



**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) # 172**

Compensation for Chairs, Associate Chairs & Coordinators

**MEMORANDUM OF AGREEMENT # \_\_\_\_**  
**KEAN FEDERATION OF TEACHERS, LOCAL 2187**  
**-and-**  
**KEAN UNIVERSITY**

**WHEREAS**, Kean University (“the University”) is transitioning from schools run by appointed managers to departments headed by faculty elected as Chairpersons.

**WHEREAS**, the University community is preparing for the implementation of departments and the election of Chairpersons for Fall 2023.

**WHEREAS**, as Chairpersons and Associate Chairpersons need to be compensated appropriately given their additional roles and responsibilities during the academic year and in the summer months.

**IT IS ON THIS DAY OF \_\_\_\_**, 2023, the University and the Kean Federation of Teachers, Local 2187, (the Union) HEREBY AGREE AS FOLLOWS:

1. The intent of this Memorandum of Agreement is to address the compensation for Chairpersons and Associate Chairpersons and Coordinators.
2. Depending on the individual needs of the department, Chairpersons shall maintain academic oversight of their Kean-USA programs during the academic year and summer months, performing the specific duties and general responsibilities as outlined in the established Department Chairperson job description. Associate Chairpersons traditionally assist Department Chairpersons based on an agreed division of the work. Department Chairpersons and Associate Chairpersons are not responsible for academic oversight of related programs at Wenzhou Kean University (WKU).
3. Only Associate or Full tenured professors may serve as Department Chairperson. Only tenured faculty (Assistant, Associate or Full professors) may serve as Associate Chairpersons.
4. Department Chairpersons shall receive a minimum of six (6) TCH of release time for the fall semester and six (6) TCH of release time for the spring semester.
5. Associate Chairpersons shall receive a minimum of three (3) TCH of compensation for the fall semester and three (3) TCH of compensation for the spring semester. They have the option of receiving overload pay or course release time subject to the approval of the dean.
6. Department Chairpersons and Associate Chairpersons should be on campus for any required in-person meetings and advisement sessions during the 32 weeks of instruction. Where appropriate the Associate Chairperson can serve as a substitute. In some departments, Coordinators may be appointed to perform activities necessary to maintain the proper functioning of their assigned programs.
7. Coordinators will receive a minimum of two (2) TCH of compensation for the fall semester and two (2) TCH of compensation for the spring semester
8. Program coordinator roles receiving less than two (2) tch per semester for Fall 2022 or Spring 2023, shall continue to receive less than two (2) tch per semester.
9. As per the normal functioning of the university, Chairpersons, Associate Chairpersons and Coordinators, where needed, shall maintain academic oversight of their Kean-USA programs during

summer months, performing the specific duties and general responsibilities as outlined in the established Department Chairperson job description.

10. Department Chairpersons shall receive a minimum of six (6) TCH of compensation in the summer.

11. Associate Chairpersons shall receive a minimum of three (3) TCH of compensation in the summer.

12. If deemed appropriate by the Dean, Coordinators may receive a minimum of (one) 1 credit for each summer session. The Dean shall consult with the Chairperson about the need for a coordinator prior to making the final decision.

13. In recognition that faculty will also be attending to other personal and professional obligations including research during the summer months, it is expected that Department Chairpersons and Associate Chairpersons will have planned time off. The Department Chairpersons' Summer schedules, including most-planned time away, shall be provided to the Dean by no later than June 30.

14. Associate Chairpersons and Coordinators will coordinate vacation time in consultation with the Chairperson.

15. This agreement, except for Paragraph 7, will expire on September 1, 2025. Paragraph 7 of this agreement shall expire on September 1, 2024.

16. This Memorandum of Agreement shall not be deemed to set a precedent and shall not be cited in any other forum for any purpose except to enforce its terms.

17. Portions of this agreement supersede the relevant portions of Letter of Agreement #34.

18. This Memorandum of Agreement shall not serve to modify the parties Collective Negotiated Agreement.

**FOR THE UNIVERSITY:**

**FOR THE UNION:**

  
Zahira Castrella-Chambers (Sep 6, 2023 15:39 EDT)

Date: September 6, 2023

  
Frank Argote-Freyre (Sep 6, 2023 15:06 EDT)

Date: