



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) # 162

**Application for Support for Special Projects
during Faculty Unassigned/Unstructured
Time in June**

Letter of Agreement No. _____
On Advancing Faculty and University Goals in Research, Curriculum Development and Service

PREAMBLE

Article XII., Section C.1, of the Collective Negotiations Agreement between the State of New Jersey and the Council of New Jersey State College Locals, AFT, stipulates that “Non-teaching duties include scholarly, research and artistic activities; service through sharing their professional expertise both within and beyond the College/University; and the mentoring and advisement of the students in their courses and programs.” Further, Article XII, Section C.2, states that, “Faculty responsibilities which have been traditionally performed by the faculty and are reasonable and consistent with sound academic practice shall be continued consistent with previous practice.” Finally, Article XII., Section C.2. provides that “These responsibilities shall be performed within the academic year, provided that assignments outside the thirty-two (32) weeks of instruction...shall not be made individually or collectively on an inequitable basis.”

At Kean University (“University”), faculty have acknowledged the performance of responsibilities after the conclusion of the spring semester and commencement as part of their continuing overall responsibilities. “These include, but are not limited to, research and scholarly activity, curriculum development, service activities, the submission of grades, the modification of syllabi, professional, program and course development, student advisement, the ordering of books and the preparation of accreditation documents”, otherwise referred to as “unassigned or unstructured time”.¹

I. Identification of Unassigned or Unstructured Time for All Faculty

During the month of June, faculty will be asked to identify which of the foregoing focus areas they will work on during their unassigned or unstructured time. The purpose of identifying one of the focus areas for the month of June is solely for data gathering and reporting purposes (Carnegie R2 status; Open Educational Resources reporting etc.).

In Spring 2022, participating faculty will submit their forms on or before June 2, 2022, the substance of which is attached below (the process will be entirely electronic with the application mounted in Interfolio). After Spring 2022, the annual cycle will begin with the submission of the form to Academic Affairs on or around the second week on March 15.

In Spring 2022, faculty will be asked to voluntarily submit a reporting form on or before June 2, 2022, solely for data collection purposes, in the same manner as cited above. The University agrees that no adverse personnel actions shall be based on the information obtained by faculty forms.

Faculty not electing to participate in Section I of this initiative are still required to perform responsibilities identified above in paragraphs 1 and 2 of this Letter of Agreement after the conclusion of the spring semester and commencement.

¹ (See OER 9840, Arbitration Decision dated March 29, 2018, (“Academic Year Decision”) at 15, 75-76).

Please note that faculty who are awarded Released Time for Research (“RTR”) will continue working on their research until June 30. Therefore, the recipients of the RTR award will not be required to complete an additional application.

II. Submission of Application for Existing Resources

Moreover, during the month of June, Kean University will partner with its faculty, in a voluntary capacity, to advance University goals in one of three primary focus areas: Research and Scholarly Activity, Curriculum Development, or Service. As part of this initiative, participating faculty will identify which of these focus areas they will work on during the month of June.

The purpose of identifying one of the three focus areas for the month of June is two-fold:

1. the University will use the information for data gathering and reporting purposes (Carnegie R2 status; Open Educational Resources reporting, etc.); and
2. the University would like for each College Committee to determine whether there are any existing resources that can be distributed to the faculty to execute their research or projects.

Faculty may make an application to the College’s Committee on Research or the College’s Committee on Teaching and Service (“CCTS”) under any of the three streams to facilitate support (e.g., travel to archival collections, to field sites, or to laboratories with specialized equipment in the case of scholarly projects; to work with collaborators or attend a developmental workshop for curriculum development projects; or to visit ongoing projects or learn from recognized experts for service projects, etc.), gather data locally, or acquire materials to study during the month of June under the auspices of relevant University research award programs that may occur earlier in the academic year. *Please note that all support and assistance is contingent upon the availability of resources or support and the needs of the University.*

Focus Areas

Research and Scholarly Activities: Faculty who are awarded Released Time for Research (“RTR”) will continue working on their research until June 30. Therefore, the recipients of the RTR award will not require an additional application.

