

Memorandum of Agreement Stockton Faculty Fellows Program

Preamble

Since 2012, the Stockton Faculty Fellows Program has provided opportunities for a variety of Centers, Institutes, and University offices to benefit from faculty members' knowledge, skills, and insight in support of their missions. The Faculty Fellows Program also provides faculty members with opportunities for professional growth by providing them valuable experiences outside of the traditional faculty role. For example, members of the faculty can also "shadow" an administrator, Dean, Provost, President, etc. as a Faculty Administrative Fellow (FAF).

This MOA updates and supersedes the previous common fellows MOA (the Stockton Faculty Fellows Program dated October 31, 2014), except as noted below. It is the understanding of the Union and the Administration that the Faculty Fellow positions will be limited to fellowships housed in faculty-led or staff-led Centers and Institutes, the Office of Service-Learning, and administrative offices as a Faculty Administrative Fellow. Other than a Faculty Administrative Fellow, fellowships are not for use by Stockton academic Schools, the Office of the Provost, any other office associated with a Vice President or cabinet position, or any other administrative office or University initiative. Interested parties may refer to the Master Agreement, which gives the University the authority to provide release for special needs in the form of alternative assignment.

It is the intent of the parties that all Faculty Fellows will be governed by this new agreement, which will supersede and replace all prior existing agreements with the exception that: The parties agree that the provision of the Memorandum of Agreement: Institute for Faculty Development Fellows (March 9, 2012), which indicates that there will be at least five (5) IFD Fellows each year will remain in effect. The IFD Advisory Committee shall advise the Director of the IFD on the areas specified in the call for fellows. However, of the five (5) fellows, one (1) will be dedicated as a fellow for research, and one (1) will be dedicated as a fellow for diversity issues; the other three (3) slots will be selected based upon the applications.

Outside of the five (5) IFD fellows, the Provost will agree to support and fund, if Center funds are insufficient, at least six (6) additional Faculty Fellows per academic year, not including the one (1) or two (2) serving as a Faculty Administrative Fellow (FAF).

Eligibility

Tenured and tenure-track, probationary, and part-time faculty are eligible to serve as Faculty Fellows. Tenured faculty members at the rank of Associate Professor or higher who have served in a leadership capacity at Stockton can serve as FAFs. Adjunct, 13-D, and 13-O faculty members cannot serve as Faculty Fellows.

Responsibilities

The following responsibilities are common to all Faculty Fellow positions. A detailed description of the responsibilities specific to a particular Faculty Fellow position will appear in the call for Fellows.

1. The Faculty Fellow's responsibilities should align with the mission of the Center or Institute where the Fellow serves.
2. The Faculty Fellow will collaborate with other Stockton University offices and community partners, when appropriate.
3. The Faculty Fellow will attend the Advisory Committee meetings during the term of service, if the Center or Institute has an Advisory Committee.
4. The Faculty Fellow will write a 3-4-page report at the end of the Fellow term, summarizing their accomplishments and documenting how they have met the goals and expectations of the position. The

Fellow will send the report to the Provost, or the Provost's designee, by the end of the summer/semester following the Fellow's service.

Application to Host a Faculty Fellow and Funding

An application to host a Faculty Fellow must describe the project that the Faculty Fellow will undertake, with associated goals and responsibilities. The funding source for the Faculty Fellow must be identified.

Application to Serve as a Faculty Fellow

Applications for Faculty Fellow positions should include the following materials.

1. The applicant's 2-page, abbreviated CV.
2. A letter, explaining the applicant's interest in the particular Faculty Fellow position. The letter should include a description of the expertise the applicant brings to the position and how the experience will support their professional development.
3. Completion of the appended Application Cover Sheet with the faculty applicant and Dean signatures.

Faculty Administrative Fellows (FAF)

Faculty who wish to "shadow" an administrator will work with the administrator to develop a description of responsibilities and to develop a project that the FAF will undertake. The faculty member will submit an application as above that will also include a letter from the administrator describing the project, responsibilities, and expected outcomes. Only one (1) or two (2) FAFs per academic year will be funded by the University.

Compensation and Terms

1. Faculty Fellows will serve for one (1) academic year and will receive compensation of 4 TCH.
2. Faculty Fellows may elect compensation in the form of one (1) course release a year, or the equivalent monetary compensation, subject to the Master Agreement.
3. Faculty Center and Institute Fellows and the Office of Service-Learning Fellow (if there is one) may apply for a one- (1) year renewal, to serve for a second subsequent year, if funding is in place and if agreeable to the unit hosting the Faculty Fellow.
4. Faculty Administrative Fellows serve for a single semester, receive 4 TCH in compensation, taken as a course release, or at the applicable overload rate, and may not apply to renew their Fellow service.

Term

This agreement shall remain in full force and effect from this date until June 30, 2022 unless modified by changes in the Master Agreement or unless a new MOA replaces this one. The agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify, or amend this agreement. Said notice shall be given to the other party in writing no later than 30 days prior to June 30, 2022, or 30 days prior to June 30 of any succeeding year for which this agreement is automatically renewed.

IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 30th day of January 2019.

For: Stockton University



Harvey Kesselman, President

For: The Stockton Federation of Teachers



Rodger L. Jackson, President

**Faculty Fellow Application Cover Sheet
Appendix to Memorandum of Agreement**

Guidelines

1. Before completing this application, please be sure to read the Memorandum of Agreement for Stockton Faculty Fellows Program on the SFT website.
2. Submit this Application Cover Sheet with your application. Refer to the MOA for the requirements of the application.
3. Complete applications are sent to the Provost's designee, K201, 609-652-4514.
4. If selected, Faculty Fellows generally pursue a project, perform outreach, or provide service; as a result, you should agree on your proposed activities with the faculty center Director, Dean, and/or Vice President you will be working with prior to the beginning of the Faculty Fellow term.
5. Since compensation may be in the form of a course release, your School Dean should sign this application as an acknowledgment that your teaching schedule may need to be adjusted if you are selected.
6. Include a two-page CV along with this application.
7. If you have any questions, please contact the Provost's designee, K201, 609-652-4514.

Please answer all of the following questions.

1. Please indicate the Faculty Fellow position for which you are applying (list Fellow options).

2. Type of compensation you request:
monetary compensation/course overload _____ course release _____
3. Term you would like to receive compensation (select one semester):
fall 20-- _____ spring 20-- _____

Applicant's Information:

Applicant's Name

Date

Applicant's Signature

School Dean's Acknowledgment

By signing this cover sheet, the Dean acknowledges the faculty member's application for a Fellow position and agrees to adjust the faculty member's teaching schedule and, if necessary, to hire an adjunct faculty member to teach one of the faculty member's courses while the faculty member serves as a Fellow.

School Dean's Name

Date

School Dean's Signature