Memorandum of Agreement
On
Procedure for Evaluation of Professional Staff

It is hereby agreed by The Richard Stockton College of New Jersey and the Stockton Federation of Teachers that the Procedure for Evaluation of Professional Staff, a copy of which is hereto attached, having been approved by the parties, will be in effect beginning with the academic year 2008-2009, and will remain in effect for five full academic years.

It is further agreed that the Procedure will be reviewed by the College and the Stockton Federation of Teachers in its fifth year and appropriate changes made in the manner prescribed under the Master Agreement.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 25 day of March, 2008.

For Richard Stockton College

Herman J. Saatkamp, President

For the Stockton Federation of Teachers

Michael Frank, President

PROCEDURE FOR EVALUATION OF PROFESSIONAL STAFF

1.0 The College conducts regular evaluation of staff members. This procedure pertains to those staff who are not managerial or confidential employees or in classified service. The process of evaluation will vary according to the type of evaluation, with the staff member's employment status, and with the organizational reporting structure of the division and budget unit of which one is a part.

1.1 Nothing herein is intended to supersede applicable sections of the Master Agreement.

2.0 The responsibility for review of staff will, depending on the circumstances, be made in separate evaluations, recommendations or judgments by the following persons:

The immediate supervisor
The Director, Dean, Associate Vice President or Vice President responsible for the unit, in sequence.
The President
The Board of Trustees (acts only upon affirmative recommendations from the President)

2.1 Types of Staff Evaluations.

Notification dates in the review process are based on timelines provided in the Master Agreement and in the college's annual personnel actions calendar. The following are the basic steps in the review process. Details may vary by the action under consideration, and the outcomes at various stages in the review process.

TYPES OF STAFF EVALUATIONS

Nature of the Review	**Order/Stages of Review**	**Additional Steps in the case of negative review at penultimate review level**	**Positive Recommendation To the Board of Trustees**
Annual evaluation for one year reappointment or multi-year reappointment beyond first of such	Immediate Supervisor Director, Dean, Assistant or Associate Vice President/Provost	Provost or Vice President President	Assistant or Associate Vice President/Provost through Provost or Vice President to President
Evaluation for initial multi-year reappointment, reclassification, or promotion	Immediate Supervisor Director, Dean, Assistant or Associate Vice President/Provost Provost or Vice President	President	Provost or Vice President to President

PHASES OF EVALUATION FOR STAFF EVALUATIONS PRIOR TO THEINITIAL MULTI-YEAR CONTRACT AND ALL REVIEWS NOT GOVERNED BY PRESIDENTIAL REVIEW

Phase of Evaluation	Responsible Party
I. Notification of evaluation, including providing the staff member with a copy of the Policy and Procedure	Immediate supervisor
II. Provide staff member with copies of all contracts, unit goals, or other documents that outline the bases of his/her evaluation	Immediate supervisor
III. Preparation of Evaluation File	Staff member under review
IV. A thorough and timely review of the Evaluation File in light of standards for the position as defined in College policy.	Individuals at the various levels of review depending on the length of service of the candidate and type of appointment or personnel action requested
V. At each level of review except that of the President, the staff member being evaluated may add a response within three business days of the transmittal of the written evaluation.	Staff member under review
IV. If affirmative, recommendation to the Board of Trustees	President
V. Action on affirmative recommendations only	Board of Trustees

2.2 Except in the case of candidates for initial multi-year reappointment, positive renewal recommendations normally will cause the Provost or Divisional Vice President to communicate that recommendation to the President, who will make the recommendation to the Board of Trustees. Only a negative recommendation at the administrative level preceding the Provost or Divisional Vice President is forwarded to and reviewed by the Provost or Vice President to and reviewed by the President. The Provost or Divisional Vice President and the President retain the right to review any decision.

2.3 Positive recommendations for initial multi-year reappointment, reclassification or promotion are made by the Provost or Vice President to the President, who will make a recommendation to the Board of Trustees.

