

Kean University

**Manual of the Faculty Senate
Nomination and Election
Committees**

Ratified by the Faculty Senate on February 12, 2002

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I. Introduction

The information provided in the Faculty Senate Nomination and Election Manual is related to nomination and election procedures. It specifies essential provisions for the elected seats upon University committees established by a variety of Faculty Senate documents and collective bargaining agreements.* For the most part, these provisions follow the source documents for each committee. However, in some instances (noted as they occur), this manual diverges deliberately from the source documents in order to clarify ambiguities or resolve contradictions. Thus, this manual supersedes all previous source documents except for the [Constitution of the Faculty of Kean University](#), the statewide collective bargaining master contract, and local collective-bargaining letters of agreement, all of which always prevail by virtue of their superior legal or constitutional standing. Of course, subsequent Senate policies and documents shall in turn supersede this manual, which should be routinely modified to accord with those new policies and documents.

*NB: It must be emphasized that this manual identifies the stipulations for the full membership of the committees; it addresses the full membership for each committee, including appointed and ex officio seats, that should be determined according to the respective source documents for those committees.

II. Electorates

“All full-time classroom teaching faculty, full-time professional librarians, full-time bargaining unit professional staff, non-unit managers and administrators at Kean University are members of the Faculty. This Constitution is the basis for organizing the Faculty so that it may participate effectively in the governance of the university. The principal agent of the Faculty in the governance process shall be the Faculty Senate.” (As stipulated in [Article I, Section 1](#) of the 2001 [Constitution of the Faculty of Kean University](#).)

In general, members of the Faculty are eligible to vote in any election for which they possess eligibility as candidates. However, there are important exceptions to this principle. Department chairpersons, for example, are eligible by virtue of their academic rank and their membership in the bargaining unit to vote in elections for the University Promotion Committee although they are not eligible to stand as candidates. Similarly, non-tenured professors are eligible to vote in elections for retention and tenure committees although they are not eligible to stand as candidates. Also, an at large position is one that will represent a particular college but is voted on University wide. In these cases, an underlying categorical eligibility exists for the voters in question.

On the other hand, members of the professional staff who do not also hold academic rank are entirely ineligible to participate in elections for academic personnel and policy committees such as the University Promotion Committee and the University Curriculum Committee.

In cases where uncertainty exists, the Election Committee must determine on a careful and case-by-case basis the categorical eligibility for the electorate, exercising its best judgement and examining source documents and precedents wisely. It must be extremely careful to avoid awarding any one voter double representation in any single electoral contest by virtue of the voter’s overlapping professional categories. That is, no voter should be able to vote twice in the same election. With the exception of the Faculty Senate candidates, professional staff should vote only for the professional staff representative to a specific committee.

III. Election Protocol

In addition to managing the annual university-wide elections, the Election Committee is also responsible for ensuring the validity of and protocol for the elections of the chairs of elected committees under the authority of the Faculty Senate. These elections should be conducted at the annual organizational meetings of the committees and administered by the incumbent committee chairs or secretaries.

“The official year for the Senate, its members, officers, and all committees, for all terms and appointments to ad hoc and standing Senate Committee, unless otherwise provided for, shall be from annual organizational meeting to annual organizational meeting, which shall be held within the two weeks preceding each Spring Commencement. Newly elected Senators shall take office at the organizational meeting of the Senate (the last scheduled meeting, after all business for that academic year is concluded).” (As stipulated in [Article III, Section 1, Paragraph \(e\)](#) of the 2001 [Constitution of the Faculty Senate](#)).

The organizational meetings should be held on the day of the week and time of the day customary to the routine meetings of the committees. All members of the committees—voting and non-voting, retiring and newly elected or appointed—should be invited with due notice to the organizational meetings.

In those instances where new appointments by the Faculty Senate Chair or Kean Federation of Teachers President are necessary to complete the voting membership of the committees, reasonable time should be allowed the appointing authorities to make their appointments before organizational meeting is convened. However, the meeting and elections should never be postponed beyond the end of the spring semester, regardless of whether or not the appointments have been made.

The Nomination Committee is responsible for promoting responsible campaign practices. The publication of campaign literature that is anonymous or false is prohibited. The Election Committee has the right to expose any such wrongdoing.

The Election Committee is responsible for selecting and contracting with the outside agency used to administer the ballot. The outside agency is responsible for the following procedures:

1. Sending ID numbers and passwords to all constituents' residences.
2. Posting ballot and voting instructions on the web.
3. Confirming the vote via e-mail to all constituents after they have voted.
4. Handling any problems related to web voting (i.e., the Faculty Senate office cannot distribute pin numbers or ballots).

All members of the electorate are responsible for the following: providing updated home and e-mail addresses to the Faculty Senate office, reporting lost pin numbers to the outside agency, and checking their e-mail regularly.

IV. Election Rules

1. "Election rules not explicitly defined by the Constitution are to be determined by the most recent Manual for the Faculty Senate Nominations and Election Committees. Election rules are not explicitly defined by that procedures document shall be determined by the Election Committee".
(As stipulated in [Article III, Section 1, Paragraph \(d\)](#) of the 2001 [Constitution of the Faculty of Kean University](#)).
2. In order to maintain the continuity of each committee, faculty membership shall be staggered so that one representative from each of the four colleges is elected each year. It is the responsibility of the Election Committee to ensure the staggering of membership on all elected committees. Therefore, the Election Committee is authorized to hold one-time elections for shorter terms to ensure staggering of membership.
 - a) The two graduate representatives on the University Curriculum Committee will go through a staggered rotation of representation of each of the four academic colleges, with one new graduate representative elected annually. These candidates are ineligible to rerun for these positions due to the rotating college representation. To initiate this process for the fall of 2002 two initial members will be elected: one from the graduate faculty of the College of Education (2 year term) and one from the College of Business and Public Administration (1 year term). Thereafter, all terms will be two years in length, with the College of Natural Applied and Health sciences representative elected in spring of 2003, and the College of Arts, Humanities and Social Sciences representative elected in the spring of 2004. The four-year rotation will follow the sequence: College of Education first year, College of Business and Public Administration second year, College of Natural Applied and Health Sciences third year, College of Arts, Humanities and Social Sciences fourth year. All other eligibility rules apply.

3. All terms are for two years unless specified otherwise. Members of each respective college shall elect faculty representatives, unless specified otherwise.
4. During any Faculty Senate election, a candidate is eligible to run for the Faculty Senate and/or two committees that include Faculty Senate Standing Elected Committees and Letter of Agreement Committees.
5. No department may have two representatives serving at any time.
6. No department may have representation for more than two consecutive terms on any Faculty Senate Standing elected committees.
7. No individual may serve for more than two terms consecutively on the same committee, regardless of whether the terms were served by virtue of election or appointment.
8. When both an appointed and elected member are in the same department, the elected member seat holds precedence.
9. The professional staff from the Library and the Instructional Resource Center shall elect all representatives of their respective units. The director of each respective unit shall administer the election. All normal Faculty Senate election conditions, including term limits of no more than two consecutive terms per representative and seeking election to only one college wide curriculum committee, shall apply.
10. With regard to the Letter of Agreement committees, at any time, no more than two professional staff from the same division and no more than one professional staff from any one area within a division shall serve on the same committee.
11. In May, the newly elected Presidents in each of the student organizations shall appoint their respective student representatives. (Student Organization, Council for Part-Time Students and Graduate Student Council).
12. The representatives of the bargaining unit (Union) shall be appointed annually by the President of Kean Federation of Teachers.

13. The administrative representatives shall be appointed annually by the Provost/Vice President for Academic Affairs.
14. Whenever student members are empowered with voting privileges, those students serving a one year-term shall participate in the election for the following year's chair, provided they have attended at least fifty percent of the meetings during the year in which they have served.
15. Additional rules that apply to the individual committees shall be specified under Section VII. "Composition of the Faculty Senate Standing Elected Committees" and Section VIII "Composition of the Letter of Agreement Committees".

V. Vacancy Policy

The Revised Vacancy Policy covers all Faculty Senate Standing Elected Committees except the Faculty Senate. Vacancies in the Senate are regulated by the [Constitution of the Faculty of Kean University](#). Both Revised Vacancy Policy and [Article III, Section I, Paragraph \(f\)](#) of the 2001 Constitution are included in this section.

Revised Vacancy Policy (Agreed to by KFT Executive Committee) Ratified by referendum in the Spring 2001 election

“Vacancies in an elected position on any Faculty Senate Committee shall be filled by appointment by the Chair of the Faculty Senate. Vacancies that develop after the elections shall be filled by the runners-up from the most recent election. Except for the Faculty Senate, (which has a policy for filling vacancies in the Faculty Constitution), should any other position be unfilled, without available runner-up candidates, the Chair of the Faculty Senate will make the appointment from the eligible Faculty Senate Constituency. The appointment is for the remainder of the existing term, unless otherwise stipulated. All normal eligibility criteria apply.

Vacancies in any appointed positions should be made by appointment by the appropriate appointing authority. The appointment is for the remainder of the existing term, unless otherwise stipulated. All normal eligibility criteria apply. Appointees by the KFT president must still meet the eligibility criteria for all Faculty Senate Committees. Terms for all KFT appointees to Senate Committees are for one year.

Vacancies in an elected position on any letter of agreement committee shall be filled by appointment by the President of the KFT. The appointee should be the next highest vote recipient for that position, when the election was held for that position. The appointment is for the remainder of the original term, unless otherwise stipulated. Should no additional candidates exist from that election, the position will be filled by appointment by President of the KFT. All normal eligibility criteria apply.”

Article III, Section 1, Paragraph (f) of the 2001 Constitution of the Faculty of Kean University

“Vacancies in the Senate shall be filled by appointment made by the Chairperson of the Senate from the list of nominees in the most recent election of Senators. The candidate who stood #11 in the voting on that list shall be appointed to the first vacancy, #12 to the second and so on. A Senator so appointed shall serve for the unexpired term of his or her predecessor. Where a vacancy exists and there are no remaining candidates for that seat from the most recent election, the seat will remain vacant until the next spring, at which time, the additional Senator(s) will be elected for the remainder of the vacant term.”

VI. Election Calendar

Elections for University committees are held annually during each spring semester. Beginning with the Spring semester of 2002, web voting will be used as the means of conducting the voting process. However, preparation for the web voting needs to start during the Fall semester. Every year, the Election Committee is responsible for publishing the election calendar. The general guidelines for establishing the calendar are as follows:

- On or before October 31st, a checklist shall be sent out to all members of the electorate to verify pertinent information, such as mailing address, e-mail address, etc.
- All members of the electorate are responsible for returning and confirming the information contained in the checklist on or before November 15th.
- The Nomination Committee shall announce to the Faculty all pending vacancies on the Faculty Senate and on other elected committees of the University. In turn, the Committee shall invite nominations for those vacancies from the faculty on or before November 30th.
- The Nomination Committee shall publish a preliminary list of candidates for the University election on or before December 20th.
- The Nomination Committee shall call for nominations by petition. Each petition shall be signed by at least five members of the Faculty and filed with the Nomination Committee or the clerical secretary of the Faculty Senate on or before January 31st.
- The Nomination Committee shall publish the final list of candidates for the University elections on or before February 28th.
- Ballots for the Faculty Senate election shall be posted on the web site of an outside agency on or before March 10th.
- Ballots shall be tabulated by the outside agency on the date established by the Election Committee.

