



KEAN FEDERATION OF TEACHERS

An Association of Professors, Professional Staff and Librarians

Local 2187, American Federation of Teachers

Kean University, Union, N.J. 07083

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Letter of Agreement (LOA) # 161

**College Committees on Teaching and Service:
Composition & Procedures**

Letter of Agreement No. _____
On Establishment of College Committee on Teaching and Service

The Kean University administration and the Kean Federation of Teachers (“KFT”) have agreed to establish the College Committee on Teaching and Service (CCTS).

The CCTS will be established and proceed as follows:

Each College shall establish a CCTS consisting of at least one member from each academic unit (Department, School, Center, etc.) and in no case comprising fewer than five members. Each College’s CCTS shall evaluate for June proposals for Curriculum Development and Service and make a determination on whether there is any support or resources that can be distributed to the faculty to execute their project. The purpose of the committees shall be to advise the respective Deans on the allocation of resources at their disposal, which may include small, internal grant allocations, availability of college-based travel funds, and other supports made available at the College level or recommended from the College level for University-wide consideration.

1. The Committee will be composed of at least one member from each academic unit (Department, School, Center, etc.) and in no case compromising fewer than five members 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 a 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 re elected. 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 June Curriculum Development or Service projects, but must recuse themselves from deliberations or decisions on their own cases.
- d. Tie votes will be broken by the Dean.

2. Procedures

2.1. For the Spring 2022 semester, Committees shall receive all applications for Curriculum Development and Service projects 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 Curriculum Development and Service projects 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 award inconsistent with the recommendation of the CCTS, he or she shall provide the committee with the reasons for that action.

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


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