

MEMORANDUM OF AGREEMENT ON SUMMER INSTITUTES AND WORKSHOPS

Preamble

The University recognizes the value of ongoing professional development on topics of special interest that can be offered during the summer to include faculty, faculty librarians, and professional staff. The University recognizes this and will support opportunities for professional development and approve requests whenever possible.

I. Participants: Summer Institutes and Workshops are open to faculty, faculty librarians, and professional staff. Faculty and faculty librarians will be compensated based on the length of the institute/workshop at the rate of \$400 per day for programs lasting five (5) or more hours and \$200 per day for programs lasting three (3) to four (4) hours.*

II. Facilitators: These roles are also open to faculty, faculty librarians, and professional staff. Summer Institutes and Workshops are typically overseen by one (1) to three (3) **facilitators** and last from one (1) to three (3) days. Faculty and faculty librarians serving in this capacity will be compensated \$115 per hour for hours of preparation and the duration of the Institute/Workshop.*

III. Mentors and Guest Speakers: Faculty and faculty librarians serving as **mentors or guest speakers** will be compensated \$115 per hour for the duration of their allotted time during the Institute/Workshop.* When an Institute/Workshop is offered by a person whose contractual responsibilities may include offering the Workshop, they will receive no additional compensation.

***Professional Staff:** Twelve-month and ten-month professional staff can request permission from their immediate supervisors to serve as a participants, facilitators, or mentors/guest speakers, but do not receive additional compensation if approved and the Workshop/Institute is scheduled during their normal shift. However, they will be compensated at the full rate if they choose to participate outside of scheduled work hours (exclusive of paid vacations and holidays).

IV. Application Process: The Office of the Provost will solicit applications for Summer Institutes and Workshops early each spring. Those proposing an Institute/Workshop should submit a proposal that includes the information listed below in the application template.

TERM OF AGREEMENT

This Agreement shall remain in full force and effect from this date until June 30, 2026 unless modified by changes in the Master Agreement. 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, 2026, 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 01-11-2022 .

For: Stockton University

For: The Stockton Federation of Teachers



Harvey Kesselman, President

Emari DiGiorgio, President

TEMPLATE FOR A SUMMER INSTITUTE/WORKSHOP PROPOSAL FORM

1. **PURPOSE:**
 - a. Briefly explain the purpose of the institute/workshop:
2. **FORMAT:**
 - a. Briefly explain the format of the institute/workshop:
 - b. How long will the workshop be (e.g., how many days, and will it be half or full days)?
 - c. Explain the time frame for any expected follow-up:
3. **FACILITATOR:**
 - a. Who will have overall responsibility for the institute/workshop?
 - b. Describe the expertise of the facilitator(s):
 - c. Explain what the facilitator(s) will need to do to make the workshop successful:
4. **MENTORS/GUEST SPEAKERS:**
 - a. Will there be mentors or other experts in addition to the facilitators identified above?
 - b. Explain how many mentors/experts will be needed:
 - c. Explain how mentors/experts will be selected:
 - d. Explain what mentors will be expected to do (including preparation and/or follow up)
5. **PARTICIPANTS**
 - a. How many participants will be accepted?
 - b. Explain how participants will be selected:
 - c. Explain what participants will be expected to do (including preparation and/ or follow up):
6. **EXPECTED OUTCOMES:**
 - a. How will the effectiveness of this workshop be assessed?
7. **BUDGET:**
 - a. What is the budget for the workshop? Include all anticipated costs for the institute/workshop (e.g. materials, food, etc.):