- The Election Committee shall publish the results of the election within one week of receiving the results from the outside agency.
- A reorganization meeting shall take place by the last week of the Spring semester.
- In the event that a deadline date falls on a Saturday or Sunday, the following Monday will be the deadline.

VII. **Composition of the Faculty Senate Standing Elected Committees**

- **College Curriculum Committees** (the composition is identical for each college)
 1. One faculty member from each of the departments in the college, chosen locally by the department
 2. One professional staff member from the library in an advisory, non-voting capacity
 3. One professional staff member from the Instructional Resource Center in an advisory, non-voting capacity
 4. Dean of the college who will serve in an advisory, non-voting capacity
 5. Three students, one from each of the three student organizations (Student Organization, Council for Part-Time Students and Graduate Student Council)
 6. One representative of the bargaining unit (KFT)

- **Distance Learning Curriculum Committee**
 1. Eight full time faculty, two from each college, elected by the college
 2. One professional staff member from the library in an advisory, non-voting capacity
 3. One professional staff member from the Instructional Resource Center in an advisory, non-voting capacity
 4. Three students, one from each of the three student organizations (Student Organization, Council for Part-Time Students and Graduate Student Council)
 5. One representative of the bargaining unit (KFT)
 6. Three administrative representatives
 7. The Chairperson of the University Curriculum Committee who serves ex-officio member

- **Faculty Senate**
 1. Thirty faculty members elected at large from the member of the faculty
 2. Ten senators (a class) are elected each year for a three year term

- **General Education Committee**
 1. Eight full time faculty, two from each college, elected by the college
 2. One member from the professional staff
 3. One professional staff from the advisement

4. One professional staff member from the library in an advisory, non-voting capacity
 5. One professional staff member from the Instructional Resource Center in an advisory, non-voting capacity
 6. Three students, one from each of the three student organizations (Student Organization, Council for Part-Time Students and Graduate Student Council)
 7. One representative of the bargaining unit (KFT)
 8. Provost/VPAA or designee in an advisory, non-voting capacity
 9. Co-Directors of the GE Program in an advisory, non-voting capacity
 10. One representative of professional staff in Learning Support in an advisory, non-voting capacity
 11. One representative from professional staff of Academic Technology in an advisory, non-voting capacity
 12. Coordinator of GE Assessment in an advisory, non-voting capacity
 13. Department Chairpersons from the department of Communication Science, Communication and Theatre, English, History, Mathematics and Computer Science, and PERH in an advisory, non-voting capacity
- **University Appeals Board**
 1. Four full time teaching faculty, one from each college, two faculty elected every year
 2. One professional staff, elected every other year
 - **University Curriculum Committee**
 1. Eight full time faculty, two from each college, elected at large by all those with faculty rank within the four colleges
 2. Two full time faculty who are members of the graduate faculty (to represent the Graduate College in curricular issues)
 3. One Senator appointed from the membership of the Faculty Senate, by the Chair of the Faculty Senate
 4. One professional staff member from the library in an advisory, non-voting capacity
 5. One professional staff member from the Instructional Resource Center in an advisory, non-voting capacity
 6. One representative of the bargaining unit (KFT)
 7. Three students, one from each of the three student organizations (Student Organization, Council for Part-Time Students and Graduate Student Council)
 8. Provost/VPAA or designee in an advisory, non-voting capacity
 9. Dean of the Graduate College or Designee in an advisory, non-voting capacity

- **Writing Emphasis Committee**
 1. Four full time teaching faculty, one from each college
 2. One member of the professional staff of the Library, elected by the librarians
 3. Three students, one from each of the three student organizations (Student Organization, Council for Part-Time Students and Graduate Student Council)

VIII. Composition of the Letter of Agreement Committees

- **Career Development Committee #51**
 1. Four tenured faculty who are members of the bargaining unit, one from each college for a three years term, elected at large by the bargaining unit
 2. One representative from the librarians
 3. Two administrative representatives appointed by the University president
 4. One representative of the bargaining unit (KFT)

- **College Retention and Tenure Committee #97** (the composition is identical for each college)
 1. One full-time tenured faculty member from each of the departments within the college, elected by the full time faculty from their college for a three year term.
 2. Three students, one from each of the three student organizations (Student Organization, Council for Part-Time Students and Graduate Student Council)
 3. One non-voting representative of the bargaining unit (KFT)
 4. Special rule:
 - (a) No department chairpersons may be elected to the committee

- **Library Personnel Committee #101**
 1. A minimum of four tenured librarians who are currently member of the bargaining unit must sit on the committee. If there are less than four librarians, the balance of the committee membership will be elected by all librarians who are members of the bargaining unit from the ranks of tenured associate and full professors
 2. One non-voting representative of the bargaining unit (KFT)
 3. One Kean University student selected each year on a rotating basis by Student Organization, Council for Part-Time Students and Graduate Student Association

- **Paid Leave for Unit Professional Staff #95**
 1. Five representatives from the professional staff who are on multi-year contracts elected by the members of the professional staff.
 2. One non-voting representative of the bargaining unit (KFT)
 3. One non-voting, non-unit administrator appointed by the President of Kean University who will chair the committee

- **Professional Staff Career Development Committee**
 1. Three representatives from the professional staff who are members of the bargaining unit on multi-year contracts elected by the members of the professional staff
 2. One representative from the bargaining unit (KFT)
 3. One administrative representative appointed by the President of Kean University

- **Professional Staff Peer Review Committee #98**
 1. Two representatives elected from each of the following divisions of the University: Academic Affairs, Student Affairs, and Institutional Advancement. Representatives must be members of the bargaining unit on multi-year contract. Only members of the professional staff are eligible to vote for this committee.

- **University Promotion Committee #96**
 1. Eight tenured full professors, two from each college, elected by the members of their college.
 2. Four tenured full professors, one from each college, elected by the entire faculty.
 3. Three students, one from each of the three student organizations (Student Organization, Council for Part-Time Students and Graduate Student Council)
 4. One non-voting representative of the bargaining unit (KFT)
 5. Special Rules:
 - a) No department chairpersons may be elected to the committee
 - b) No department may have more than one elected member on the committee at any given time
 - c) An elected faculty member who has completed a term on the committee cannot run again for a period of time equal to the length of his/her term
 - d) When an elected member of the committee completes his/her term, no one else from the same department can be elected to the committee for a one year period unless there are no qualified candidates from another department in the concerned college.

- **University Range Adjustment Committee #102**
 1. Four tenured full professors, one from each college, elected by the members of their college
 2. Four tenured assistant or associate professors, one from each college, elected by the member of their college
 3. One non-voting representative of the bargaining unit (KFT)

4. Special Rules:
 - a) No department chairpersons may be elected to the committee
 - b) No department may have more than one elected member serving at any time
 - c) An elected faculty member who has completed a term on the committee cannot run again for a period of time equal to the length of his/her term
 - d) When an elected member of the committee completes his/her term, no one else from the same department is eligible to run for a period of one year unless there are no qualified candidates from another department in the college. Any such changes must be verified by the Executive of the KFT
 - e) Every December a formal letter from KFT President verifying the particulars for that election
- **University Released Time for Research and Creative Works Committee #76**
 1. Eight full time faculty, two from each college, elected by the member of their college
 2. One professional staff elected by the member of professional staff
 3. One unit librarian elected by the librarians
 4. Vice President of Academic Affairs (or designee) will serve as Chairperson of the committee. (The Chair will vote in the case of a tie)
 5. One non-voting representative of the bargaining unit (KFT)
 6. Director of Grants in an advisory, non-voting capacity
 7. Special Rules:
 - a) A faculty member cannot succeed a member from his/her own department
 - b) Faculty applying for Released time cannot serve on the committee
 - **Untenured Faculty Research Committee #100 (UFRI)**
 1. Eight tenured full time faculty, two from each college, elected by the member of their college
 2. One tenured librarian elected by the librarians
 3. Provost/VPAA or designee will serve as Chairperson of the committee. (The chair will vote in the case of a tie.)
 4. One non-voting representative of the bargaining unit (KFT)
 5. Dean of Graduate Studies, Research and continuing Education (or designee) in an advisory, non-voting capacity
 6. Special Rule:
 - a) A faculty member cannot succeed a member from his/her own department

IX. Current Letters of Agreement

The following Letters of Agreement pertain to and define the committee composition for each of the corresponding letter of agreements. You may access them by clicking on the appropriate link below:

[Career Development Committee Agreement #51](#)

[College Retention and Tenure Committee Agreement #97](#)

[Library Personnel Committee Agreement #101](#)

[Paid Leave for Unit Professional Staff Agreement #95](#)

[Professional Staff Career Developmental Committee](#)

[Professional Staff Peer Review Committee Agreement #98](#)

[University Promotion Committee Agreement#96](#)

[University Range Adjustment Committee Agreement #102](#)

[University Released Time Committee Agreement #76](#)

[Untenured Faculty Research Initiative Committee Agreement #100](#)

Appendix A

Faculty Senate Voting Constituencies

Ballot Type 1: Faculty, College of Arts, Humanities and Social Sciences

Faculty Senate Standing Committees:

Distance Learning Curriculum Committee (by College)

Faculty Senate (At-large)

General Education Committee (by College)

University Appeals Board (by College)

University Curriculum Committee (At-large)

Writing Emphasis (At-large)

Letter of Agreement Committees:

Career Development (At-large)

College of AHSS Retention and Tenure Committee (by College)

University Promotions Committee (At-large and by College)

University Range Adjustment Committee (by College)

University Released Time for Research and Creative Works (by College)

Untenured Faculty Research Initiative (by College)

Ballot Type 2: Faculty, College of Business and Public Administration

Faculty Senate Standing Committees:

Distance Learning Curriculum Committee (by College)

Faculty Senate (At-large)

General Education Committee (by College)

University Appeals Board (by College)

University Curriculum Committee (At-large)

Writing Emphasis (At-large)

Letter of Agreement Committees:

Career Development (At-large)

College of BPA Retention and Tenure Committee (by College)

University Promotions Committee (At-large and by College)

University Range Adjustment Committee (by College)

University Released Time for Research and Creative Works (by College)

Untenured Faculty Research Initiative (by College)

Ballot Type 3: Faculty, College of Education

Faculty Senate Standing Committees:

Distance Learning Curriculum Committee (by College)

Faculty Senate (At-large)

General Education Committee (by College)

University Appeals Board (by College)

University Curriculum Committee (At-large)

Writing Emphasis (At-large)

Letter of Agreement Committees:

Career Development (At-large)

College of Education Retention and Tenure Committee (by College)

University Promotions Committee (At-large and by College)

University Range Adjustment Committee (by College)

University Released Time for Research and Creative Works (by College)

Untenured Faculty Research Initiative (by College)

Writing Emphasis (At-large)

Ballot Type 4: Faculty, College of Natural, Applied and Health Sciences

Faculty Senate Standing Committees:

Distance Learning Curriculum Committee (by College)

Faculty Senate (At-large)

General Education Committee (by College)

University Appeals Board (by College)

University Curriculum Committee (At-large)

Writing Emphasis (At-large)

Letter of Agreement Committees:

Career Development (At-large)

College of NAHS Retention and Tenure Committee (by College)

University Promotions Committee (At-large and by College)

University Range Adjustment Committee (by College)

University Released Time for Research and Creative Works (by College)

Untenured Faculty Research Initiative (by College)

Ballot Type 5: Administrators with Faculty Rank, College of Arts, Humanities and Social Sciences

