

**Memorandum of Agreement**  
**Between Ramapo College of New Jersey, The Council of New Jersey State College**  
**Locals, AFT, AFL-CIO and the Ramapo Federation of Teachers Local 2274**  
**On**

**Non-Tenured Teaching Positions**

**Non-Tenured Teaching Position**

1. Non- WH Q X U H G WH D F K L Q J S R V L W L R Q V KH U H L Q D I W H U  
responsibility of teaching and other duties and responsibilities in their job  
description. Since this is a ~~tenure~~ <sup>non-tenure</sup> track teaching position, duties and responsibilities  
shall not include scholarship, research, or creative activity. Lecturers are expected to  
remain current in their fields of teaching and

(Other Responsibilities). Any professional duties performed off campus will require specific written approval from the respective School Dean and Provost. In such circumstances, the Lecturer shall be accessible to students, faculty, and staff colleagues through normal electronic, telephonic, or written modes.

2. Service: Lecturers are expected to perform service to the Convening Group, School, and College. The nature of this service may vary with programmatic needs and the capabilities and areas of expertise of individual Lecturers. Specific service duties should be planned in consultation with the respective School Dean.

### **Salary**

- 1.

4. In addition to above satisfactory and successful performance, continued reappointment will also be based on continued programmatic need. In cases where there is no longer programmatic need for the position the skill set and/or expertise of the Lecturer in the position, individuals and the Union will be notified no later than February 1st of the previous academic year of their reappointment.
5. At the request of the Local Union, the University will accept 50% of the assignments for the purpose of converting the position to an appropriate State Generic Title for AFT Professional Staff. If the parties determine that a title conversion is warranted, the appropriate State Generic Title, salary placement and other mandatorily negotiable items shall be negotiated between University and the Council of New Jersey State College Locals.

**Procedures for Reappointment**

1. Lecturers shall be reappointed pursuant to established procedures and calendars. Only those duties noted on their contracts are used for reappointment evaluations.
2. Any changes to those duties shall be in consultation between the respective School Dean and the candidate and be documented on subsequent contracts.
3. Levels of Review (as reflected in currently negotiated Reappointment process): Unit Personnel Committee, Unit Council, Convening Group, School Dean, and Provost. This review process also includes a letter by the Convening Group. The College agrees to consult with the Union prior to making any changes to levels of review in the Reappointment Process for Lecturers.
4. Reviews for reappointment shall take place in the spring semester prior to renewal of contract for the fall semester of the following academic year for all positions.
5. Content of Reappointment Packet: Relative weights, contents, and other criteria for Lecturers shall be defined by the Convening Group, which must be approved by the School Dean, and Provost. Candidates are expected to use the procedures and forms provided.
6. Lecturers who are employed under a grant may be terminated during the term of the contracts if the grant terminates. Lecturers will be notified in their letter of appointment and reappointment contracts that their employment is contingent on continuation of grant funding.



## **General Provisions**

1. An employee hired as a Lecturer will be informed in their appointment letter that no years of service in the Lecturer title will count toward tenure should they subsequently be selected to fill a tenure-track position.
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