MEMORANDUM OF AGREEMENT
Faculty Development Funding

To promote amicable employer-employee relations and to provide expeditious implementation, Ramapo College and the American Federation of Teachers (AFT) Local 2274 agree to the following:
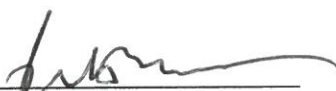
The attached document is a revision of Section 10.0, Faculty Development Funding Procedure. This agreement is effective beginning the 2018-2019 academic year.

Upon thirty (30) days written notice, the College or the AFT Local 2274 shall petition the other to meet and discuss a proposed amendment or modification of this Agreement.

This agreement shall remain in full force and effect as of the date of execution below, and shall continue in each succeeding academic year, until the College gives at least one (1) semester written notice to the AFT Local 2274 that it will terminate the Faculty Development Funding Procedure, indicating the date upon which the FDF Procedure will be terminated.

In WITNESS WHEREOF, the parties hereto have executed this Agreement this _____ of 2018.

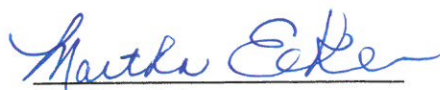**FOR RAMAPO COLLEGE OF NEW JERSEY:**

Peter P. Mercer
President

Stefan Becker
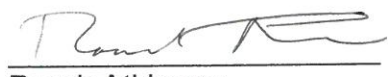Provost & Vice-President of Academic Affairs

Kirsten Loewrigkeit
Vice-President for
Administration & Finance

FOR COUNCIL OF NEW JERSEY STATE COLLEGE LOCALS, AFT, AFL-CIO

Martha Ecker
President, AFT Local 2274

Roark Atkinson
Secretary, AFT Local 2274

10.0 FACULTY DEVELOPMENT FUNDING PROCEDURE

An applicant submits a proposal for Faculty Development Funding (FDF) **to the Dean**. The recipient of the funding is hereafter referred to as the "recipient".

Faculty Development Funding is available in two categories:

Stipends are awarded in the amount of (4 credits) at the current overload rate.
Stipends are awarded for work during the summer (July and August), and are paid in two parts: one-half of the award amount is payable on the last pay period of July and the second half is paid following submission by the candidate of a report to the Dean and the Provost, with a copy to the Office of Employee Relations, summarizing the activities and use of the funding. The report must be submitted no later than the end of the academic year in which the award was made, or upon completion of the proposed work, whichever is first. Funds are disbursed as supplemental pay and taxed as such.

Grants are awarded to reimburse specific planned expenses noted in the applicant's proposal (a grant is an amount of funding set aside for reimbursable expenses awarded and is administered by the Office of the Provost). As a recipient incurs approved expenses, he/she submits receipts and documentation that the expense was incurred as described in his/her proposal. The recipient is then reimbursed for the approved expense up to the maximum amount of the grant awarded.

A grant recipient may not submit a request for reimbursement until the start of the next fiscal year following notification of the award (July 1).

Eligibility
Any member of the College Faculty appointed at Instructor, Assistant, Associate or Professorial rank may apply for FDF. The intent of the funding is to facilitate the production of scholarship, as defined in the Faculty Handbook.

Individuals may submit only one (1) proposal for FDF per academic year. A proposal may include a request for a stipend, grant, or both. The proposal is limited to *one (1)* scholarly project only.

Awards are granted based upon the recommendation of the All-College (FDF) Committee, awarded by the Provost, and are contingent upon the availability of funds.

Application Timeline
The FDF calendar will be posted on the Employee Relations web page (https://www.ramapo.edu/er/?Faculty=open) no later than September 1st.

The All-College FDF Committee will make its recommendation to the Provost no later than the second Friday in December.

The Provost will notify applicants of awards before the end of December.

Application Procedure

Applicants must submit an (FDF) application, appended with appropriate supporting documentation to explain their proposed project, to their Unit/Dean. Applicants should address the following points:

1. Evidence that the project would contribute to the applicant's professional growth and classroom effectiveness as well as evidence of any potential impact on other academic programs at the College.

2. A description of the phases of the project and self-imposed deadlines expected to be met so that the project can be completed within the time allotted (feasibility).

3. An indication of previous and current record of institutional and external support.

4. How, when and where the project will be conducted, including the use of special facilities and/or field research (national or international).

5. A stated commitment that results of the research project will be publicly shared, either through colloquia, a performance or exhibition, or publication.

6. An indication of the degree of preparation in which one has already engaged towards the project.

The applicant's documentation may be in the form of a letter and/or a narrative report. It may include whatever supplementary documentation the applicant deems appropriate, but shall not exceed a total of <u>ten (10) pages</u> in length and a font size no smaller than 11 point. A Common Application Form and a Proposed Budget Form **must** be included with the application.

Unit/Dean

Each Unit will elect a committee to review and endorse (or not) applications for FDF.

The Dean may add his/her comments/endorsement and forwards all materials to the All-College FDF Committee **via the Office of Employee Relations**.

All-College Faculty Development Funding Committee

Each School of the College will elect one (1) representative to the All-College FDF Committee. Members must have completed at least two (2) years of full-time employment at the College at the time they are elected. Representatives serve for two (2) years with ASB, CA and SSHGS representatives elected in even years and SSHS and TAS representatives elected in odd years.

No person may serve on the All-College Faculty Development Funding Committee in the same year that he or she is an applicant for Faculty Development Funding.

