



AGREEMENT BETWEEN
ESSEX COUNTY COLLEGE FACULTY ASSOCIATION
AND
ESSEX COUNTY COLLEGE BOARD OF TRUSTEES
SEPTEMBER 1, 2024 TO AUGUST 31, 2028



**ESSEX COUNTY COLLEGE
FACULTY ASSOCIATION**

EXECUTIVE BOARD (JUNE 2023 – August 2026)

Mingyon McCall	President
Victor Stolberg	Vice President
Kathlyn Battle	Recording Secretary
Renita Mangreu	Corresponding Secretary
Patrick Saint-Fort	Treasurer
Jean-Wilner Alexandre	Representative to Board of Trustees
Akil Kokayi Khalfani	Chief Negotiator
Martin Asobayire	Past President
Yasser Kabakibi	Scholarship Chair
Pablo Ramos	Membership Chair
Jean Wilner	Grievance Chair
Vacant	Web Master
Kathlyn Battle	Election Co-Chair
Yasser Kabakibi	Election Co-Chair
Patrice Davis	Senate Liaison

EXECUTIVE BOARD (SEPTEMBER 2026 – PRESENT)

Akil Kokayi Khalfani	President
Renita Mangreu	Vice President
Mingyon McCall	Immediate Past President
Kathlyn Battle	Recording Secretary
Bridget Turner	Corresponding Secretary
Patrick Saint-Fort	Treasurer
Jean-Wilner Alexandre	Representative to Board of Trustees
Akil Kokayi Khalfani, Ph.D.,	Chief Negotiator
Yasser Kabakibi	Scholarship Chair
Pablo Ramos	Membership Chair
Vacant	Grievance Chair
Vacant	Web Master
Kathlyn Battle	Election Co-Chair
Yasser Kabakibi	Election Co-Chair
Patrice Davis	Senate Liaison

NEGOTIATING TEAM (JUNE 2023 – PRESENT)

Akil Kokayi Khalfani, Ph.D., Chief Negotiator
Margaret Stevens, Ph.D., Vice Chair
Ming McCall, President ECCFA
Yasser Kabakibi
Tim Stafford
Victor Stolberg, Ph.D.
Bridget Turner, Ph.D.

TABLE OF CONTENTS

Article One - RECOGNITION	1
Article Two - DEFINITIONS.....	1
Article Three - SCOPE OF BARGAINING	2
Article Four - ACADEMIC FREEDOM	3
Article Five - GRIEVANCE PROCEDURE.....	3
Article Six - ASSOCIATION AND INSTRUCTOR'S RIGHTS AND RESPONSIBILITIES.....	6
Article Seven - THE PERSONNEL FILE.....	11
Article Eight - ASSOCIATION REPRESENTATIVE TO THE BOARD OF TRUSTEES	12
Article Nine - ASSOCIATION OFFICERS' LOAD	12
Article Ten - BOARD RIGHTS	12
Article Eleven - DEDUCTIONS FOR ASSOCIATION DUES.....	13
Article Twelve - REQUIREMENTS FOR ACADEMIC RANK	14
Article Thirteen - REQUIREMENTS FOR LECTURER	17
Article Fourteen - REQUIREMENTS—"VISITING INSTRUCTOR"	17
Article Fifteen - WORK SCHEDULE AND WORKLOAD REQUIREMENTS	17
Article Sixteen - HALF-YEAR CONTRACTS.....	26
Article Seventeen - COLLEGE WORKING DAY—HOURS.....	27
Article Eighteen - EVENING AND SATURDAY WORKLOAD.....	28
Article Nineteen - COMPENSATION FOR OVER-ENROLLMENT	28
Article Twenty - COURSE PREPARATION.....	30
Article Twenty-One - SCHEDULE DISTRIBUTION.....	30
Article Twenty-Two - OFFICE HOURS.....	30
Article Twenty-Three - ATTENDANCE AT COLLEGE MEETINGS	31
Article Twenty-Four - FACILITIES AND PARKING	31
Article Twenty-Five - CAMPUS STORE.....	32
Article Twenty-Six - SAFETY-MEDICAL SERVICE AND EXAMINATIONS	32
Article Twenty-Seven - FILLING PROFESSIONAL VACANCIES.....	32
Article Twenty-Eight - OFFICE SPACE	32
Article Twenty-Nine - ORIENTATION: ASSOCIATION'S ROLE	33
Article Thirty - CURRICULUM DEVELOPMENT.....	33
Article Thirty-One - FIELD TRIPS.....	33
Article Thirty-Two - PAID LEAVES OF ABSENCE	33
Article Thirty-Three - UNPAID LEAVES OF ABSENCE	38
Article Thirty-Four - TUITION REMISSION/REIMBURSEMENT TUITION WAIVER.....	43

