Memorandum of Agreement # 100
Faculty Professional Activities (FPA) Form Implementation Guidelines

In order to promote amicable employer-employee relations, The College of New Jersey (the College) and The College of New Jersey Federation of Teachers, Local 2364, AFT (the Union), hereby agree as follows:

- The Faculty Professional Activities (FPA) form, as defined in MOA #62, is intended as a faculty workload reporting and planning tool, and will be used to ascertain that each faculty member is meeting the basic TCNJ faculty workload requirement. It is not intended to be a comprehensive record of all professional activities.

- The FPA form also serves as a mechanism for annual conversations among faculty and academic leaders about professional activity and development. Consultation among faculty members, their department chair/program coordinator, and dean should result in an agreed-upon workload plan that is equitable across all faculty.

- The College and Union agree that the FPA form is not to be used in any reappointment or promotion process or any other way not explicitly described in MOA #62.

In order to achieve these objectives, the College and the Union agree to the following process:

1. By April 4, faculty members submit the FPA form (along with the updated CV, as noted in MOA #62) to the department chair/program coordinator. The department chair/coordinator may meet with the faculty member to discuss the FPA form. The chair/coordinator signs the FPA form to indicate that it was read, and forwards the form to the dean.

2. By April 25, deans inform faculty members of approval of the workload plan, or indicate need for further development of the workload plan. In cases where the FPA is not approved by the dean, the dean will work with the faculty member, in consultation with the chair/coordinator, to further develop the workload plan and come to an agreeable and equitable solution. In the event that a faculty member and dean are not able to reach accord on a workload plan, that will be noted when the FPA and CV are forwarded as submitted to the provost. At this time, the faculty member will be provided with the dean’s written explanation of why his/her FPA is not being approved. Any response the faculty member chooses to make will be attached to the dean’s comments.
3. By May 15, deans forward all FPA forms to Academic Affairs and inform the provost of workload plans in need of further review. The provost will consult with the Union in situations where a faculty member's FPA form is not approved by a dean prior to any meeting with the faculty member.

4. By June 1, all FPA forms and updated CVs will be on file in Academic Affairs.

For the College:

Jacqueline Taylor
Provost and Vice President for Academic Affairs
The College of New Jersey

12/01/14
Date

For the Union:

Ralph Edelbach
President
TCNJFT, Local 2364, AFT

11/19/14
Date