Faculty Senate Standing Committees:
Distance Learning Curriculum Committee (by College)
Faculty Senate (At-large)
General Education Committee (by College)
University Appeals Board (by College)
University Curriculum Committee (At-large)
Writing Emphasis (At-large)

Ballot Type 6: Administrators with Faculty Rank, College of Business and Public Administration

Faculty Senate Standing Committees:
Distance Learning Curriculum Committee (by College)
Faculty Senate (At-large)
General Education Committee (by College)
University Appeals Board (by College)
University Curriculum Committee (At-large)
Writing Emphasis (At-large)

Ballot Type 7: Administrators with Faculty Rank, College of Education

Faculty Senate Standing Committees:
Distance Learning Curriculum Committee (by College)
Faculty Senate (At-large)
General Education Committee (by College)
University Appeals Board (by College)
University Curriculum Committee (At-large)
Writing Emphasis (At-large)

Ballot Type 8: Administrators with Faculty Rank, College of Education, Librarians

Faculty Senate Standing Committees:
Faculty Senate (At-large)
Writing Emphasis (Librarian)

Letter of Agreement Committees:
members of the bargaining unit only:
Library Personnel Committee (if necessary)

Ballot Type 9: Administrators with Faculty Rank, College of Natural Applied and Health Sciences

Faculty Senate Standing Committees:
Distance Learning Curriculum Committee (by College)
Faculty Senate (At-large)
General Education Committee (by College)
University Appeals Board (by College)
University Curriculum Committee (At-large)
Writing Emphasis (At-large)

Ballot Type 10: Professional Staff, Members of KFT Bargaining Unit

Faculty Senate Standing Committees:
Faculty Senate (At large)
General Education (Professional Staff)
University Appeals Board (Professional Staff)

Letter of Agreement Committees:
Professional Staff Career Development Committee (Professional Staff)
Paid Leave for Professional Staff (Professional Staff)
Professional Staff Peer Review Senate (Professional Staff)
University Released Time for Research and Creative Works (Professional Staff)

Ballot Type 11: Professional Staff, Members of Other Bargaining Units

Faculty Senate Standing Committees:
Faculty Senate (At large)
General Education (Professional Staff)
University Appeals Board (Professional Staff)

Ballot Type 12: Non-Unit Managers

Faculty Senate Standing Committees:
Faculty Senate (At large)

Appendix B

This is a sample of Self-Nomination Form. Current form
may vary.

Faculty Senate
Willis Hall, W-107



Self Nomination Form. Please Print or Type the Requested Information Below

Name: _____ Office extension: _____

Department: _____ College (as of Sept. 1): _____

Rank (Faculty) or Classification(Professional Staff):

I believe that I am eligible to serve on the committee(s) checked below, and I wish the Faculty Senate Nomination Committee to nominate me for it (them).

Signature: _____ Date: _____

- _____ Faculty Senate
- _____ University Promotions Committee (college)
- _____ University Curriculum Committee
- _____ University Promotions Committee (at-large)
- _____ Writing Emphasis Committee
- _____ General Education Committee
- _____ University Appeals Board
- _____ Distance Learning Curriculum Committee
- _____ College of Arts, Humanities and Social Sciences Retention and Tenure Committee
- _____ College of Business and Public Administration Retention and Tenure Committee

- _____ College of Education Retention and Tenure Committee
- _____ College of Natural, Applied and Health Sciences Retention and Tenure Committee
- _____ Career Development Committee
- _____ University Released Time for Research...
- _____ Paid Leave for Unit Professional Staff
- _____ Professional Staff Peer Review Committee
- _____ Career Development for Professional Staff
- _____ Untenured Faculty Research Initiative Committee
- _____ University Range Adjustment Committee
- _____ Library Personnel Committee

Previous service to department, School or University Committees (**Limit six (6) typewritten lines.**)

Must be officially received in the Faculty Senate Office (Willis 107) by 4:30 PM, February 9, 2001.

Appendix C

This is a sample of Nomination by Petition Form. Current form may vary.

Faculty Senate
Willis Hall, W-107



Nomination by Petition Form

We, the undersigned members of the Faculty Senate Constituency of Kean University, nominate:

(Print) _____ Office extension: _____

Department(Print): _____ School(Print): _____

for the position of (Print)

_____.

1. _____ Date: _____

2. _____ Date: _____

3. _____ Date: _____

4. _____ Date: _____

5. _____ Date: _____

Candidate's signature _____ Date: _____

Previous service to department, School or University Committees (**Limit six (6) typewritten lines.**)

Must be received at the Faculty Senate Office (Willis 107) by 4:30 PM, March 14, 2001.

Appendix D

The Faculty Senate is Going Electronic!!

In order to conserve resources and expedite the dissemination of information, at the meeting of October 2, 2001, the Faculty Senate approved using electronic communication for all Senate business. To prepare for the implementation of electronic communication for the **Spring 2002** semester, please fill out this form and return (or e-mail) to Faculty Senate office no later than December 7, 2001. **If you do not return this form, you will not receive the update of events of the Faculty Senate which includes: agendas, minutes, nomination and election materials, meeting announcements, etc.**

Please type or print legibly

Name: _____

Campus address: _____ Extension: _____

Home address: _____

City, State, Zip Code: _____

Home telephone Number: _____

E-mail address: _____

Please make sure you give us the e-mail address that you use regularly.

Please only fill out the appropriate section below, based upon your employment position at Kean.

Faculty: Faculty Rank: _____

College: _____

Department: _____

Tenured: Yes _____ No _____ Not applicable _____ Librarian (check if yes): _____

Professional Staff: Please check one: Member of

KFT bargaining unit _____ Other bargaining unit (please specify) _____

Multi-year contract: Yes _____ No _____ Not applicable _____

Division: _____

Administrator:

Administrator with Faculty Rank: Yes _____ No _____ Not applicable _____

If yes: College: _____

Department: _____

Directors or other Non-unit Manager: Yes _____ No _____

KEAN COLLEGE OF NEW JERSEY

Union, New Jersey

LETTER OF AGREEMENT #51

Revised 9/14/1993

In accordance with Appendix II, Article IV of the Agreement, relative to the Career Development Committee and the original agreement reached on November 1, 1978, between representatives of the Kean College Federation of Teachers and the Kean College Administration, the parties agree that the guidelines for Career Development should be revised.

The understandings reached regarding this revision of the Guidelines for Career Development Funding and contained in the attached documents will be implemented effective September 14, 1993.

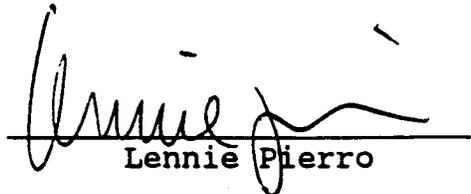
It is further agreed that should there be any recommendations for change, based on the experiences of this 1993-1994 Academic Year, the recommended changes shall be implemented by the College in conjunction with the KCFT for future years.

KEAN COLLEGE OF NEW JERSEY



Edward J. Callaghan

KEAN COLLEGE FEDERATION
OF TEACHERS



Lennie Pierro

Dated: September 14, 1993

CAREER DEVELOPMENT COMMITTEE (CC)

(Appendix II, Article IV of the Agreement)

I. Membership:

The Career Development Committee shall consist of nine (9) members selected as follows:

A. Elected Members:

One faculty member from the School of Business, Government and Technology.

One faculty member from the School of Liberal Arts.

One faculty member from the School of Education.

One faculty member from the School of Natural Science, Nursing and Mathematics.

One representative from the Non-Teaching Professionals.

One representative from the Librarians.

B. Appointed Members:

One representative of the Bargaining Agent appointed by the KCFT President.

Two representatives of the Administration appointed by the President of the College.

II. Eligibility:

A. Faculty: All elected and appointed Faculty members must be tenured and members of the bargaining unit.

B. Non-Teaching Professionals: The elected non-teaching professionals must be members of the bargaining unit and must serve under a multi-year contract at the time of their election.

III. Election/Appointment Procedures:

A. Elections shall be conducted prior to June 1 for three year terms of office. Elections shall be conducted by the Faculty Senate Elections Committee. Eligibility for voting shall be limited to full time employees who are members of the bargaining unit.

- B. Appointments by the President of the College and the President of the KCFT will be made annually no later than June 1 for one-year terms.
- C. Should a vacancy occur among the elected representatives of the Career Development Committee, a replacement shall be made by the KCFT President. Should a vacancy occur among the appointed members, a replacement shall be made by the appropriate appointing authority.

IV. Election of the Career Development Committee Chairperson:

- A. The Chairperson shall be a member of the bargaining unit and annually shall be elected by the entire membership of the Career Development Committee. Election shall take place no later than June 10.
- B. Three (3) teaching credit hours, or its equivalent, released time per semester shall be granted to the Chairperson.
- C. The Chairperson shall be responsible for conduct of Career Development Committee meetings and Committee functions and preparation of reports as required in the Agreement.

V. Other Career Development Committee Officers:

- A. The Career Development Committee shall elect a vice-chairperson to serve in the absence of the chairperson.
- B. The Career Development Committee shall elect a Secretary to maintain appropriate minutes.

VI. Annual Reorganization:

- A. The Career Development Committee shall meet prior to June 10 for the purposes of reorganization for the following year: July 1 through June 30.

VII. Rules of Order:

- A. Conduct of Career Development Committee meetings shall follow Roberts Rules of Order.
- B. A quorum shall consist of four (4) members.
- C. In instances of conflict of interest as determined by a majority of Committee members, a member of the Career Development Committee will remove himself or herself from Committee deliberations on that individual case.

KEAN COLLEGE OF NEW JERSEY

Union, New Jersey

Career Development Committee

GUIDELINES

September 14, 1993

GUIDELINES FOR CAREER DEVELOPMENT FUNDING

I. Eligibility

All faculty and non-teaching professionals in the unit are eligible to apply for Career Development funds.

II. Deadlines for Application

Individuals must apply prior to April 30 for priority consideration on the funds of the next covered academic year.

All applications should be forwarded to the Career Development Committee in care of Dr. Michael Lampert (Townsend 126). Applicants will be notified with regard to their funding status within thirty (30) days after the deadline.

III. Eligibility Priorities

Due to limited funds, all proposals will be evaluated according to need and merit. The following priorities for funding will be utilized by the Career Development Committee:

1. Those individuals who have been through the A-328 found deficient.
2. All other individuals who have been through the A-328 process within the two previous years.
3. Tenured faculty and non-probationary professionals who have not been through the A-328 process.
4. Non-tenured faculty and probationary professional employees who have not received reappointment conferring tenure or a multi-year contract may apply to the Career Development Committee for career development assistance provided that they have received reappointment for the year following their application and provided they are only eligible for assistance which is compatible with the limited nature of their reappointments.

iv. Funding Priorities

Career Development funds should be directed toward one or more of the objectives listed below:

1. Individuals interested in developing skills in a new disciplinary or administrative area compatible with the needs of the institution.
2. Individuals interested in improving their teaching or administrative techniques or acquiring knowledge of and skills in new administrative and instructional methods.
3. Individuals interested in increasing their skills in a discipline or in an administrative area in which they are presently involved

v. Career Development and Assistance Programs*

Career Development Programs may include, but need not be limited to, the following types of assistance:

1. Career Development Leaves up to two (2) consecutive years.

Career Development Leaves not exceeding one-half of the academic year in duration shall be at the rate of three quarters (3/4) salary. Career Development Leaves exceeding one-half (1/2) salary or at the rate of employee's salary less \$6600 whichever is greater. No employee shall receive a rate of less than \$11,000 per annum under this program.

