11. who signed and returned same, shall be issued a new individual official  
12. contract in the form as appended to this Agreement within five (5) days  
13. of the ratification and signing by the Board and the Federation of this  
14. Agreement.

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

23. 11.5 Emeritus Faculty

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

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

6. 11.6 Retention of Employment

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

15. 11.7 Reemployment Rights

16. Tenured bargaining unit members who are displaced as a result of 11.6
17. are entitled to reemployment rights as per New Jersey statute (N.J.S.A.
18. 18A:60-3).
19. a. One-semester employees who are displaced as a result of 11.6 are
20. entitled to no reemployment rights.
21. b. Employees displaced as a result of 11.6 at the end of their second,
22. third, or fourth semesters shall have reemployment rights for a
23. period of one (1) year from the date of displacement.
24. c. Employees displaced as a result of 11.6 at the end of their
25. fifth (5th) or sixth (6th) semesters shall have reemployment
26. rights for a period of two (2) years from the date of displacement.
27. d. Reemployment shall be in reverse order in which displacement

1. occurred: that is, the last person displaced shall be the first  
2. person reemployed. Such reemployment shall give full recognition  
3. to previous years of service.

4. e. An employee whose contract has not been renewed by the College  
5. shall not be entitled to displacement rights or, if displaced,  
6. to reemployment rights.

7. 11.8 In the event a faculty member is recalled, he/she shall receive  
8. all previously negotiated benefits he/she would have received had he/she  
9. not been retrenched, including rank and salary. In addition, he/she shall  
10. retain all sick leave accumulations, credits for tenure and sabbatical  
11. leave, and shall be entitled to repurchase past service credits for  
12. retirement in accordance with New Jersey State regulations. Furthermore,  
13. he/she shall not be considered a new employee for purposes of fringe  
14. benefits provided for faculty members covered by this Agreement.

1. ARTICLE 12 - PROMOTIONS AND SABBATICAL LEAVE

2. 12.1 Sabbatical Leave

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

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

7. 12.3 Each applicant for promotion or sabbatical leave shall have  
8. the right to request and make an appearance to speak on his/her own  
9. behalf before a Professional Standards Committee. He/she may request  
10. the appearance of appropriate peers or other competent authorities  
11. to speak on his/her behalf to the Professional Standards Committee.

12. 12.4 The Professional Standards Committee shall consist of the  
13. Vice President of Academic Affairs and five tenured faculty members to  
14. be elected by the full time faculty in an election conducted by the  
15. Federation. No two members shall come from the same academic discipline  
16. or career program area.

17. 12.5 A. At least once a year the Professional Standards Committee  
18. shall meet in order to recommend those faculty who are making  
19. application for a raise in academic rank. The Board recognizes  
20. that individuals may present qualifications as to education and  
21. experience that the Professional Standards Committee shall  
22. adjudge to be the equivalent of the above qualifications although  
23. not corresponding to them to the letter. In such cases, the  
24. Professional Standards Committee shall recommend such individuals  
25. to the College President for his consideration for the academic  
26. rank deemed appropriate.

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

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

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

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

1. 12.9 A 2% increase in salary will be granted to those faculty
2. members whose promotions are effective in the third year of the
3. contract (1977-1978).

1. ARTICLE 13 - QUALIFICATIONS FOR ACADEMIC RANK

2. 13.1 Qualifications for Academic Rank

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

6. A. Instructor: Master's Degree or its equivalent in the  
7. appropriate field of training.
8. B. Assistant Professor II: An earned Master's Degree or its  
9. equivalent in the appropriate field of training. A candidate  
10. should have had at least two years of college teaching experience  
11. or its equivalent in related experience.
12. C. Assistant Professor I: An earned Master's Degree plus 15 credits  
13. of post master's study that contributes to the faculty member's  
14. individual growth. A candidate should have had at least four  
15. years of college teaching experience or its equivalent in  
16. related experience.
17. D. Associate Professor: An earned Master's Degree plus 30 credits  
18. of post master's study that contributes to the faculty member's  
19. individual growth. A candidate should have had at least six years  
20. of college teaching experience or its equivalent.
21. E. Professor: An earned Master's Degree with the work completed  
22. for the Doctorate with the exception of the dissertation or  
23. doctoral equivalent or doctorate. A candidate should have  
24. had at least eight years of college teaching experience or its  
25. equivalent.