Article Thirty-Five - PROFESSIONAL IMPROVEMENT	45
Article Thirty-Six - INSURANCE AND PENSION PROGRAM	45
Article Thirty-Seven - CONTRACT, DISMISSALS AND EVALUATIONS.....	46
Article Thirty-Eight - EVALUATION OF FACULTY FOR RETENTION, NON- RETENTION TENURE AND PROMOTION	46
Article Thirty-Nine - PROMOTION PROCEDURE	50
Article Forty - PUBLICATION OF AGREEMENT	51
Article Forty-One - NEGOTIATION OF SUCCESSOR AGREEMENT	51
Article Forty-Two - SALARIES.....	52
Article Forty-Three - RESOLUTION OF DISPUTES.....	53
Article Forty-Four - DURATION OF AGREEMENT.....	54
Appendix A.....	56
THIRTY CONTACT HOUR OPTION FORM.....	56
Appendix B.....	57
Form A Chairperson’s Faculty Evaluation Form	57
Form B Observation of Classroom Teaching.....	60
Form C Faculty Self-Evaluation Form.....	62
Form D Divisional/Departmental Evaluation Committee Form	64
Form E Student Evaluation of Faculty	66
Appendix C.....	67
Form A Essex County College Library Faculty Evaluation	67
Form B Library Peer Evaluation Form.....	71
Form C Library Faculty Self-Evaluation Form.....	72
Form D Learning Resources Center Divisional/Departmental Evaluation Committee Form	73
Appendix D.....	76
Form A Counseling Peer Evaluation Form Counseling Session Observation Report	76
Form B Divisional/Departmental Chair’s (or equivalent) Evaluation Report of Counselors	79
Form C Student Evaluation of Counselor	82
Form D Counselor's Self-Evaluation Form	83
Form E Counseling Discipline Committee Form	84
Appendix E Educational Development Specialist Evaluation Record	86

Appendix F 88

Faculty Base Salary Guide 2024-2025 88

Faculty Base Salary Guide 2025-2026 89

Faculty Base Salary Guide 2026-2027 90

Faculty Base Salary Guide 2027-2028 91

Article One - RECOGNITION

- 1-1.** The Board of Trustees of Essex County College recognizes the Essex County College Faculty Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all full-time faculty and half time Lecturers presently employed and hereafter employed by the College, including only:

Lecturers, Instructors, Assistant Professors, Associate Professors and Professors, including those persons with one of the aforementioned ranks who serve as:

Counselors, Librarians, Educational Development Specialists, Assistant Division Chairpersons, and Part-time Coordinators.

Excluded shall be all other employees including: The President, Vice Presidents, Chairpersons, Deans, Associate Deans, Assistant Deans, Assistants to the President and Vice Presidents, Adjunct Faculty, Interns, Special Assistant to the President, full time coordinators, those in job classifications or titles directly covered by other collective bargaining agreements currently in existence by and between the College and other collective bargaining agents, work-study students, confidential employees designated by the College, and all employees without academic rank.

Essex County College acknowledges that pursuant to Workplace Democracy Enhancement Act (N.J.S.A. §34:13A-5.15 et. Seq.), (WDEA), inclusion in Negotiations Unit, recognition for the collective bargaining unit shall include regular full-time and part-time employees as defined within the WDEA. However, the provision outlined within the contract shall only be applicable to full-time employees. "Casual employees" as defined in the Act and said employees shall be excluded from this agreement.

- 1-1.1.** Any tenured faculty member who subsequently relinquishes their title as Full-time Coordinator, will then return to the Unit as a full-time faculty member.
- 1-1.2.** It is understood that Part-time Coordinators may contract with the College to perform administrative duties which may exceed the provisions of the contract. The agreement between the Part-time Coordinator and the College will specify extra-contractual duties and compensation if any.

Article Two - DEFINITIONS

- 2-1** The term "Board" shall mean the Board of Trustees of Essex County College, Essex County, State of New Jersey, or its duly designated agent(s).
- 2-2** The term "negotiating unit" when used in this Agreement shall mean the bargaining unit as described in Article 1.
- 2-3** The term "Association" as used in this Agreement shall mean the Faculty Association of Essex County College, the recognized majority representative for the negotiating unit.

- 2-4 The term "College" as used in this Agreement shall mean Essex County College, of Essex County, State of New Jersey or its duly designated agent(s).
- 2-5 The term "parties" when used in this Agreement shall mean the College and the Association in its capacity as exclusive majority representative of the employees in the negotiating unit.
- 2-6 The title "Dean," unless otherwise stated or inferred by content, shall mean the dean appropriate to the faculty member's area of assignment.
- 2-7 The title "Vice President" when used in this agreement shall mean Vice-President/Chief Academic Officer, or in his absence the appropriate Dean, unless otherwise stated.
- 2-8 The title "Vice President/Chief Academic Officer," in the absence of such person, shall mean the President or his designee.

