



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) # 173

Lecturers Terms & Conditions

including

Addendum Governing Evaluations for Lecturers
in GE & Athletic Training

1 7. Only Senior Lecturers shall be eligible to be assigned the duties of Program Coordinator. This
2 language will go into effect at the beginning of the Fall 2024 semester. Lecturers who are already
3 Program Coordinators at the time of the signing of this Agreement shall be allowed to continue
4 in those positions if the program has a coordinator position available.

5 8. At the request of the Local Union, the University agrees to review Lecturers' workloads if
6 they consist of more than 50% non-teaching assignments for the purpose of converting the
7 position to an appropriate State Generic Title for AFT Professional Staff. If the parties determine
8 that a title conversion is warranted, the appropriate State Generic Title, salary placement and
9 other mandatorily negotiable items shall be negotiated between the University and the Council of
10 New Jersey State College Locals.

11 12 **III. Terms of Initial Appointments and Reappointment of Lecturer Positions**

13 1. The University agrees to conduct internal searches to fill Lecturer positions prior to
14 conducting external searches. External searches shall be conducted after the internal posting
15 period ends (14 days).

16 2. The twelve-month Lecturer title is an appointment from September 1st to August 31st. The ten-
17 month Lecturer title is an appointment from September 1st to June 30th.

18 3. The basic teaching load for a twelve-month appointment shall occur during the period of
19 payment which commences September 1 and ends on August 31. The basic teaching load shall
20 be assigned over the fall semester, spring semester and one of the two summer sessions. In
21 addition, in-load assignments may be made over the winter session but only by mutual
22 agreement between the University and the Lecturer.

23 4. The basic teaching load for a ten-month appointment shall occur during the period of payment
24 that commences September 1 and ends on June 30. The basic teaching load shall be assigned
25 over the fall and spring semesters. If a 10-month lecturer does not complete their teaching credit
26 hours by the end of the spring semester, they may be assigned to teach in-load during the first
27 summer session, provided the assigned course or courses end on or before June 30. In addition,
28 in-load assignments may be made over the winter session but only by mutual agreement between
29 the University and the Lecturer.

30 5. During the period of their appointment, Lecturers shall be present on campus as necessary to
31 fulfill their professional responsibilities and shall be accessible to students, faculty, and staff
32 colleagues through whatever normal, electronic, telephonic, or written modes mandated by the
33 University or deemed appropriate by the academic programs and Dean of the college.

34 6. All Lecturers' letters of appointment and reappointment shall state the salary range and
35 step/dollar amount that will apply for the first year of the initial or renewed appointment.

1 7. All Lecturers shall be hired to an initial one-year contract and may be reappointed based on a
2 recommendation from the President or his/her designee. Subsequent reappointments shall be as
3 follows:

- 4 a. If reappointed (that is: given a second contract), that reappointment shall be for a contract
5 of at least one year.
- 6 b. If reappointed a second time (that is: given a third contract), that reappointment shall be
7 for a contract of two years.
- 8 c. If reappointed a third time (that is: given a fourth contract), that reappointment and all
9 subsequent reappointments shall be for a multi-year contract of three years.

10 8. The reappointment schedule listed in paragraph 7 of this section will become effective with
11 the beginning of the 2024-2025 Academic Year.

12 9. Three-year contracts for those working on a current two-year appointment will commence
13 with the beginning of the 2025-2026 Academic Year.

14 10. All appointments and reappointments are contingent upon the availability of supporting
15 funds and teaching needs of the University.

16 17 **IV. Workload**

18 1. Starting in the Fall 2024 semester, the basic academic teaching load shall be thirty-six (36)
19 teaching credit hours for twelve 12-month Lecturers of all ranks.

20 2. For ten (10) month Lecturers of all ranks, the basic academic teaching load shall be thirty (30)
21 teaching credit hours.

22 3. Starting in the Fall 2024 semester, the basic teaching load for Lecturers of all ranks shall be no
23 more than sixteen [16] teaching credit hours (TCH) within load per semester. However, to
24 accommodate those teaching studio courses of 6 TCH, those teaching studio courses may be
25 assigned up to eighteen [18] TCH within load in a given fall or spring semester but in only one
26 of those two semesters.