26. 13.2 All part time faculty hereinafter shall be appointed to the  
27. academic rank of "Lecturer," and all college publications and the like



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

1. ARTICLE 14 - DEPARTMENT HEADS AND PROGRAM COORDINATORS

2. 14.1 Department Heads and Program Coordinators

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

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

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

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

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

DEPARTMENT HEADS

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

PROGRAM COORDINATORS

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

1. 4. In addition to the teaching load reduction in the below listed
2. Department Heads and Program Coordinators shall receive a stipend
3. of \$500 per semester:
4.                                   a. English Department Head
5.                                   b. Mathematics Department Head
6.                                   c. Psychology and Sociology Department Head
7.                                   d. Program Coordinator Business Administration
8.                                             and Management
9.                                   e. Program Coordinator Human Services
10.                   14.2 The Board agrees to grant the director of the Theatre Arts
11. Program a three credit hour reduction in his/her teaching load for
12. coordinating the program.

1. ARTICLE 15 - RESIGNATION, DISMISSAL AND SUSPENSION

2. 15.1 Resignation

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

8. 15.2 Dismissals of Faculty

9. No faculty member on tenure may be dismissed except as provided  
10. in Statute Law 11.J.S.A. 18A 20-5.

11. 15.3 Suspension

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

1. ARTICLE 16 - PROFESSIONAL EVALUATIONS

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

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

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

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

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

ARTICLE 17 - PERSONNEL FILES

- 1.
2. 17.1 Administrators shall be encouraged to place in the personnel
3. file of each faculty member information of a positive nature indicating
4. special competencies, achievements, performances, or contribution of an
5. academic, professional, or civic nature.
6. 17.2 One personnel file for each faculty member shall be maintained
7. in the office of the Vice President of Academic Affairs.
8. 17.3 No material derogatory to a faculty member's conduct, service,
9. character, or personality shall be placed in the personnel file of any
10. faculty member unless that faculty member has had an opportunity to read
11. such material. The faculty member shall acknowledge that he/she has
12. read such material by affixing his/her signature to it. Be it understood
13. that such signature merely signifies that he/she has read the material in
14. question and that it indicates neither approval nor rejection of its
15. content.
16. 17.4 The faculty member shall have the right to answer in writing
17. any material in his/her personnel file, and his/her answer shall be
18. attached to the file copy.
19. 17.5 Anonymous material shall not be placed in a faculty member's
20. file.
21. 17.6 No material provided by a student or students shall be placed
22. in the faculty member's personnel file.
23. 17.7 No item may be removed from a faculty member's file without
24. his/her prior knowledge.
25. 17.8 No other faculty member will be able to examine another
26. faculty member's file unless prior written permission has been granted
27. by the faculty member.



1. 17.9 Faculty members shall have the right to be furnished with  
2. copies of any material in his/her personnel file.

3. 17.10 A duly appointed representative of the Federation may, at  
4. the faculty member's request, accompany said person when he/she reviews  
5. his/her file.

6. 17.11 The personnel file may, with the permission of the faculty  
7. member, be available for examination by the Professional Standards  
8. Committee or Grievance Committee.

9. 17.12 The Board agrees to protect the confidentiality of the  
10. personnel files, personal references, academic credentials, and other  
11. similar documents. It shall not establish any separate personnel file  
12. which is not available for the teacher's inspection except for pre-  
13. employment references and notes on pre-employment interviews which shall  
14. not be part of the faculty member's regular personnel file, but shall  
15. be kept in a separate locked file.

ARTICLE 18 - FACULTY FACILITIES

1.

2.           18.1 Every effort will be made to reduce and keep at a minimum  
3. the noise level in the faculty office areas and adjoining corridor  
4. areas. Faculty members may request an office space reassignment  
5. to a quieter office area subject to preference according to  
6. seniority.

7.           18.2 The College shall place on each faculty office door a name-  
8. plate and schedule holder for each faculty member in the office.

9.           18.3 Each faculty member will be provided with completely enclosed  
10. office space in a quiet area unless otherwise agreed.

11.           18.4 Faculty offices shall be lockable and have a telephone and  
12. shall house a maximum of two faculty members. Where an office is to  
13. be assigned to only one faculty member, first preference shall be given  
14. according to seniority except where otherwise specified in this  
15. Agreement. A faculty member shall not be assigned to a private office  
16. of his own except as specified in this Agreement.

17.           18.5 Each faculty member shall be provided with a suitable desk,  
18. or a substitute acceptable to the faculty member, an appropriate swivel  
19. chair, bookcases with such additional shelving as requested and fits into  
20. the office, four drawer file cabinet and the necessary supplies to  
21. perform his/her duties.

22.           18.6 Adequate secretarial service shall be provided for all  
23. faculty.

24.           18.7 Every effort will be made to have one (1) faculty lounge  
25. in each building, of adequate size, suitably equipped and furnished and  
26. containing restrooms exclusively for faculty. The room sizes and the  
27. quality and quantity of the furnishings of the existing faculty lounges

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

1. ARTICLE 19 - PROTECTION OF FACULTY AND PROPERTY

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

7. 19.2 Faculty should immediately report to the Vice President of  
8. Academic Affairs cases of assault suffered by them in connection with their  
9. employment.

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

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

1. ARTICLE 20 - SALARY POLICY

2. 20.1 All full-time faculty members who were on the payroll as  
3. regular full-time faculty members for the complete academic year  
4. 1974-1975 will have their pay increased by 10% for the 1975-1976  
5. academic year. Regular full-time faculty members on the payroll in the  
6. academic year 1975-1976 will have their pay increased by 9% for the  
7. 1976-1977 academic year. Regular full-time faculty members on the  
8. payroll in the academic year 1976-1977 will have their pay increased  
9. by 9% for the 1977-1978 academic year.

10. 20.2 Members of the bargaining unit shall have the option of  
11. having their base annual salary paid in either twenty six (26)  
12. equal payments or twenty one (21) equal payments. The College shall  
13. make every effort to give payments 19 through 21 to members of the  
14. bargaining unit by commencement.

15. 20.3 When a full time faculty member handles an overload or  
16. teaches during the summer, he/she shall be compensated at the rate of  
17. \$300 per credit hour for the academic year 1975-1976, \$310 per credit  
18. hour for the academic year 1976-1977 and \$320 per credit hour for the  
19. academic year 1977-1978.

20. 20.4 Each faculty member working in overload, during the regular  
21. academic year, shall receive his/her compensation for this work in two  
22. (2) or three (3) equal payments. Each faculty member working in overload  
23. during the summer shall receive one (1) payment at the conclusion of  
24. the five (5) week session. Payments shall be made every four (4) weeks  
25. for the eight (8) week session.

26. 20.5 The salary schedules for all ranks and positions as well as  
27. descriptions of ranks in accordance with the terms of this contract

1. shall be presented in writing or printed form to each applicant for
2. professional employment at the College as part of the final
3. correspondence or final interview pertaining to such employment.
4.       20.6 Coaching Salaries will be increased 10% for the 1975-1976
5. academic year; 9% for the 1976-1977 academic year; 9% for the 1977-1978
6. academic year.

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). TIAA's \$50,000 "plus" Optimum Major Medical Plan will be made available to all the faculty and their families with the faculty paying their own premiums.

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.

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 50 per cent of the existing rate of the institution the faculty member is attending, whichever is the greater amount. A maximum of 9 credits or its equivalent during a one year period. Approval by the President or his designee for courses is to be secured in advance and payment is to be made on exhibition of receipt of payment of courses and of grades for courses. Disagreements under this section are subject

1. to the grievance procedure.
2. 21.4 Prepayment Premiums
3. Each faculty member shall receive the right to prepay his own
4. premiums on all insurance to which he is entitled prior to, or during
5. any officially approved leave of absence.
6. 21.5 The College shall annually provide flu shots at no cost
7. to faculty members.
8. 21.6 Academic attire shall be furnished by the College at no
9. cost when faculty members are attending College functions with the
10. order of professional march determined according to academic rank.



1. ARTICLE 22 - LEAVES OF ABSENCE

2. 22.1 Paid Leaves of Absence

3. A. Sick leave

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

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

12. 3. The President or the Associate Dean of Personnel will  
13. inform each faculty member on or before September 15 of each  
14. year as to the number of sick days accumulated to his credit on  
15. that date.