3.0 Candidate's Responsibilities

It is the responsibility of the staff member under review for one- or multi-year reappointment, reclassification or promotion, to demonstrate in an accurate and timely manner the extent and quality of one's performance in light of

- the general expectations of all State and College employees as noted in Policy on Evaluation of Professional Staff, section 3.0
- the goals and objectives outlined in policy by the Board of Trustees
- applicable goals and objectives established by the Provost or Vice President or the Budget Unit Head for the unit wherein one serves, and
- one's individual contract.

3.1 Performance is demonstrated through the preparation of a file of materials for consideration by the evaluating individuals. The file should include materials related to the performance of contractual responsibilities from the time of one's previous evaluation at the College, as detailed in 5.0 below.

4.0 Levels and elements of review

4.1 The immediate supervisor.
The immediate supervisor will review the evaluation file and will prepare a letter that notes the candidate's strengths and weaknesses relative to applicable expectations, goals, and objectives noted in 3.0 above and the responsibilities as outlined in the individual staff member's contract. This letter becomes part of the candidate's file as it advances through the review process.

4.1.1. A copy of this letter and of each letter with reviewer recommendations from each stage of the review shall be delivered to the candidate by each due date on the annual personnel calendar.

4.2 The candidate may provide a letter of rebuttal to the supervisor's recommendation within three (3) business days after the supervisor recommendation's due date. The candidate's response letter also becomes part of the evaluation file.

4.3 The file will subsequently be reviewed by each of the levels of review noted above as applicable for one-year reappointment, for multi-year reappointment, for reclassification or promotion respectively.

4.4 The candidate may provide a letter of rebuttal to any recommendation in the sequence noted immediately above within three (3) business days after the recommendation. The candidate's letter also becomes part of the evaluation file.

4.5 In the situation where an Assistant or Associate Vice President's recommendation constitutes the last step of review, the recommendation will be forwarded to the President via the Provost or Vice President.

4.6 Provost or Vice President Level
In the situation where the Provost or Vice President is to make a formal recommendation to the President, the Provost or Vice President reviews the file and prepares a letter that summarizes the candidate's strengths and weaknesses relative to applicable considerations as above, and makes a recommendation regarding the action under consideration. The letter of the Provost or Vice President will be provided to

the candidate and will become a part of the candidate's file as it advances through the review process. The candidate may provide a letter of rebuttal to the Provost or Vice President within three (3) days after the due date of the Provost's or Vice President's letter. The candidate's response letter becomes part of the file.

4.7 President's level.
All recommendations to the Board of Trustees are made by the President.

In situations in which the President is to make an evaluation before a recommendation to the Board of Trustees, the President reviews the file as appropriate. If affirmative, the President makes a recommendation to the Board of Trustees, and notifies the candidate of the recommendation. Wherein the President's best judgment such a recommendation is not warranted, the President notifies the candidate. A candidate who disagrees with the recommendation of the President may request a meeting with the President within three days after the due date of the President's recommendation, and the president will grant the meeting in a timely manner.

The President may, within twenty-four hours of any meeting as described above, make a revised recommendation and notify the candidate. The President then makes this recommendation to the Board of Trustees.

The Board of Trustees will review and act only upon affirmative recommendations of the President in accordance with its procedures. Written notification will be sent to the candidate within one day of the Board's decision. The decision of the Board is final and may not be reconsidered, except as provided within the Master Agreement or law.

5.0 The Evaluation File

The evaluation file must be structured by the candidate in the manner outlined below. The focus should be on clarity and brevity; evidence rather than testimony; and accurate representations of one's achievements.

5.1 Part I: Required background information

5.1.1 The appropriate file cover page (see attached from) as required by the College.

5.1.2. Provision of applicable goals and objectives as established by the Board of Trustees, Provost or Vice President or Budget Unit Head for the unit wherein one is a staff member.

5.1.3 Official description of position responsibilities and a copy of the most recent contract.

5.1.4 Current curriculum vitae or professional resume

5.1.5 Copies of evaluation letters at all appropriate levels of review, including rebuttal letters, since the staff member's employment at the College or, in the case of a multi