27 4. No twelve (12) month Lecturer of any rank shall be assigned more than six (6) teaching credit
28 hours within load in a summer session.

29 5. All Lecturers shall be eligible for voluntary overload/summer assignments at the applicable
30 overload/summer rate, which shall be the rate paid at the Instructor rank consistent with Article
31 XII.B.3 and Article XI.C.6 of the Master Agreement.

32 6. The University agrees to negotiate the Lecturers advisement hours in Spring 2024. Until a new
33 agreement is reached advisement hours will continue as they are currently.

34 7. Non-teaching responsibilities that have been traditionally performed by Lecturers and are
35 reasonable and consistent with sound academic practice shall be continued consistent with prior

1 practice. Disagreements concerning their specific nature shall be resolved by the Local Union
2 and the University.

3 8. Ten-month lecturers are responsible for performing their teaching and non-teaching
4 responsibilities for the ten-month period of their appointment.

5 9. Twelve-month lecturers are responsible for performing their teaching and non-teaching
6 responsibilities for the twelve-month period of their appointment. Twelve-month lecturers not
7 assigned to teach a summer session shall continue their non-teaching responsibilities and
8 assignments.

9

10 **V. Salary and Benefits**

11 1. The salary ranges for ten (10) month Lecturers shall be:

12 a. Lecturer Ranges 20 (One Year Contract)
13 Ranges 21 (Two Year Contract)

14

15 b. Senior Lecturer Ranges 22 (Three Year Contract)

16

17 2. The salary ranges for twelve (12) month Lecturers shall be:

18 a. Lecturer Range 23 (One Year Contract)
19 Range 24 (Two-Year Contract)

20

21 b. Senior Lecturer Range 25 (Three Year Contract)

22

23 Movement into a new salary range is not equivalent to a promotion. Lecturers reappointed to a
24 multi-year contract will be placed on the lowest step representing an increase in the salary using
25 the salary schedule applicable to the date the reappointment takes effect.

26 3. Nothing herein precludes the University from hiring Lecturers to an “X” range pursuant to
27 Article XXI. J of the Master Agreement.

28 4. Part-time Lecturers’ compensation shall be proportional pursuant to Article XXI.F of the
29 Master Agreement.

30 5. Lecturers shall receive the negotiated salary increases and normal increments as set forth in
31 Article XXI.A through G of the Master Agreement.

32 6. The salary schedule listed in Section V of this agreement will become effective at the
33 beginning of the 2024-2025 Academic Year.

34 **VI. Reappointment**

35 1. Prior to its issuance, the calendar for Lecturers’ reappointment shall be negotiated between the
36 University and the Local Union in conjunction with the Reappointment procedures set forth