2. Released time for research study and participation in other aspects of the Career Development Program.

3. Financial Support of Direct Expenses.

Travel, lodging, and other costs related to participation in seminars, workshops, or other external programs that are part of your Career Development Program.

4. Tuition Reimbursement.

Tuition charges to be incurred as part of a Career Development Program may be included. Tuition expenses associated with a Career Development Leave are not subject to the limitations of the regular Tuition Reimbursement plan and may be reimbursed fully.

5. Other forms of assistance or programs where circumstances warrant them.

VI. Post Program Report

All individuals who are awarded Career Development funds will submit a report. The report should include a narrative description of the activities and their benefits. The purpose of the report is to assist the Career Development Committee in evaluating future proposals.

VII. Reimbursement Information

When an approved activity has been completed, all receipts and refund requests should be submitted to the Career Development Committee in care of Dr. Michael Lampert (Room Townsend 126), with appropriate forms. Arrangements will then be made for reimbursement as soon as possible.

- * In accordance with existing State Rules and Regulations.

Kean College of New Jersey
Union, New Jersey

LETTER OF AGREEMENT #76 (Revised)

College Released Time for
Research and Creative Works Committee

The Kean College administration and the Kean College Federation of Teachers have agreed to establish an All College Released Time for Research and Creative Works Committee. This Committee will replace the School Research Committees and the College Research Allocation Committee.

The College Released Time for Research and Creative Works Committee will be established and proceed as follows:

1. The Committee will be composed of thirteen (13) members, two (2) without vote.
 - 1.1 Two (2) faculty members from each of the four (4) Schools for a total of eight (8) faculty representatives.
 - 1.2 One (1) professional staff representative.
 - 1.3 One (1) unit Librarian.
 - 1.4 The Vice President for Academic Affairs.
 - 1.5 The Director of Grants - ex-officio without vote.
 - 1.6 A representative (observer) appointed by the Kean College Federation of Teachers, without vote.
2. The full-time faculty of each School will elect the two (2) faculty members to represent their respective School.

The professional staff will elect its representative.

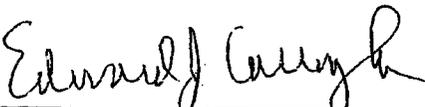
The unit Librarians will elect its representative.
3. All elected members will serve for a period of two years except that in the first year one (1) of the two (2) elected faculty members from each academic school will serve for a term of one year.
4. The Vice President for Academic Affairs, or his designee, will serve as Chairperson of the Committee. (The Chair will vote in the case of a tie.)

A76R

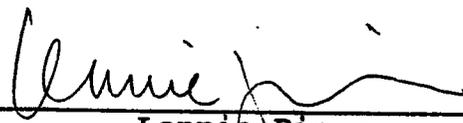
5. The elected members of the Committee can serve for a maximum of two (2) consecutive terms.
6. Two (2) members from the same academic department cannot serve on the Committee at the same time.
7. A faculty member cannot succeed a member from her/his own department.
8. Members of the Released Time for Research and Creative Works Committee cannot be candidates for released time while serving on the Committee.
9. The Vice President for Academic Affairs will inform the Committee regarding the amount of funds available for released time research awards by February 15th of each year.
10. The Committee's decisions, in ranked order, will be forwarded to the President based upon the calendar prepared by the Office of the Vice President for Academic Affairs. (Approximately the third Monday in March of each year.)
11. Each candidate who receives a released time award is required to submit a written report regarding the outcome of the project.
12. The Committee may, by majority vote of the full Committee, invite a non-Committee member to evaluate a proposal which does not fall within the general area of specialization of a Committee member.
13. The local Letter of Agreement #27, regarding departmental organization for released time for research, will remain in effect.
14. The College administration and the Kean College Federation of Teachers agree to review this Letter of Agreement after a period of two years from date of implementation.

KEAN COLLEGE OF NEW JERSEY

KEAN COLLEGE FEDERATION OF TEACHERS



Edward J. Callaghan



Lennie Pierro

DATE:

**KEAN COLLEGE OF NEW JERSEY
LETTER OF AGREEMENT #95
(REPLACES LETTER OF AGREEMENT #58)**

In accordance with Article XVI, Section J of the Agreement relating to paid leaves for unit professional staff, the following agreement was reached between representatives of the Kean College Federation of Teachers and the Kean College Administration.

PAID LEAVES FOR UNIT PROFESSIONAL STAFF

A. LEAVE PROGRAM

In addition to participating in the Career Development Program, professional staff may make application for paid leave of up to one semester for the purpose of personal development aimed at improving professional skills mutually beneficial to the College and the employee. These leaves shall be funded at three-quarters (3/4) salary.

B. PROCEDURE

Each applicant will submit a written proposal to the appropriate supervisor and to the Paid Leave Committee. The appropriate supervisor will review the proposal and submit his/her recommendation to the committee and to the unit director. The unit director will make his/her own independent recommendation to the Paid Leave Committee. The applicant's proposal and these two recommendations will comprise the materials reviewed by the Paid Leave Committee. In certain divisions the unit director is the supervisor and in these instances only a recommendation of the unit director will be forwarded to the Paid Leave Committee.

The Paid Leave Committee will review the applicant's materials and make a determination to recommend (unranked) or not recommend. The committee will forward its recommendation and the applicant's materials including the recommendations of the supervisor and the unit director to the President. The President may approve or disapprove the proposal or accept it in modified form.

C. PAID LEAVE COMMITTEE

1. The committee shall be composed of five members elected from the professional staff, a non-voting observer selected by the Union, and a non-voting, non-unit administrator appointed by the President who will chair the committee.

2. Eligibility: Only professional staff on multi-year contracts are eligible for election to the committee.

3. Election: Nomination and elections for this committee will be conducted by the Faculty Senate. Only members of the professional staff are eligible to vote for this committee.

4. Members of the committee shall serve for two years and can serve no more than two consecutive terms. At any time no more than two members of the committee shall be from the same division, and no more than one member from any one area within a division.

5. In the first year the Paid Leave Committee will be comprised of members of the professional staff nominated by the Union and approved by the Administration as follows:

Two members each from the Divisions of Academic Affairs and Student Affairs and one member from the President's Area.

6. In the following year three members will be elected to a two year term and two members to a one year term. In subsequent years the members will be elected according to the procedure described in C 1-4.

D. GUIDELINES FOR REVIEW

In reviewing paid leave project proposals, the following criteria will be used: (1) Years of service; (2) Merits of the proposal and its impact on the applicant's professional development; (3) Merits of the proposal and its ability to enhance the applicant's contribution to the College, and or the College's service to the community; and (4) Likelihood that the project will improve professional skills mutually beneficial to the College and the employee.

E. GUIDELINES FOR THE APPLICANT

Professional Staff members interested in applying for a paid leave are asked to provide the following information:

a) Description of the project. Be as specific as possible, particularly in stating:

Objective of the project

Plans to accomplish the project

Resources needed and how they will be secured

Proportion of the project to be completed during your Paid Leave and travel required for the project. (Note: for insurance protection)

- b) Relation of the project to any on-going work at Kean College or elsewhere.
- c) Explain how the results of the project may be communicated through a paper or presentation; and/or, include an outline of a proposed paper or presentation.
- d) Include a description of how the project may be used for an administrative endeavor.

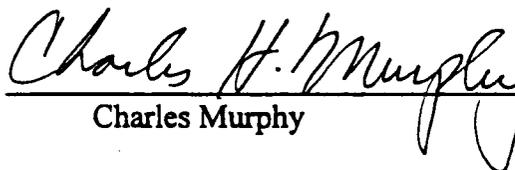
F. CALENDAR

The Calendar for making application for paid leaves will be prepared annually by the Director of Human Resources and published in the Administrative Report.

KEAN COLLEGE OF NEW JERSEY

**KEAN COLLEGE FEDERATION
OF TEACHERS**


Patrick J. Coughlin


Charles Murphy

Date: 12/9/96

W/ #58
11/10/93

MEMORANDUM OF UNDERSTANDING

PAID LEAVES FOR NON-TEACHING PROFESSIONALS
ACADEMIC YEAR 1994-95

In order to promote amicable employer-employee relations, the Kean College Administration and the Kean College Federation of Teachers agree on the process and time frames delineated in the attached calendar of activities, for the review of requests for paid leaves for non-teaching professionals for academic year 1994-95.

For this review period, the Paid Leave Committee will be comprised of members nominated by the Union and approved by the Administration as follows:

- Two members from the Division of Academic Affairs
- Two members from the Divisions of Student Services and Administration and Finance

The Committee will be chaired by a non-voting non-unit administrator appointed by the President. The chairperson will vote in those situations where it is necessary to break a tie.

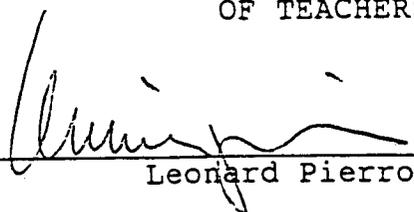
Subsequent to this review period, the provisions for the selection of Paid Leave Committee members contained in Letter of Agreement #58 will apply.

KEAN COLLEGE OF NEW JERSEY

KEAN COLLEGE FEDERATION
OF TEACHERS



Edward J. Callaghan



Leonard Pierro

11/10/93
Date

APPLICATION CALENDAR FOR PAID LEAVE FOR UNIT NON-TEACHING
PROFESSIONALS FOR THE 1994-95 ACADEMIC YEAR

<u>Activity</u>	<u>On or before</u>
1. Non-teaching Professional submits application to immediate supervisor and a copy to the NTP Paid Leave Committee.	February 4, (Friday)
2. Applications forwarded for review with recommendations to the Unit Director, (Dean or Executive Officer).	February 18, (Fri.)
3. Supervisory recommendations forwarded to the President; NTP Paid Leave Committee simultaneously submits recommendations to the President.	April 15, (Friday)
4. Applicants notified of the decision of the President.	April 29, (Friday)
5. Board of Trustee action (as required).	May 16, (Monday)
6. Notification to applicant of Trustee action.	May 20, (Friday)

**KEAN COLLEGE OF NEW JERSEY
LETTER OF AGREEMENT # 96
(REPLACES LETTER OF AGREEMENT #92)**

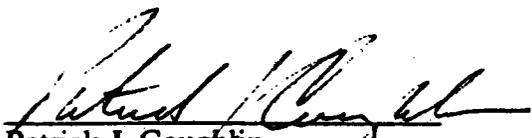
COMPOSITION AND ELECTION OF THE COLLEGE PROMOTION COMMITTEE

It is agreed between the Kean College Administration and the Kean College Federation of Teachers that composition and election of the College Promotion Committee shall be as follows:

1. The composition of the College Promotion Committee shall consist of twelve elected faculty members, three students, and one non-voting Union observer.
2. The three students will represent the three student governments and will be appointed by their respective organizations.
3. The twelve elected faculty members to the committee shall be distributed as follows: There will be four at large members of the committee, one per school, elected by the entire faculty. There will be eight faculty members, two per school, directly elected by their school.
4. The elected faculty members must be full professors with tenure, no department chairpersons may be elected to the committee.
5. The term of office for elected faculty members is two (2) years.
6. No department may have more than one elected member on the committee at any given time.
7. An elected faculty member who has completed a term on the committee cannot run again for a period of time equal to the length of his/her term.
8. When an elected member of the committee completes his/her term, no one else from the same department can be elected to the committee for a one year period - unless there are no qualified candidates from another department in the concerned school.