Scholarly Projects Not Attached to RTR: June is an ideal time for faculty who do not have active research programs to propose ways to reinvigorate their research agenda with incremental steps that may yield an active publication program in two-to-three years. Faculty seeking additional resources for their research project can request that the College’s Committee on Research review their proposals. All faculty choosing this option will need to submit a brief form, the substance of which is attached below (the process will be entirely electronic with the application and review process mounted in Interfolio). Applications should describe the project to be undertaken during the month of June and specify the deliverables expected. The College’s Committee on Research will review the forms and will advise the Dean on the allocation of any existing resources that may be available to support research projects undertaken in June (e.g.,

support for travel to collections, purchase of data sets, etc.). *Please note that all assistance is contingent upon the availability of resources or support and the needs of the University.*

Curriculum Development or Service Activities: All faculty seeking additional resources for their project can request that the Committee on Teaching and Service (“CCTS”) review their proposals by submitting a brief form, the substance of which is attached below (the process will be entirely electronic with the application and review process mounted in Interfolio). Each College’s CCTS shall evaluate June proposals for Curriculum Development and Service and make recommendations to the Dean for allocation of any existing resources that can be distributed to the faculty to execute their project. Applications should describe the project to be undertaken during the month of June and specify the deliverables expected. This may include small, internal grant allocations, availability of travel funds, and other supports made available at the College level or recommended from the College level for University-wide consideration. Applications should describe the project to be undertaken during the month of June and specify the deliverables expected. *Please note that all assistance is contingent upon the availability of resources or support and the needs of the University.*

- a. **Curriculum Development Activities:** This is a broad category ranging from the modification of syllabi, identification or creation of Open Educational Resources, the creation of new courses and new programs of study, explorations of new modes of delivery for existing courses, and collaboration with faculty colleagues to foster linkages between and among courses (e.g., a basic writing course paired with a course in another area of inquiry, or scholars in, say, political science, sociology and history working to surface shared themes from their respective disciplinary perspectives in courses on migration).
- b. **Service Activities:** Service projects can address needs at the University or in the surrounding community, commensurate with the proposing faculty member’s interests and the University strategic goals. Examples could include, but not limited to: work with the Office of Entrepreneurial Educational Initiatives to mount summer programs for middle and high school students; helping to develop recruitment programs for the faculty member’s academic program(s); planning a new laboratory, or anything else that advances Kean’s and the faculty member’s interests beyond the classroom.


Faculty who receive support to conduct research and scholarly activities, curriculum development or service in June will not be offered summer session I assignments, unless approved by the dean. A voluntary series of enrichment programs – around topics such as successful grant writing, developing new research agendas in mid-career, teaching in hybrid formats, etc. – will be offered during the month with offerings varying from year to year. Faculty not electing to participate in Section II of this initiative are still required to perform responsibilities identified above on page 1, paragraphs 1 and 2 of this Letter of Agreement after the conclusion of the spring semester and commencement.

Agreement:


1. Kean University and the KFT agree to review this Letter of Agreement upon written request from either party in September 2024.
2. This Letter of Agreement shall not constitute a precedent and shall not be referred to, offered, or considered as evidence in any proceeding with respect to any other matter between the parties except to enforce the provisions of this Memorandum of Agreement.
3. This Letter of Agreement shall not serve to amend, modify, or change the existing terms of Master Agreement.
4. Terms and conditions of employment governed by the Master Agreement and this Letter of Agreement represent minimum standards and it is understood that they can be exceeded.

In WITNESS HEREOF, the University, the Kean Federation of Teachers, Local 2187 and the Council of New Jersey State College Locals, AFT, have acknowledged their understanding of this Letter of Agreement and affix their signatures below.

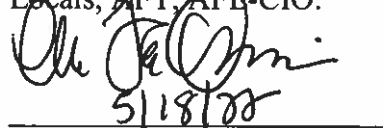
For the University:


Date: May 18, 2022

For the Kean Federation of Teachers, Local 2187:


Date: May 18, 2022

For the Council of New Jersey State College
Locals, AFT, AFL-CIO:


Date: 5/18/22

JUNE ACTIVITIES PROPOSAL FORM (corresponds with Section II of the preamble)

Applicant's Name:

Applicant's College and School:

Have you received research-released time for Academic Year 2022-2023?

Check One Box: Research Project Curriculum Development Project Service Project

Title of Project:

Brief Description of the Project (200 words maximum):

What will be accomplished during the month? Please be as specific as possible and describe any deliverables. Accomplishing tasks en route to a larger goal is encouraged.

Are you currently on your College's Research or Teaching & Service Committee?

College Research or Teaching/Service Committee Signature:

ED/Chair Signature:

Dean Signature:

Please make sure that your CV is updated in Interfolio before submitting this application. Please note that all awards are contingent upon the availability of resources or support and the needs of the University.

**IDENTIFICATION OF UNASSIGNED OR UNSTRUCTURED TIME FOR FACULTY
FORM (corresponds with Section I of the agreement)**

Applicant's Name:

Applicant's College and School:

Have you received research-released time for Academic Year 2022-2023?

Check all that apply: Research Project _____ Curriculum Development Project _____ Service Project _____

Title of Project:

Brief Description of the Project (200 words maximum):

What are your goals for the month? Please be as specific as possible and describe any deliverables. Accomplishing tasks enroute to a larger goal is encouraged.