- 1 below. The calendar and notice requirements shall set forth levels of review and applicant
2 response deadlines at each level of review and shall be reduced to writing and provided to
3 Lecturers prior to the commencement of each reappointment cycle. All reappointments are
4 contingent upon the availability of funds and programmatic needs.
- 5 2. Pursuant to Article XIII.J of the Master Agreement, the current and applicable procedures
6 including a statement of such criteria shall be provided in written form for the understanding of all
7 affected employees.
- 8 3. Lecturer reappointment criteria shall minimally adopt the reappointment requirements related
9 to teaching and service established for tenure-track faculty but shall not include requirements for
10 research, scholarship, and creative works.
- 11 4. At a minimum, Lecturers will be subject to the same student evaluation process as tenure-track
12 faculty and a classroom observation by their Department Chair or designee if assigned. In areas
13 where there is no Department Chair, the classroom observation will be conducted by the
14 Program Coordinator with faculty rank, Director, or most senior tenured Associate or Full
15 Professor. For departments that do not have a person in one of those titles, the most senior
16 professor of any rank with tenure shall conduct the classroom observation. The Lecturer shall be
17 provided with three week's advance notice of the classroom observation.
- 18 5. The evaluation of the Lecturer for reappointment shall be conducted by the Department Chair
19 or designee who will make a recommendation to the Dean. The Dean will make a recommendation
20 to the Senior Vice President of Academic Affairs / Provost, who will in turn make a
21 recommendation to the President. In areas where there is no Department Chair, the evaluation will
22 be conducted by the Program Coordinator with faculty rank, Director, or most senior tenured
23 Associate or Full Professor. For departments that do not have a person in one of those titles, the
24 most senior professor of any rank with tenure shall conduct the reappointment evaluation. Such an
25 evaluation shall be submitted to the Dean.
26
- 27 6. The parties agree that the negotiated reappointment calendar shall provide a consultation
28 period by which the Department Chairperson or designee or Program Coordinator with faculty
29 rank, Director or most senior tenured Associate or Full Professor will meet with any Lecturers
30 who are not being recommended for reappointment to discuss the reappointment evaluation prior
31 to forwarding to the Dean. Upon receipt of the completed reappointment evaluation, Lecturers
32 have five (5) business days to respond in writing to the Department Chairperson or designee or
33 Program Coordinator with faculty rank, Director or most senior tenured Associate or Full
34 Professor. For departments that do not have a person in one of those titles, the most senior
35 professor of any rank with tenure shall conduct the consultation.
- 36 7. A positive recommendation from the Dean shall not be overturned by the Senior
37 VPAA/Provost or his/her designee without documented reason. In the case of a negative
38 recommendation, Lecturers may request an appeal to the Senior VPAA/Provost in writing within
39 five (5) business days, prior to the recommendation being forwarded to the President. If the
40 President accepts the recommendation of the Senior VPAA/Provost, the President or his/her

1 designee shall provide applicants with a letter of reappointment or non-reappointment which will
2 be recommended to the Board of Trustees for approval.

3
4 **VII. Release Time (Alternate Assignment within Load) and Certain benefits**

5 1. Subject to the stipulations on release time set forth elsewhere in this Agreement, Lecturers are
6 eligible for released time within load to perform assigned administrative duties or to pursue
7 career development opportunities that have been approved by the Deans. Lecturers are not
8 eligible for release time for research.

9 2. Lecturers are eligible for funding for career development, tuition waivers, tuition
10 reimbursement, and reimbursement for travel on the same basis as all other full-time employees.

11 **VIII. Leaves and Holidays**

12 1. Lecturers are eligible for sick leave pursuant to Article XXIV. A, C, and D of the Master
13 Agreement.

14 2. Lecturers serving in twelve (12) month contracts are eligible for vacation leave pursuant to
15 Article XXIV. B.1, 2, 3, and 4 and for holidays pursuant to Article XXV of the Master
16 Agreement.

17 3. Part-time twelve (12) month Lecturers shall be entitled to a proportional number of paid
18 vacation days according to the Lecturer's workload as established in the letter of appointment
19 pursuant to Article XXIV of the Master Agreement.

20 4. Vacation time shall not be used when a lecturer is scheduled to teach.

21
22 **IX. Promotion & Conversion**

23 1. Lecturers shall be promoted to the title of Senior Lecturer upon reappointment to a three-year
24 contract.

25 2. Lecturers in 12-month positions shall be eligible to apply for conversion to 10-month positions.
26 Conversion procedures shall be negotiated in a separate Memorandum of Agreement

27 **X. Master Agreement**

28 1. The Master Agreement shall govern all terms and conditions of Lecturer employment
29 unless specifically excluded herein.

30
31 **XI. Disclaimers**

32
33 1. Kean University and the KFT agree to review this Letter of Agreement upon written request
34 from either party_in September 2026.

1 2. This Letter of Agreement shall not constitute a precedent and shall not be referred to, offered,
2 or considered as evidence in any proceeding with respect to any other matter between the parties
3 except to enforce the provisions of this Memorandum of Agreement.

4 3. This Letter of Agreement shall not serve to amend, modify, or change the existing terms of the
5 Master Agreement.

