



**KEAN FEDERATION OF TEACHERS**

*An Association of Professors, Professional Staff and Librarians*

Local 2187, American Federation of Teachers

Kean University, Union, N.J. 07083

Phone 908 737-3925 Fax 908 737-3929

**Letter of Agreement (LOA) # 160**

**College Committees on Research:  
Composition & Procedures**

Letter of Agreement No. \_\_\_\_  
On Establishment of College Committees on Research

The Kean University ("University") administration and the Kean Federation of Teachers ("KFT") have agreed to establish the College Committee on Research (CCOR). This agreement will replace the agreement established in Letter of Agreement Number 76 and Letter of Agreement Number 27.

The CCOR will be established and proceed as follows:

Each College shall establish a College Committee on Research (CCOR) consisting at least one member from each academic unit (Department, School, Center, etc.) and in no case comprising fewer than five members. The purpose of the committees shall be to advise the respective Deans on the allocation of research resources at their disposal, which may include small, internal grant allocations, distribution of graduate research assistants, availability of college-based travel funds, and other research supports made available at the College level or recommended from the College level for University-wide consideration. In addition, each College's CCOR shall evaluate candidates for Released Time for Research (RTR).

1. The Committee will be composed of at least one member from each academic unit (Department, School, Center, etc.) within the college who are Assistant, Associate or Full Professors.
  - 1.1. Two (2) are to be appointed by the Dean; the Dean will appoint no more than one person from any School/Department.
  - 1.2. One (1) representative appointed by the KFT, without vote.
  - 1.3. The remainder of the positions are to be elected by the tenured and tenure-track faculty in any Department/School not represented among those appointed by the Dean.
    - a. Chairperson: The Committee members ("Members") shall elect one person to serve as Chair for a one-year term. The Chair shall call and conduct meetings, gather results, and convey results to the Dean.
    - b. Term of Service: Members shall serve for two (2) years and may be reappointed or reelected. If any Member leaves the committee before completing a term of service, a replacement will be elected or reappointed (depending on how the departing member came onto the committee) to fill that individual's term.
    - c. Recusal: Members may apply for RTR, but must recuse themselves from deliberations or decisions on their own cases.
    - d. Tie votes on the committee will be broken by a vote of the Dean

## 2. Procedures

2.1. For the Spring 2022 semester, Committees shall receive all applications for RTR no later than June 2, 2022. Committees shall meet and return their recommendations, with candidates in ranked order of preference, to each Dean no later than June 13, 2022. Following the procedure in paragraphs 2.4 through 2.6 below, the Provost will issue decisions no later than June 20, 2022.

2.2. Starting in Spring 2023, Committees shall receive all applications for RTR no later than March 15 of each year.

2.3. Committees shall meet and return their recommendations, with candidates in ranked order of preference, to each Dean.

2.4. The Dean shall forward that list to the Provost with comments on each candidate.

2.5. Should the Provost decide to make an RTR award inconsistent with the recommendations of CCOR, he or she shall provide the committee with the reasons for that action.

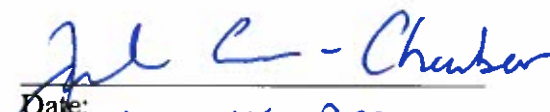
2.6. The Provost will issue RTR decisions no later than April 5.

Because timelines and criteria for research supports other than RTR are too numerous to contemplate in this document, the Committee will develop timelines and procedures in concert with the Dean commensurate with the nature of the opportunities that present themselves.


## 3. This Memorandum of Agreement shall not serve to amend or modify the parties' Collective Negotiated Agreement.

In WITNESS HEREOF, the University and the Kean Federation of Teachers, Local 2187, have acknowledged their understanding of this Memorandum of Agreement and affix their signatures below.

For the University:

  
Date: May 18, 2022

For Local 2187:

  
Date: MAY 18, 2022