9. The nomination and election of faculty members to the College Promotion Committee shall be conducted by the Faculty Senate. The Faculty Senate Nominations and Elections Committees shall arrange for a staggering of terms, and shall implement a transition from the current committee structure to that defined in this letter of agreement.

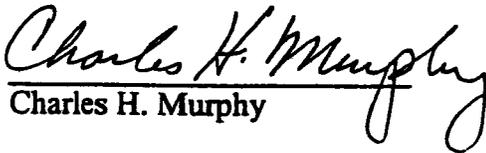
KEAN COLLEGE OF NEW JERSEY



Patrick J. Coughlin

Date: 1/28/97

KEAN COLLEGE FEDERATION
OF TEACHERS



Charles H. Murphy

**KEAN COLLEGE OF NEW JERSEY
LETTER OF AGREEMENT # 97**

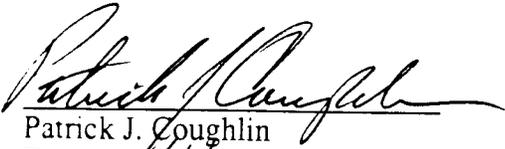
**COMPOSITION AND ELECTION OF SCHOOL RETENTION AND
TENURE COMMITTEES**

It is agreed between the Kean College Administration and the Kean College Federation of Teachers that composition and election of the School Retention and Tenure Committees shall be as follows:

1. The composition of the Retention and Tenure Committee for each school in the college shall consist of one faculty member from each of the departments within the school, three student representatives, and one non-voting Union observer appointed by the K.C.F.T.
2. The three students will represent the three student governments and will be appointed by their respective organizations.
3. The faculty members to the committee shall be directly elected by the full-time faculty from their school.
4. The elected faculty members must be full-time faculty members with tenure, no department chairpersons may be elected to the committee.
5. The term of office for elected faculty members is three (3) years.
6. The nomination and election of faculty members to the School Retention and Tenure Committees shall be conducted by the Faculty Senate.

KEAN COLLEGE OF NEW JERSEY

KEAN COLLEGE FEDERATION
OF TEACHERS


Patrick J. Coughlin
Date: 4/4/97


Charles H. Murphy

LETTER OF AGREEMENT #98
(Replaces #93)
CLASSIFICATION REVIEW PROCEDURES

It is hereby acknowledged that the Kean College Administration and the Kean College Federation of Teachers have conducted joint discussions regarding the revision of procedures for classification reviews and appeals for professional staff.

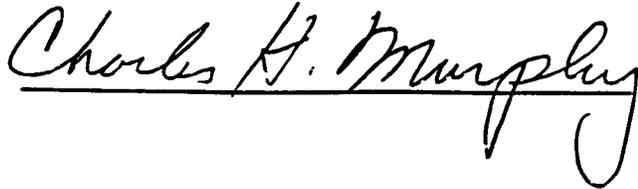
The understanding reached in the joint discussions and contained in the attached documents entitled **Classification Review Procedures** will be implemented effective immediately.

It is further understood that these procedures will stay in effect unless it is determined through discussion between the College and the Kean College Federation of Teachers that modification to the procedures should be made.

KEAN COLLEGE OF NEW JERSEY

**KEAN COLLEGE FEDERATION
OF TEACHERS**





Date 9/17/97

Attachment

CLASSIFICATION REVIEW PROCEDURES

PURPOSE

The purpose of this document is to describe the procedures used in reviewing a request for reclassification.

DEFINITIONS

1. **Incumbent** refers to the employee in the position being reviewed.
2. **Supervisor** refers to the incumbent's immediate supervisor.
3. **Days** refers to calendar days, unless specified otherwise.

REQUEST FOR RECLASSIFICATION

1. An incumbent, supervisor, or recognized negotiations agent may request a classification review of a designated position.
2. A request for review should be based on the belief that the duties and responsibilities of the position no longer conform to the job specifications for the current title.
3. The Office of Human resources shall provide the applicant with the job description and the job specification for both their current position and the position for which reclassification may be requested.

PROCEDURES FOR SUBMITTING REQUEST

1. A request for classification review must be submitted in writing to the Office of Human Resources through the incumbent's supervisor. The request must include a completed Classification Review Request form (see attachment) and a table of organization for the incumbent's unit.
2. The supervisor shall complete the appropriate portion of the Classification Review Request and submit the form within 14 days.
3. The Office of Human Resources shall be responsible for the maintenance and management of all records related to the applicant's request.

PROCESSING THE REQUEST FOR CLASSIFICATION REVIEW

1. Within 10 days, the Director of Human Resources will acknowledge receipt of the classification review request. In addition, the Director of Human Resources will inform the incumbent whether the request is complete, any missing information will be identified and requested. A copy of the original request will be attached to the acknowledgment.
2. Within 30 days of receipt of the request, the Director of Human Resources will review the request and direct an audit of the position. If additional information is required, notification will be forwarded to the incumbent. The incumbent will be provided with a summary of any additional information obtained from the supervisor through the audit process.

3. Within 60 days of receipt of the request, the Office of Human Resources will complete the audit of the position and issue the report to the Management Classification Review Committee, including the recommendation from the Director of Human Resources. A copy of that report will be forwarded to the incumbent. Within seven (7) days, the employee may submit a written response and/or additional materials that directly address any issues raised in that report. That response will also be forwarded to the Management Classification Review Committee.

4. Within 30 days of receipt of the audit report, the Management Classification Review Committee will review the documents and make one of the following three decisions:

- the position is properly classified;
 - the position should be reclassified and procedures for its appropriate reclassification be initiated; or
 - the position is properly classified, but out-of-title duties are being performed, in which case the immediate removal of inappropriate duties may be ordered.
- A. If the recommendation is to reclassify, the notification letter sent to the applicable parties will identify the new title, range, salary and effective date of the action.
- B. If the request for reclassification is denied, a title other than the one requested is proposed and/or elimination of out-of-title duties ordered, a brief rationale will be included in the notification to the applicable parties. The notification will also communicate the next level of appeal available to the incumbent.

APPEAL OF THE MANAGEMENT CLASSIFICATION REVIEW COMMITTEE DECISION

1. If the Management Classification Review Committee denies a request for reclassification, proposes a title other than the one requested, and/or determines the elimination of out-of-title duties, a brief rationale will be provided in the notification to the applicable parties.

2. The employee or recognized agent may file an appeal to the College President within 30 days of receipt of the decision. The appeal must contain copies of all classification review request materials submitted to the Office of Human Resources and a statement of the basis for the appeal.

3. Within 60 days of receipt of the appeal, a Hearing will be conducted by an officer appointed by the College President. No one who was involved in the classification review or who is a member of the managerial staff within the employee's Division shall be appointed as Hearing Officer.

4. The employee is entitled to self-representation, representation by counsel, or representation by the recognized agent. The employee must provide notice of the form of representation chosen at least 10 days prior to the scheduled hearing. Should the Hearing Officer reverse the decision of the Management Classification Review Committee, a notification letter will be sent to the applicable parties to identify the new title, range, salary, and effective date of the action.

5. Should the Hearing Officer uphold the decision of the Management Classification Review Committee, all materials will be forwarded to the President and to the Professional Staff Review Committee.

6. The Professional Staff Review Committee will conduct an independent review of the reclassification request. The Professional Staff Review Committee will prepare a report and forward that report to the President. That report will also include an analysis of the duties of the position as related to the title specification.

7. The President will review the materials forwarded from both the Hearing Officer and the Professional Staff Review Committee. Within 20 working days after receipt of all materials, the President will issue a decision. The decision must be one of the following:

- The position should be reclassified.
- The position is properly classified.
- The position is properly classified, but out-of-title duties are being performed and those duties must removed from the employee's responsibilities.

8. Any reclassification and salary adjustment which results from a classification review or appeal will be effective on the first full pay period following the filing of the request for reclassification.

PROFESSIONAL STAFF PEER REVIEW COMMITTEE

1. The Professional Staff Peer Review Committee will be comprised of two representatives elected from each of the following divisions of the College: Academic Affairs, Student Affairs, and Institutional Advancement (once established). Representatives must be members of the bargaining unit on multi-year contract.

2. Nominations and elections for this committee will be conducted by the Faculty Senate. Only members of the professional staff are eligible to vote for this committee.

3. Members of the committee shall serve for two years. At any time no more than two members of the committee shall be from the same division, and no more than one member from any one area within a division.

4. In the first year the Professional Staff Review Committee will be comprised of members of the professional staff nominated by the union and approved by the Administration. In the following year one member from each division will be elected for a one year term and one member from each division for a two year term. In subsequent years the members will be elected according to established election procedures.

KEAN UNIVERSITY

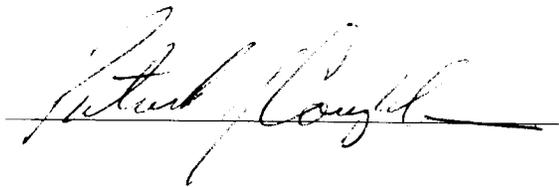
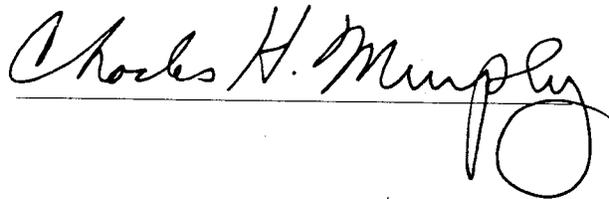
LETTER OF AGREEMENT #100

Untenured Faculty Research Initiative

The Kean University Federation of Teachers and the University Administration, in an effort to facilitate competitive research efforts of untenured faculty that will advance the state of the art or knowledge in a specific field or area of professional activity; enhance the ability of untenured faculty to participate successfully in the Released Time for Research Program; and promote proposal-writing skills suitable for the preparation of applications to external funding agencies, agree to establish the Untenured Faculty Research Initiative described in the attached document.

Kean University

Kean University Federation of Teachers

A handwritten signature in cursive script, appearing to read "Peter J. Lynch", written over a horizontal line.A handwritten signature in cursive script, appearing to read "Charles H. Murphy", written over a horizontal line.

Date: 6/25/98

Letter of Agreement 100

Untenured Faculty Research Initiative

The Kean University Administration and the Kean Federation of Teachers have agreed to establish an Untenured Faculty Research Initiative. The UFRI program is open to all untenured full-time faculty members and untenured full-time librarians submitting proposals for original research or creative works in any discipline. UFRI support is intended to facilitate competitive research efforts of untenured faculty that will (1) advance the state of the art or knowledge in a specific field or area of professional activity; (2) enhance the ability of untenured faculty to participate successfully in the Released Time for Research Program (which is open to all faculty); and (3) promote proposal-writing skills suitable for the preparation of applications to external funding agencies.

Eligibility for Untenured Faculty Research Initiative Funding

Only untenured faculty may receive awards in the UFRI program, but no untenured faculty member or librarian may receive the UFRI and the RTR awards concurrently. If the UFRI Committee does not recommend someone for an award, the applicant will be allowed a period of one week to resubmit that application to the RTR Committee. Untenured faculty and librarians may receive a maximum of two UFRI awards. After receiving two UFRI awards, they can participate only in the regular RTR program.