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

20. B. Bereavement

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

27. C. Personal Leave

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

7. 22.2 Unpaid Leaves of Absence

8. A. Advanced Study

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

16. B. Exchange Teaching

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

25. C. Service in Professional Organizations

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

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

6. 9. Maternity Leaves

7. 1. Upon written request a faculty member who becomes pregnant shall  
8. be granted a leave of absence without pay for a period of two  
9. semesters following the birth of a child or termination of pregnancy.  
10. 2. Said leave shall be requested not later than the sixth month of  
11. pregnancy and shall begin at the discretion of the faculty member.  
12. 3. Upon her request to return, she shall be returned to her previous  
13. assignment. However, all return dates shall be at the beginning of  
14. the semester.  
15. 4. For the purpose of this Agreement the adoption of a child shall  
16. be considered a maternity and all provisions of this section shall  
17. apply.

18. 5. Upon written request the Board may extend this leave for  
19. additional semesters.

20. 22.3 Professional Development

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

26. 22.4 Any faculty member may apply for a leave of absence without pay.  
27. Application should be filed with the President of the College, who will  
28. transmit the application with his recommendation to the Board of Trustees.

1. ARTICLE 23 - COLLEGE GOVERNANCE

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

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

11. I - The academic Institution: Joint Effort

12. A. Preliminary Considerations:

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

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

25. B. Determination of General Educational Policy

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

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

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

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

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

### 23. C. Internal Operations of the Institution

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

1. Communications

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

6. Buildings:

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

10. Budgeting:

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

17. The College President:

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

1. Administrative Officers:

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

6. D. External Relations of the Institutions

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

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

12. II. The Academic Institution: The Governing Board

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

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

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

1. of the institution under its jurisdiction.

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

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

15. III. The Academic Institution: The President

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

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



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

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

#### 15. IV. The Academic Institution: The Faculty

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

1. Development, Veterans Coordinator, Vice President of Personnel and
2. Administration, Vice President of Academic and Student Affairs, and the
3. President of the College. Voting procedures shall be by secret ballot
4. at the place of meeting and shall be counted by the Federation's Elections
5. Committee immediately following the meeting at which the vote by faculty
6. members holding academic rank was taken. The President of the College
7. shall name one representative to said Committee for the purpose of counting
8. votes taken at a general faculty meeting. The College President shall then
9. act upon the recommendations of the faculty. In the case of an adverse
10. decision the College President shall discuss the reasons for his decision
11. with the general faculty prior to the implementation of said decision.
12. No later than September 30 of the new academic year the Federation
13. President and the College President shall appoint jointly the faculty and
14. administrative members to serve on each of the college committees. Student
15. members of the committees are to be named by the Student Government Associa-
16. tion Senate no later than October 15 of the new academic year.
17. The faculty sets the requirements for the degrees offered in a course
18. and determines when the requirements have been met, and authorizes the
19. president and the board to grant the degrees thus achieved.
20. Faculty status and related matters are shared responsibility. The
21. faculty in each academic discipline shall annually elect three of its tenured
22. members to serve as a committee which shall share equal responsibility with
23. department heads who shall be a member of it, and with the Vice President
24. of Academic Affairs, in the interviewing and selection of new faculty in
25. that academic discipline.
26. At least one of three members shall be present for any interview for
27. selection of new faculty and the results shall be reported to other committee

1. members by the department head.

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

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

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

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

1. V. The Academic Institution: The Students

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

ARTICLE 24 - NEGOTIATIONS PROCEDURES

1. 24.1 The parties agree to enter into collective bargaining no  
2. later than November 1, 1977, over a successor agreement in accordance with  
3. Chapter 303, Public Laws of 1968, as amended by Chapter 123 New Jersey  
4. Public Laws of 1974, in a good-faith effort to reach agreement on all  
5. matters concerning salaries, rules affecting working conditions, terms  
6. and conditions of employment, and grievance procedures at Camden County  
7. College. Any agreement so negotiated shall apply to all the members of  
8. the full-time faculty, be reduced to writing, be adopted by the Federation  
9. and by the Board, and be signed by the Board's and the Federation's  
10. representatives.