6 4. Terms and conditions of employment governed by the Master Agreement and this Letter of
7 Agreement represent minimum standards and it is understood that they can be exceeded.


8

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

12

13 For the University:

For the Kean Federation of Teachers, Local 2187:

14
15 
Zahira Estrella-Chambers (Nov 14, 2023 16:08 EST)


Frank Argote-Freyre (Nov 14, 2023 14:51 EST)

16

17 Date: November 14, 2023

Date: November 14, 2023

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Addendum to Letter of Agreement No. ____ on Lecturers dated, November 14, 2023,
On Establishment of Special Review for Lecturers in the Department of Athletic Training and
the Division of General Education and Interdisciplinary Studies

In order to promote amicable employer-employee relations, Kean University (“University”) and the Kean Federation of Teachers, Local 2187 (“the KFT”) hereafter, “the parties”, hereby agree as follows:

1. Kean University (“University”) and the Kean Federation of Teachers (“KFT”) have agreed to establish a special evaluation structure for lecturers in the following areas:

- a) Athletic Training;
- b) Division of General Education and Interdisciplinary Studies

2. Pursuant to the Lecturers Agreement dated November 14, 2023, (“Lecturers Agreement”), Section VI, paragraph 4, “In areas where there is no Department Chair, the classroom observation will be conducted by the Program Coordinator with faculty rank, Director, or most senior tenured Associate or Full Professor. For departments that do not have a person in one of those titles, the most senior professor of any rank with tenure shall conduct the classroom observation.”

3. Pursuant to the Lecturers Agreement, Section VI, paragraph 5, “In areas where there is no Department Chair, the evaluation will be conducted by the Program Coordinator with faculty rank, Director, or most senior tenured Associate or Full Professor. For departments that do not have a person in one of those titles, the most senior professor of any rank with tenure shall conduct the reappointment evaluation.”

4. The areas listed in Paragraph 1 of this agreement do not contain the titles listed in Section VI, paragraphs 4 and 5.

5. Whereas, the aforementioned areas currently do not have Department Chairs, Program Coordinators with faculty rank, Directors, or Tenured faculty, the Kean University (“University”) administration and the Kean Federation of Teachers (“KFT”) agree to establish an Interdisciplinary Committee comprised of tenured faculty in related disciplines in order to conduct the first level review for Lecturers in these areas. Moreover, one member of this Interdisciplinary Committee will conduct the teaching observation and evaluation report. In no case shall a Committee member conduct the teaching observations and evaluation reports for more than two (2) lecturers.

- a) For the Department of Athletic Training, the department members, working collectively under the leadership of the Director, shall identify a list of up to five (5) volunteer faculty members from the members of the CHPHS Special Departmental ARTP committee

responsible for reviewing tenure-track faculty in the departments of Athletic Training, Genetic Counseling, Nursing, Physical Therapy and Physician Assistant Studies. The Dean of the College of Health Professions and Human Services (CHPHS) shall select three (3) faculty from this list to serve on the Interdisciplinary Committee.

- b) For the Division of General Education and Interdisciplinary Studies, the affected lecturers, working collectively under the leadership of the most senior lecturer, shall identify a list of up to six (6) volunteer faculty members from faculty serving on Departmental ARTP committees in content areas from other Colleges related to the background of the Lecturers in the Division. The Acting Associate Dean of this administrative unit shall select four (4) faculty from this list to serve on the Interdisciplinary Committee.

6. This agreement will only apply to the areas listed in Paragraph 1 of this agreement.

7. This Memorandum of Agreement shall not constitute explicit or tacit approval by the KFT of the governance structure of the Division of General Education and Interdisciplinary Studies.

8. This Memorandum of Agreement shall not serve to amend or modify the parties' Collective Negotiated Agreement and shall be incorporated as an addendum to the existing Letter of Agreement on Lecturers signed on November 14, 2023.

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:

For Local 2187:


zahira estrella (Nov 27, 2023 17:26 EST)

Date: November 27, 2023


Frank Argote-Freyre (Nov 27, 2023 17:16 EST)

Date: November 27, 2023