Evaluation Criteria

The UFRI Committee will utilize the evaluation criteria established for the Released Time for Research Program. These are:

1. The proposal should be considered on its own merits insofar as possible.
2. The proposal clearly indicates that the person submitting it has the necessary competence to carry out and complete the project.
3. The methods detailed in the proposal are adequate to carry out the project.
4. The proposal details the use of all necessary special tools and equipment and indicates that these are or will be available.
5. The proposal is likely to result in publication by major presses here or abroad or publication in scholarly journals; presentation at major professional conferences; public performances and exhibitions; the receipt of external funding.
6. The applicant is not receiving external funding for total support of this proposal. Applicants who have received (or will receive) partial external funding for this project and need

released time as a supplement should explain and justify this need in the application.

The Untenured Faculty Research Committee

Committee Membership

The Untenured Faculty Research Committee will be composed of twelve members, two without vote. The committee membership will be as follows:

Two tenured full-time faculty members from each of the four Schools for a total of eight faculty representatives.

One tenured librarian.

The Vice President for Academic Affairs, or designee.

The Dean of Graduate Studies, Research, and Continuing Education, or designee, ex-officio, without vote.

A representative (observer), without vote, appointed by the Kean Federation of Teachers.

Election of the Committee

The full-time faculty of each school will elect the two faculty members to represent their school; the librarians will elect the library representative. The Faculty Senate will conduct these elections. All elected members will serve for a period of two years except that in the first year one of the two elected faculty members from each academic school will serve for a term of one year.

The elected members of the committee can serve for a maximum of two consecutive terms.

Two members from the same academic department cannot serve on the Committee at the same time.

A faculty member cannot succeed a member from his/her own department.

Committee Procedures

The Provost/Vice President for Academic Affairs, or his/her designee will serve as Chairperson of the Committee (The chair will vote in the case of a tie.)

Two-thirds of the members will constitute a quorum.

The Provost/Vice President for Academic Affairs will inform the Committee regarding the

amount of funds available for released time research awards by December 15th of each year.

The Committee's recommendations, in ranked order, will be forwarded to the President prior to February 15th of each year. If the full number of released-time awards is not granted, the remaining awards will be carried-over for a special review during the following Fall Semester. Only new faculty and librarians, in their first semester of employment, would be eligible to apply. This award would be for the Spring Semester only and the faculty or librarian member will be eligible for fifty percent of the released time and expense reimbursement.

The calendar will prepared by the Office of the Provost/Vice President for Academic Affairs.

Each candidate who receives a released time award is required to submit a written report regarding the outcome of the project.

The Committee may, by majority vote of the full committee, invite a non-Committee member to evaluate a proposal, which does not fall within the general area of specialization of a Committee member.

Additional Agreements

Application policies and procedures as set forth on page 3 of the RTR proposal booklet will apply to the UFRI program (with exception of SBR funding). This includes conforming to all Institutional Review Board (IRB) regulations governing the protection of human experimental subjects. A full copy of these policies and procedures is attached.

Each candidate who receives a released time award is required to submit a written report regarding the outcome of the project.

The local Letter of Agreement #27 regarding departmental organization for released time for research will remain in effect.

LETTER OF AGREEMENT #101
(Replaces LA#39)
Kean University

LIBRARY PERSONNEL COMMITTEE GUIDELINES

(7-26-98)

In accordance with Article XVII of the Agreement relative to Librarians the following agreement was reached between representatives of the Kean University Administration and the Kean Federation of Teachers.

I Composition

A. The Library Personnel Committee shall be composed of:

1. All tenured librarians who are currently members of the bargaining unit. A minimum of four (4) tenured librarians must sit on the committee.
2. One (1) bargaining agent appointee as a non-voting observer.
3. One (1) Kean University student selected each year on a rotating basis by Student Organization, Council for Part Time Students and Graduate Student Association.
4. If the number of tenured librarians in the bargaining unit is less than four, the balance of the committee membership will be elected by all librarians who are members of the bargaining unit from the ranks of tenured Associate and full Professors.

II Election Procedures for Committee Chair

The Chair will be a tenured librarian elected by the members of the Committee. If there are no eligible librarians the Chair will be elected by the committee members from among the faculty appointees.

III Initial Appointments

1. The review and recommendation of candidates for initial appointments shall be conducted by the Library Search Committee. The search committee membership will consist of the Director of Library Services, all tenured librarians who are currently members of the bargaining unit, one member from the ranks of full-time, tenured Associate and full Professors appointed by the Chair of the Faculty Senate, one non-voting representative appointed by the bargaining agent, and one student appointed on a rotating

basis from the three student organizations.

2. The Library Search Committee will be chaired by the Director of Library Services. The committee's recommendations will be forwarded to the Provost/Vice President for Academic Affairs.
3. In the event that there are less than four tenured librarians in the Library, the Chair of the Faculty Senate shall appoint the balance of the committee from the ranks of full-time, tenured Associate and full Professors..

IV. Annual Review of Probationary Librarians

1. The Library Personnel Committee, following the annual Calendar of Reappointment Activities for Probationary Librarians, will evaluate all candidates for reappointment.
2. Following completion of its evaluation, the Committee will forward its recommendations in writing to the candidate.
3. Within five (5) working days from receipt of the recommendations of the Library Personnel Committee candidates may, if they wish, provide a response to the recommendation. The response and any supporting documentation the candidate may supply will become part of the candidate's application file which is transmitted to the Director along with the committee's recommendation.
4. The Director will review the recommendations of the Committee and forward these recommendations together with the Director's own recommendations in writing to the candidate and to the Library Personnel Committee.
5. Within ten (10) working days from receipt of the recommendation of the Director of Library Services the candidate may provide a response to that recommendation. The response and any supporting documentation the candidate may supply will become part of the candidate's application file.
6. The candidate's complete application file is then transmitted to the Provost along with the Director's recommendation.

IV. Promotions

A. Growth and Structural

1. Promotions which may be considered on the basis of personal growth will be announced at the same as the announcement of available promotions in academic departments. Structural promotions will be announced as deemed necessary by the President.

2. Librarians who are eligible may apply for announced growth promotions by November 1.
3. The same calendar followed by academic departments will be followed by Librarians applying for growth promotions.

B. Committee Recommendations

1. A candidate for promotion may request and the Library Personnel Committee will grant a personal appearance before the committee to explain his/her application.
2. The final promotion recommendations of the Library Personnel Committee shall be in rank order and made to the Director within thirty (30) days of the application closing date. The Committee will simultaneously inform each candidate in writing of its recommendations.
3. Within ten (10) working days from receipt of the promotion recommendation of the Library Personnel Committee the candidate may provide a response to that recommendation. Such a response will be appended to the Committee's recommendation and forwarded to the Director of Library Services. The response and any supporting documentation the candidate may supply will become part of the candidate's promotion file.
4. The Director's promotion recommendations shall be forwarded to the President, with copies sent to the Personnel Committee, within two weeks after submission by the Director of Library Services.
5. The President's promotion recommendations shall be made known to the committee as well as to in each candidate, in writing, within two weeks after submission by the Director of Library Services.

VI. Sabbatical Leaves:

The Library Personnel Committee will review Sabbatical Leave applications and make recommendations to the President in accordance with established College procedures in academic departments.

KEAN UNIVERSITY

MEMORANDUM OF UNDERSTANDING

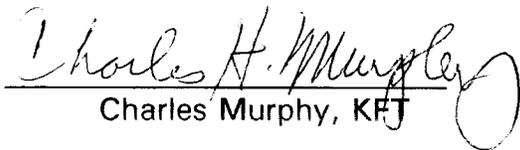
Letter of Agreement 101, Section III sets forth the structure of the Library Search Committee.

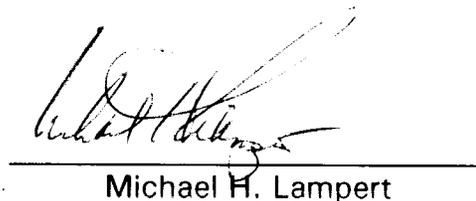
In order to provide broader representation on the Search Committee, Letter of Agreement 101, Section III, Paragraph 1 is amended to read as follows (*italics indicates amendment*):

The review and recommendation of candidates for initial appointments shall be conducted by the Library Search Committee. The search committee membership will consist of the Director of Library Services, all tenured librarians *and all non-tenured librarians who have more than three years of service* who are currently members of the bargaining unit, one member from the ranks of full-time, tenured Associate and full Professors appointed by the Chair of the Faculty Senate, one non-voting representative appointed by the bargaining agent, and one student appointed on a rotating basis from the three student organizations.

This Memorandum of Understanding is in effect for the 1998-99 and 1999-2000 academic years and applies to any search committee formed prior to June 30, 2000. This Memorandum of Understanding will expire on June 30, 2000.

Dated: September 29, 1998


Charles Murphy, KFT


Michael H. Lampert

LETTER OF AGREEMENT # 1146 Revised on 2/20/09

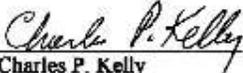
UNIVERSITY RANGE ADJUSTMENT PROGRAM MODIFICATIONS

This Letter of Agreement specifies modifications to the existing Range Adjustment Program documents. Modifications herein replace elements of Letter of Agreement # 102, 111, and 113. This agreement also enumerates changes to the procedures governing the composition and election of the University Range Adjustment Committee. This Letter of Agreement shall expire on June 30, 2009. Should this agreement not be renewed or altered, the Range Adjustment Program will follow the terms in the AFT Master Contract.

Kean University

Philip Connelly
VP Administration & Finance

2/20/09
Date

Kean Federation of Teachers

Charles P. Kelly
KFT Negotiations Chair

2/20/09
Date

UNIVERSITY RANGE ADJUSTMENT PROGRAM MODIFICATIONS

I. Modifications to the Range Adjustment Documents

The Kean Federation of Teachers and Kean University agree to modifications to the following documents: *Range Adjustment Program: Range Adjustment Guidelines; Range Adjustment Application Form*. The modifications are contained in the three above-cited documents, attached to this agreement. Modifications to these documents replace elements of Letter of Agreement # 102, 111, and 113.

II. Composition and Election of the University Range Adjustment Committee

It is also agreed between the Kean Federation of Teachers and Kean University that the procedures governing the composition and election of the University Range Adjustment Committee (URAC) are those outlined below. One of the features of this agreement is to make the URAC as parallel as possible to the University Promotion Committee.

1. The composition of the URAC, for academic year 2008-2009, shall consist of 2 elected faculty members per college/school, subject to that college/school having at least 25 full-time faculty members according to the fall semester Integrated

Postsecondary Education Data System report, and one KFT observer who shall not vote and shall abide by the OER Settlement Agreement # 9447. As of the 2008-2009 academic years, this totals ten (10) voting members.

OPK N

2. The two representatives of each college/school shall be elected only by the members of that college/school. One representative must be in the rank of Full Professor at the time of the election. The other representative must be in the rank of Associate Professor or Assistant Professor at the time of the election. Subsequent promotion will not disqualify a representative from finishing his/ her term.
3. All representatives must be tenured at the time of the election. No department chairpersons may be nominated to, elected to or serve on the committee.
4. The term of service for an elected faculty member is two (2) years. The terms are to be staggered both by college/school and by rank so that half the committee is elected each year.
See Appendix A for a schedule of the elected positions.
5. No department may have more than one elected member serving on the committee at any given time.
6. Faculty members who have served on the committee may not run again for a period of time equal to the length of their service on the committee.
7. When an elected faculty member ends his/her service on the committee, no one else from the same department can be elected to the committee for a one-year period, unless there are no qualified faculty members from another department in the college or school.
8. Members of the committee cannot apply for a Range Adjustment while they are serving on the committee.
9. The nomination and election of faculty members to the URAC shall be conducted by the Faculty Senate, subject to these guidelines. It is the responsibility of the Faculty Senate to consult with the KFT after nominations are closed regarding eligibility.
10. Consistent with past practice and with the existing procedures for Letter of Agreement Committees, vacancies on the URAC shall be filled for the remainder of the term of the vacated position by appointment by the President of the Kean Federation of Teachers, subject to the above guidelines.