The Committee shall meet to elect a Chair. Each member of the FDF Committee is expected to carefully review and evaluate each application for Faculty Development Funding. The Committee then meets again to discuss their evaluations and to rank the applications. Ranking should be based upon the scholarly merit of the proposed project, the feasibility of the plan to carry it out, the applicant's previous and current record of institutional and external support, and the level of preparation and professionalism displayed by the applicant

in his/her approach. Judgment of the application shall not be based upon the amount requested by the applicant; either a proposal is meritorious, or it is not. The Committee shall rank every proposal, beginning with "1" for the best, numbered in order to the last (e.g., if there are 35 applications, they would be ranked 1 through 35.)

Awards
Applicants may request a stipend, grant or combination of the two. No recipient shall receive more than $10,000 in awards.

All levels of support are possible and applicants are encouraged to apply even for small amounts.

Note: While Faculty may apply for FDF and a Sabbatical in the same academic year, because Faculty are not permitted to receive additional institutional funding while they are on Sabbatical, including FDF, Faculty applying for an FDF and a Sabbatical are responsible for ensuring that any work and/or projects related to his/her FDF award must be completed outside of the semester(s) he/she has been awarded a sabbatical leave. As such, any FDF report(s) submitted to the Dean and Provost that demonstrate either a portion of an entire FDF project/assignment was conducted while on a sabbatical leave will not be approved for payment.

The Committee shall proceed in the order of its ranking, recommending awards until available funds have been expended. It will often be the case that final awards will not be fully funded due to inadequate funds. In that case, the Committee will contact the applicant to determine whether he/she will accept a partial award, and if so, award the partial amount. If the applicant will not accept a partial award the Committee will proceed to the next applicant in ranked order and repeats the process until all funds have been awarded.

Verification of Work Completed
All recipients must verify their work in the following ways:

Recipients of Stipends shall receive one-half of their award amount payable on the last pay period of July. The second half shall be received upon submission and acceptance of a report to their Dean and the Office of the Provost, with a copy to the Office of Employee Relations, summarizing their activities and use of funding. The report must be submitted no later than the end of the academic year in which the award was made, or upon completion of the proposed work, whichever is first.

Recipients of Grants will have access to 90% of the awarded grant amount, reimbursed as expenses are submitted. The final 10% of the award will be made available upon submission and approval of a report to the Dean and the Office of the Provost with a copy to the Office of Employee Relations, summarizing their activities and use of funding. The report must be submitted no later than the end of the academic year in which the award was made, or upon completion of the proposed work, whichever is first.

Changes in Funded Proposals Any change to a funded proposal must be approved by the Provost prior to implementation. The Provost may consult with the Dean before approving or denying changes.

RAMAPO COLLEGE OF NEW JERSEY
COMMON APPLICATION FORM

NAME: _____ DATE: _____

TITLE: ☐ Assistant ☐ Associate ☐ Full Professor of _____

UNIT: ☐ ASB ☐ CA ☐ LIB ☐ SSHGS ☐ SSHS ☐ TAS YEAR APPOINTED: _____

FUNDING REQUESTED: ☐ Career Development ☐ FDF ☐ Sabbatical ☐ Other

Have you ever been awarded a sabbatical leave? ☐ No ☐ Yes   If yes, when? _____

Have you applied for or intend to apply for a Sabbatical leave during this academic year? ☐ No ☐ Yes

If yes, please specify what the Sabbatical would entail and the semester(s) that you are applying for a Sabbatical leave[1]: _____

_____

Have you applied for or intend to apply for any other in-house funding this year? ☐ No ☐ Yes
If yes, please specify: _____

_____

Have you applied for outside funding related to this project? ☐ No ☐ Yes
If yes, please specify: _____

_____

Have you received in-house support for scholarship within the last five years? ☐ No ☐ Yes

If yes, list previous in-house awards: FDF, Career Development, Ramapo Foundation, Sabbatical, TLTR:

Year	Award Program	Project	Amount
2017/18			
2016/17			
2015/16			
2014/15			
2013/14			

I pledge to submit a complete report to the Dean and Office of the Provost (with a copy to Employee Relations) no later than the end of the academic year in which the award was made, or upon completion of the proposed work, whichever is first.

_____   _____
Signature   **Date**

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[1] Note: While Faculty may apply for FDF and a Sabbatical in the same academic year, because Faculty are not permitted to receive additional institutional funding while they are on Sabbatical, including FDF, Faculty applying for an FDF and a Sabbatical are responsible for ensuring that any work and/or projects related to his/her FDF award must be completed outside of the semester(s) he/she has been awarded a Sabbatical leave. As such, any FDF reports submitted to the Dean and the Provost that demonstrate either a portion of an entire FDF project/assignment was conducted while a Faculty member was on a Sabbatical leave will not be approved for payment.

RAMAPO COLLEGE OF NEW JERSEY
PROPOSED BUDGET

Type of award requested: ☐ Grant ☐ Stipend

Project Period: _____

STIPEND (amount requested): $_____

GRANT REQUESTS FOR REIMBURSEMENT

Educational Materials: printing services, educational, library, laboratory supplies, etc.

Specify: _____ $_____

Travel: airfare, train, mileage (reimbursable at $.50/mile per travel policy), etc.

Specify: _____ $_____

Professional Services: outside consultants/technical assistance, etc.
Specify: _____ $_____

Equipment: items purchased remain the property of the College

Specify: _____ $_____

Other: conference, seminar, tuition fees, student aide, etc.

Specify: _____ $_____

SUBTOTAL OF STIPEND REQUESTED $_____

SUBTOTAL OF GRANT REQUESTED $_____

                                        GRAND TOTAL $_____