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

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

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

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

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

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

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

1. ARTICLE 25 - APPLICATION OF PROVISION OF THIS AGREEMENT

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

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

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

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

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

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

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



ARTICLE 26 - DURATION OF AGREEMENT

- 1.
2. This Agreement shall be effective as of July 1, 1975, and shall
3. continue in effect until June 30, 1978. If by that time a successor agreement
4. is not agreed to, this Agreement shall remain in effect unless, at any time
5. thereafter, either party shall give one week or more notice to the other
6. of termination.

Camden County College  
Board of Trustees

BY Gabriel E. Danch  
Gabriel E. Danch, Chairman

BY Harry Benn  
Harry Benn, Secretary

Camden County College Faculty  
Association Affiliated as Local  
2324 American Federation of  
Teachers (AFL-CIO)

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

BY Norbert Golinski  
Norbert Golinski  
Negotiations Committee

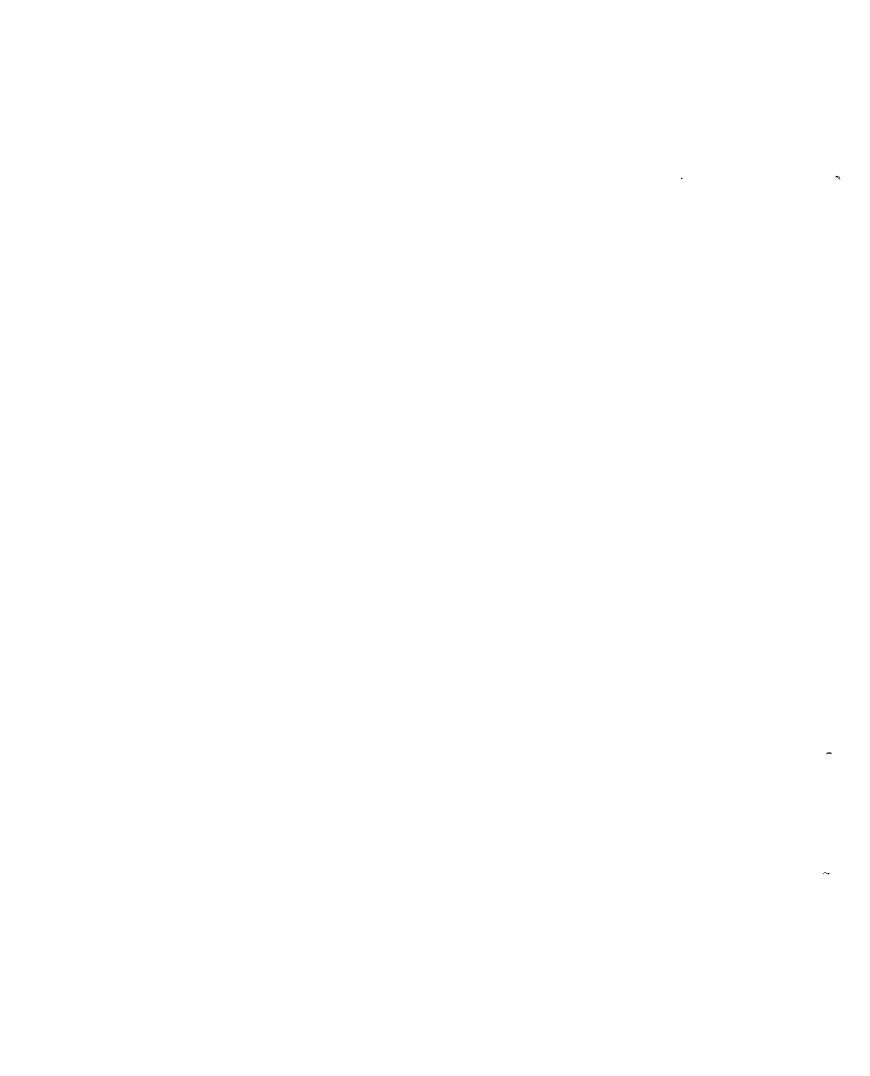
BY John Pesda  
John Pesda  
Negotiations Committee

BY William Sartoris  
William Sartoris  
Negotiations Committee

BY Milton Somers  
Milton Somers  
Negotiations Committee

BY Richard Zaleski  
Richard Zaleski, President  
Ex Officio Member, Negotiations  
Committee

August 18, 1975  
Date of Signing



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