APPENDIX A**Schedule of Elected Positions by Year**

<u>Position</u>	<u>Year of Election (Spring Semester)</u>
College of BPA, Full Professor	Odd-numbered years
College of BPA, Associate or Assistant Professor	Even-numbered years
College of ED, Full Professor	Even-numbered years
College of ED, Associate or Assistant Professor	Odd-numbered years
College of HSS, Full Professor	Even-numbered years
College of HSS, Associate or Assistant Professor	Odd-numbered years
College of NAHS, Full Professor	Odd-numbered years
College of NAHS, Associate or Assistant Professor	Even-numbered years
School of VPA, Full Professor	Odd-numbered years
School of VPA, Associate and Assistant Professor	Even-numbered years

CONSTITUTION OF THE FACULTY OF KEAN UNIVERSITY

Ratified by Faculty during the Spring 2001 Faculty Senate Elections, April 9-23, 2001

Article I. The Organization of the Faculty

Section 1. All full-time classroom teaching faculty, full-time professional librarians, full-time bargaining unit professional staff, non-unit managers and administrators at Kean University are members of the Faculty. This Constitution is the basis for organizing the Faculty so that it may participate effectively in the governance of the university. The principal agent of the Faculty in the governance process shall be the Faculty Senate.

Section 2. The Faculty is the ultimate authority in all matters within its jurisdiction; the Senate is its agent. The Faculty may, therefore, countermand a Senate decision or demand that the Senate take a specific action, consistent with procedures herein described.

Article II. The Powers of the Faculty

The Faculty of Kean University shall participate in the formulation of educational policy for the university and, as the Faculty's agent, the Faculty Senate shall act as the forum for the formulation of educational policies for the university. The Faculty through its agent, the Senate, is empowered by the Board of Trustees of Kean University to make decisions on the following matters of educational policy (listed in the Sections I – III of this article), subject to review and acceptance or rejection by the Board.

Section 1. Academic Matters

- (a). Development, evaluation, and organization of academic programs and departments.
- (b). Establishment of instructional and academic standards including those for admission, retention and granting of degrees; awarding of scholarships and grading systems.
- (c). Encouragement and implementation of academic and instructional research.
- (d). Establishment of standards for the preservation of academic freedom.
- (e). Articulation of instructional programs with physical facilities, business services, and the long-range development of the university as a center of learning.
- (f). Assistance in development of the Library, the Instructional Resource Center, and in Academic Technology and Computing.
- (g). Student life and discipline, including athletics, student government and counseling, without, however, in any way impeding or violating the autonomy and freedoms presently reserved to the Student Organization, Graduate Student Association, and the Council for Part-Time Students.

Section 2. Personnel Matters

- (a). The initial responsibility for the appointment, retention and promotion of faculty shall reside in each department or unit.
- (b). In cooperation with various interested faculty, administrators and spokesperson for state authority, the Faculty Senate shall assist in the development of general personnel policies.
- (c). The Faculty shall participate in the processes involving appointment, retention, tenure, promotion, sabbaticals and research-grants. Personnel policies relating to all units of the university, shall be considered. Procedures shall be evaluated and reviewed periodically.
- (d). Directly or through appropriate committees, the Faculty shall participate in the selection and appointment of the President, Vice Presidents, Deans, Directors and other officers of administration. Department Chairpersons shall be elected by the members of their respective departments.

Section 3.

In addition to considering matters on its own initiative, the Faculty Senate shall consider matters brought to its attention by the Board of Trustees, the President of the University, the Faculty, the Students and other appropriate individuals.

Article III. Organization of the Faculty Senate

Section 1. Membership, Elections, Calendar and Vacancies

- (a). The Faculty Senate shall be composed of thirty (30) faculty members chosen by the faculty, from its membership, for three-year terms; one-third of whom shall be elected each year and be called a class.
- (b). No later than twelve weeks before spring semester classes end, the Nominations Committee shall announce to the Faculty all pending vacancies on the Faculty Senate and on other elected committees of the University and shall invite from the Faculty nominations for those, vacancies. No later than nine weeks before spring semester classes end, the Nominations Committee shall submit to the Faculty a preliminary list of candidates for the University elections. For two weeks following this publication, additional nominations may be made by petition, each signed by five members of the Faculty and filed with the Nominations Committee or the clerical secretary of the Senate by its specified deadline. No later than six weeks before classes end, the Nominations Committee shall publish the final list of candidates for University elections
- (c). No later than four weeks before spring semester classes end, a mail ballot for Senate elections shall be mailed by an outside agency to the residencies of the Senate electorate. Ballots shall be returned to the agency and tabulated by it according to dates established by the Elections Committee. The Elections

Committee shall publicly inform the electorate of the results within one week of receiving the results from the outside agency administering the elections.

- (d). Election rules not explicitly defined by the Constitution are to be determined by the most recent Manual for the Faculty Senate Nominations and Elections Committees. Election rules not explicitly defined by that procedures document shall be determined by the Elections Committee.
- (e). The official year for the Senate, its members, officers, and all committees, for all terms and appointments to ad hoc and standing Senate Committees, unless otherwise provided for, shall be from annual organizational meeting to annual organizational meeting, which shall be held within the two weeks preceding each Spring Commencement. Newly elected Senators shall take office at the organizational meeting of the Senate (the last scheduled meeting, after all business for that academic year is concluded).
- (f). Vacancies in the Senate shall be filled by appointment made by the Chairperson of the Senate from the list of nominees in the most recent election of Senators. The candidate who stood #11 in the voting on that list shall be appointed to the first vacancy, #12 to the second and so on. A Senator so appointed shall serve for the unexpired term of his or her predecessor. Where a vacancy exists, and there are no remaining candidates for that seat from the most recent election the seat will remain vacant until the next spring, at which time, the additional Senator(s) will be elected for the remainder of the vacant term.
- (g). A Senator shall not be elected or appointed to more than two consecutive three-year terms. Upon election or appointment to two consecutive terms, a senator will only be eligible to rerun after taking a one year absence from the senate.
- (h). In addition to the above organization of the Senate, the Chairperson of the Senate shall invite the heads of each of the three student bodies to send two students as observers to the Faculty Senate.

Section 2. Officers of the Senate

- (a). At the beginning of each annual organizational meeting (immediately after the seating of the new Senators), the Senate shall elect by secret ballot one of its members Chairperson, one Vice-Chairperson, one Secretary, and one Senate Representative to the Board of Trustees, to serve until the election of officers at the next annual organizational meeting. Officers shall not serve more than three consecutive one-year terms in any given office.
- (b). Chairperson The Chairperson shall call and conduct meetings of the Faculty Senate and its Executive Committee, shall provide agenda for these meetings, and shall perform all of the duties commonly associated with executive leadership, within the jurisdiction and the declared policies of the Faculty Senate. The Chairperson shall submit an annual report of Senate activities to the Faculty. The Chairperson shall be responsible for the selection of all

Senate committees not elected by the faculty at large. The Chairperson of the Senate shall preside over Faculty meetings called to consider matters referred to the Faculty by the Senate.

- (c). Vice-Chairperson The Vice-Chairperson of the Faculty Senate shall perform all duties of the Chairperson in the absence or incapacity of the Chairperson, and shall also be Chairperson of the Elections Committee. The Vice-Chairperson shall also keep the official list of Senate members, elected committee members and appointed standing committee members, and accurate records of the annual Senate elections.
- (d.). Secretary The Secretary of the Faculty Senate shall (1) keep minutes of all regular, special and Executive Committee meetings and distribute these minutes; (2) perform such other secretarial duties as the Senate requires.
- (e). Senate Representative to the Board of Trustees The Senate Representative to the Board of Trustees shall attend all public meetings of the Board and shall provide a written summary of the Board's actions that shall be distributed to the full Senate and included with the Senate minutes.
- (f). The Senate may designate additional officers as the need arises.

Section 3. The Executive Committee of the Senate

- (a). There shall be an Executive Committee of thirteen members, three from each of the three classes of the Senate; The Senate Representative to the Board of Trustees; and the Chairperson, Vice-Chairperson and the Secretary of the Senate, who shall also be the Officers of the Executive Committee.
- (b). Each class shall choose, in a caucus called for the purpose, three of its members to serve on the Executive Committee for one year. No one may serve as an elected class representative to the executive committee for more than three consecutive years.
- (c). The Executive Committee, responsible at all times to the Faculty Senate, shall meet on the call of its Chairperson and conduct the urgent business of the Faculty Senate when the fall and spring semesters are not in session. Agendas and minutes for these meetings shall be distributed to the full Senate on a timely basis.
- (d). The Senate Executive Committee shall set the agenda for all Executive Committee and full Senate sessions. The Senate Chairperson shall assume chief responsibility for scheduling agenda items. All members of the Faculty may propose to the Executive Committee items for Senate consideration.

Section 4. Meetings; Procedures

- (a). The Faculty Senate shall meet at least monthly during the academic year and may be called to special meetings by its Chairperson. On the request of one-third of the Senate, the Chairperson must call a special meeting.

- (b). Robert's Rules of Order, most recent edition, shall be the authority for the manner in which Senate meetings are conducted.
- (c). The Faculty Senate by a two-thirds majority of the full Senate may vote to refer any pending business to the Faculty for its consideration. Such consideration shall be by referendum, the result of which shall have the same effect as passage of the designated item by the Senate.
- (d). The Faculty may countermand a Senate action or initiate a new action. The procedure shall be as follows: A formal petition, signed by at least twenty-five percent (25%) of the Faculty should be presented to the Senate during any of its meetings. The Senate shall decide the matter no later than its third regular meeting following presentation of the petition and subsequent to the validation of the petition by the Elections Committee. Should the Senate's decision be adverse to the position taken in the petition, the matter shall be settled by direct vote of the Faculty in a referendum consistent with procedures outlined in Article III, Section 4,
- (e). The referendum shall be preceded by a discussion of the issue by the Faculty in an open Faculty meeting chaired by the Chairperson of the Senate, to be held no later than one month after the Senate's adverse decision. The referendum shall be held no later than one week after this meeting. The wording of the question to be voted on shall be agreed to by the Elections Committee and an equal number of representatives of the petitioners, and shall be so worded that a definite YES or NO vote on it can be registered.

This paragraph shall not apply to actions which would otherwise be unconstitutional; provisions for amendments of the Senate constitution in Article IV of this document being therein controlling.

- (f). A majority of the members shall be present for any meeting of the Senate or of its Executive Committee, to be considered an official meeting. Approval by a majority shall be necessary for any action to be binding unless otherwise stipulated.
- (g). A Senator who is absent from Senate meetings in one semester for either three consecutive regular meetings, or a total of five regular meetings, shall be considered as having resigned from the position unless a reason is presented to and accepted by the Executive Committee.

Section 5. Committees of the Faculty

- (a). It shall be the responsibility of the Faculty Senate to establish such committees as will advance, broaden and strengthen the role of the Faculty in the formulation of educational policies.
- (b). The Faculty Senate shall establish the following standing appointed Faculty Senate committees: Academic Standards Committee; Admissions Committee; Student Retention Committee; Library Committee; Academic Technology and Multimedia Committee; Research Committee; Graduate School Committee;

Nominations Committee; Elections Committee; Campus Culture Committee. The Senate shall also establish ad hoc committees as necessary. All Senate committees act in an advisory capacity to the Senate and shall take as their central charge the formulation of University policies and actions to be recommended for Senate approval. The Senate shall establish specific standing and ad hoc charges to the committees. The Senate Chairperson, with due notice to the Senate as a whole, may also issue ad hoc and special charges to all Senate Committees.

The following committees are standing committees of the Faculty Senate with elected membership: University Curriculum Committee, College Curriculum Committees, the General Education Committee, the Distance Learning Curriculum Committee, and the Writing Emphasis Committee.

- (c). Faculty committees shall be responsible to the Senate and shall submit interim and annual reports of their activities to the Senate Chairperson. Committee charges shall be reviewed and renewed in a periodic and timely fashion by the Faculty Senate.
- (d). Membership on standing appointed committees of the Faculty Senate shall generally include at least five faculty members, chosen by the Chairperson of the Faculty Senate, from a solicited list of self-volunteered members of the Faculty. In addition, the Chairperson shall invite the head of each student organization to send one member from each student organization. Student representatives shall serve one-year terms, subject to possible renewal.

In order to preserve continuity, terms to all appointed standing committees are for a period of two years. One year appointments may be made to ensure staggering of membership on committees. Faculty committee members shall be encouraged to serve more than one term. No one shall serve for more than six consecutive years on the same committee, without a one year absence from the committee. The Chairperson of the Senate shall be responsible for publicizing to the Faculty all appointments or changes of committee personnel, not later than two weeks from the date of appointment or changes therein.

- (e). The Chairperson of the Faculty Senate will make all appointments to ad-hoc committees of the Senate and to other University committees where Senate appointments are sought. In making these appointments, the Chairperson shall engage in the widest consultation deemed practicable. Nothing in this section shall diminish the Senate's role in determining when and what ad-hoc committees should be formed or their size and composition by category.
- (f). Nominations Committee Annually, during the month of June, the Chairperson of the Faculty Senate shall appoint a Nominations Committee consisting of two Senate members and three other Faculty members. It shall be the responsibility of the Committee to submit to the Faculty a list of candidates for the Senate as prescribed in Article III, Section 1., (b). It shall also be the responsibility of the a Nominations Committee to submit lists of candidates

for those Faculty committees having members elected by the Faculty as prescribed in Article III, Section 1., (c).

- (g). Elections Committee Annually, during the month of June, the Chairperson of the Senate shall appoint an Elections Committee, consisting of the Vice-Chairperson of the Senate, the Chairperson of the Nominating Committee, and one other Faculty member, not a Senator, which shall be responsible for conducting all elections participated in by the faculty. The Elections Committee shall determine the electorates for all Senate elections consistent with the Senate Constitution, Senate policy, and Letters of Agreement.
- (h). Policies governing nomination and election to the Senate and to its committees which are not covered by the Constitution shall be determined by the Senate in a manner consistent with the Constitution.

Article IV. Amendments

Section 1. The text of a proposed amendment to this constitution shall be submitted in writing to the members of the Faculty Senate in the call to the meeting at which the amendment is to be considered. If approved by the Senate by a two-thirds vote, the proposed amendment shall be submitted to the Faculty for its consideration.

Section 2. An amendment may also be proposed by petition signed by thirty percent (30%) of the current Faculty. The Elections Committee, within thirty days of submission of the petition, shall certify the signatures and, if the appropriate number of signatures are present, notify the Senate Chairperson. The Chairperson shall then refer the matter for referendum to the Faculty in a manner consistent with procedures in Section 3. of this Article.

Section 3. Not less than three weeks nor more than six weeks following Faculty Senate approval of the amendment or Elections Committee certification of a petition to amend, a meeting of the Faculty shall be called at a time and a place designated by the Chairperson of the Senate to consider the amendment. After completing this process, the amendment must be voted approved or disapproved by the Faculty during the annual Spring Elections. Voting shall be by a YES/NO referendum on the annual Spring Election ballots. Approval by two-thirds of those voting shall be necessary for adoption of the amendment.

KEAN UNIVERSITY

MEMORANDUM OF UNDERSTANDING

The Career Development Program for Professional Staff was implemented during the 1999-2000 academic year. In order to continue the program it is agreed that the attached guidelines will be in effect for the 2000-01 academic year. The guidelines will be reviewed and a formal Letter of Agreement will be adopted.

This Memorandum of Understanding expires on June 30, 2001.

Date: 7/18/00

Charles H. Murphy
Charles Murphy, KFT

Michael H. Lampert
Michael H. Lampert

KEAN UNIVERSITY

PROFESSIONAL STAFF CAREER DEVELOPMENT PROGRAM

PROFESSIONAL STAFF CAREER DEVELOPMENT COMMITTEE

Application for Career Development Assistance

NAME _____ **DATE** _____

HOME ADDRESS _____

DEPARTMENT _____ **TEL.EXT.** _____

POSITION OR TITLE _____

1. **Describe the Professional Staff Career Development activity for which you are seeking support, including the nature of the activity and specifying purpose, dates and location. Please attach relevant brochures or descriptive information where appropriate.**

2. Describe the ways in which the program you are proposing will enhance your career development. Address, as appropriate, the way in which this activity will enhance:

- a. Your knowledge and/or skills in the professional or administrative area to which you are currently assigned.**
- b. Your knowledge and skills in a professional or administrative area that is compatible with the needs of the college; and/or**
- c. your knowledge and skills in a new professional or administrative area.**

3.

Using the form provided please prepare an estimated cost for your Career Development activity that reflects the description provided in your response to question 1.

FINAL REPORT

Following completion of your Career Development Activity, you must complete a final report. The report should contain the following information:

1. A description of the program or activity;
2. An analysis of the way in which your participation is likely to enhance your effectiveness in your position and/or ability to support the goals of the University.
3. Suggestions for disseminating the skills or information you acquired to others within your unit and/or other units.

This report must be submitted within 30 days after your return. Copies should be forwarded to the Secretary of the Professional Staff Career Development Committee and to your immediate supervisor.

FORM FOR ESTIMATED COST

Name _____ Date _____

Activity _____

Registration Fees \$
Hotel Charges \$
Transportation \$
Meals \$
Tuition \$
Materials and Supplies \$
Equipment \$
Other (please explain) \$

Total \$ _____

Have you received or are you presently applying for funds for any part of this program from any other Kean University or external funding source?

NO _____ YES _____ If yes, please provide the following information:

	<u>Activity</u>	<u>Funding Source</u>	<u>Date of application</u>	<u>Status Outcome</u>
1.				
2.				
3.				

SUPERVISOR'S ENDORSEMENT

Alternative arrangements during applicant's absence will be provided.

Signature of Supervisor

Date

Signature of Applicant

Date

Guidelines for Career Development Funding for Professional Staff

Purpose

The Professional Staff Career Development Program provides opportunities for professional staff members to pursue activities that will enhance expertise and knowledge related to their professional duties, support career advancement, and promote the advancement of Kean University.

I. Eligibility

All professional staff in the bargaining unit are eligible to apply for Professional Staff Career Development funds.

II. Funding Priorities

Professional Staff Career Development funds should be directed toward one or more of the objectives listed below in the priority order in which funding will be provided.

1. Increasing knowledge and/or skills in the professional or administrative area to which the professional staff member is currently assigned.
2. Developing or increasing knowledge and/or skills in a professional or administrative area compatible with the needs of the institution.
3. Developing knowledge and/or skills in a new professional or administrative area.

IV. Professional Staff Career Development Assistance

Professional Staff Career Development funds may be used to provide financial support for direct expenses associated with travel, lodging, and other costs related to participation in seminars, conferences, workshops or other external programs that are related to one of the funding priorities identified above.

V. Post Program Report

All professional staff who are awarded Career Development funds will submit a report within thirty (30) days of their return. The report should be sent to the individual's supervisor and to the Professional Staff Career Development Committee. The report should contain the following information:

1. A narrative summary and description of the professional development activity in which the individual was engaged and the results or outcomes of the activity.
2. An analysis of the way in which the activity is expected to enhance the individual's current and future contribution to the university.
3. Suggested ways in which the knowledge and/or skills acquired through the activity may be disseminated to other professional staff both within and outside the individual's area of assignment.

VI. Reimbursement Information

When the approved activity has been completed, all receipts and refund requests, along with the Travel Reimbursement Form, should be submitted to the Secretary of the Professional Staff Career Development Committee, c/o the Office of the Provost. Arrangements will then be made for reimbursement as quickly as possible.

PROFESSIONAL STAFF CAREER DEVELOPMENT COMMITTEE

I. Membership

The Professional Staff Career Development Committee shall consist of five (5) members selected as follows:

A. Elected Members

Three members of the professional staff to be elected at-large by all professional staff who are members of the bargaining unit.

B. Appointed Members

One representative of the KFT appointed by the KFT President.

One representative of the Administration appointed by the President of the University.

II. Eligibility

Elected professional staff must be members of the bargaining unit and must serve under a multi-year contract at the time of their election.

III. Election/Appointment Procedures

A. Elections shall be conducted by the Faculty Senate Elections Committee. The term of office will be two years, with terms staggered. Eligibility for voting shall be limited to full time professional staff who are in the bargaining unit.

B. Appointments by the President of the University and the President of the KFT will be made annually no later than July 1 for a one-year term.

- C. Should a vacancy occur among the elected representatives of the Professional Staff Career Development Committee, a replacement shall be appointed by the Chairperson of the Faculty Senate. Should a vacancy occur among the appointed members, a replacement shall be made by the appropriate appointing authority.

IV. Election of the Committee Chairperson

- A. The Chairperson shall be a member of the bargaining unit and annually shall be elected by the entire membership of the Professional Staff Career Development Committee. Election shall take place no later than July 1.
- B. The Chairperson shall be responsible for conduct of Professional Staff Career Development Committee meetings and functions and for preparation of reports.

V. Other Committee Officers

- A. The Professional Staff Career Development Committee shall elect a vice-chairperson to serve in the absence of the chairperson.
- B. The Committee shall elect a Secretary to maintain appropriate minutes.

VI. Annual Reorganization

The Professional Staff Career Development Committee shall meet after July 1 for the purpose of reorganizing.

VII. Rules of Order

- A. Conduct of the Professional Staff Career Development Committee meetings shall follow Roberts Rules of Order.
- B. A quorum shall consist of three (3) members.

- C. In instances of conflict of interest; i.e. when a member of the committee is applying for career development funds, or as determined by a majority of Committee members, the member of the Professional Staff Career Development Committee will remove himself or herself from Committee deliberations on that individual application.

VIII. Responsibilities of the Committee

The Professional Staff Career Development Committee shall prepare an annual report to the President containing its recommendations concerning the allocation of Professional Staff Career Development funds, and such supplemental reports and recommendations as may be necessary. In addition, the Professional Staff Career Development Committee shall notify each candidate for assistance in writing of its recommendations concerning that candidate. Copies of all the above material shall be forwarded to the President. The KFT shall receive a copy of the annual report.

IX. Rights of Applicants

Members of the professional staff whose application for career development assistance is denied may appeal the committee's decision to the President. The appeal must be made in writing within seven days from the date of notification by the committee.