Article Three - SCOPE OF BARGAINING

3-1 Good Faith, Terms and Conditions, Etc.

3-1.1 The College and the Association acknowledge that during negotiations which resulted in this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to all mandatory subjects of collective negotiation. The College and the Association have negotiated in good faith with respect to these subjects and the understanding and agreements arrived at by and between the parties after the exercise of that right are set forth in this Agreement.

The Agreement shall not be subject to change nor shall there be further negotiations throughout the duration of the Agreement except by mutual agreement between the parties.

3-1.2 If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. Any such provision shall be renegotiated by the College and the Faculty Association to comply with existing law.

3-1.3 This Agreement shall supersede any rules, regulations or practices of the Board, contrary to or inconsistent with its terms. All contracts with new members of the negotiating unit shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

3-1.4 The enforcement of this Agreement is the joint responsibility of the College and the Association. Should any dispute arise as to the proper interpretation or application of any provision(s) of this Agreement, the representatives of the College and the Association shall meet and confer in good faith to resolve differences. Any

misapplication of provisions of this Agreement shall be considered a violation of the Agreement.

- 3-1.5** The Parties hereby agree that the provisions of *N.J.A.C. 9A:7* (set to expire on May 26, 1996) are hereby incorporated into this Agreement by reference except in those areas already covered by provisions of the Contract and shall continue for the term of this Agreement.

Article Four - ACADEMIC FREEDOM

- 4-1** Statement of Principles: The College herein declares its commitment to sustain the principles of academic freedom which are essential to both teaching and research, the basic functions of higher education. This means for the college teacher:
- 4-1.1** Freedom in research, publication and professional activities where these activities do not interfere with adequate performance of their academic duties.
- 4-1.2** Freedom in the classroom to discuss controversial issues relating to the course, with the knowledge they have an obligation to bear in mind their unusual influence on the opinions and values of the students with whom they work.
- 4-1.3** Retention of all their rights as a citizen to free speech and publication. Such rights are not, as such, subject to institutional censorship or discipline. However, the teacher presents an image to the public by which their profession and the College may be judged. Therefore, they must at all times be accurate, show respect for the opinions of others, and must make clear that they are not an institutional spokesperson.

Article Five - GRIEVANCE PROCEDURE

5-1 DEFINITION

For the purpose of this Agreement, the term "grievance" shall mean any dispute between the College and the Association, or between the College and any employee or group of employees within the negotiating unit, concerning the meaning and application of the specific written provisions of this Agreement and the alleged violations of any promulgated rules or policy of the Administration or Board of Trustees affecting the terms and conditions of employment.

- 5-2** For the purpose of this grievance procedure, the Association, employee or group of employees shall hereinafter be referred to as the "grievant."
- 5-3** INFORMAL PROCEDURE: Prior to the filing of a formal grievance, the grievant shall informally discuss the matter with the appropriate administrator in whose area the alleged grievance arises.
- 5-4** FORMAL PROCEDURE: If, as a result of the informal discussion with the appropriate administrator, the matter is unresolved, the grievant may invoke the formal grievance. This written grievance shall be numbered, shall be submitted no later than fifteen (15) working days

after the grievant's presumed knowledge of the act or condition(s) upon which the grievance is based.

5-4.1 The grievant must initiate the grievance at the appropriate level of occurrence and must use the agreed-upon form.

5-5 STEP 1

The grievance will be submitted by the grievant in writing to the appropriate Dean on a form prepared by the College. The College will confer with the Association for the purpose of preparing the form but the final authority for such preparation shall rest with the College. The employee, an involved administrator, and a representative of the Association will meet with the Executive Vice President/Provost for the purpose of resolving the grievance.

5-5.1 The meeting must be held within five (5) working days (See 5-9) of the receipt of the written grievance by the administrator. The Executive Vice President/Provost or designee shall give their answer in writing with respect to the grievance within five (5) working days after the above-mentioned meeting.

5-6 STEP 2

If the grievance is not satisfactorily settled in Step 1, then within five (5) working days after receipt of the answer in Step 1, the grievant shall file two copies of the written grievance with the President of the College or a representative designated by the President and a copy shall be filed with the Association.

5-6.1 Within five (5) working days from the date of filing, the President or their designee shall meet with the grievant, any involved administrator and a representative of the Association in an effort to resolve the grievance. The President or their designee shall give the answer in writing with respect to the grievance within five (5) working days of said meeting, with a copy to the Association.

5-7 STEP 3

The grievance shall be deemed to have been satisfactorily disposed of under Step 2, unless within five (5) working days after receipt of the answer in Step 2, the grievant files two copies of the written disposition under Step 2 with the Board of Trustees, stating in writing to the Board the reason(s) for their dissatisfaction with the answer given to the grievance under Step 2.

5-7.1 Within thirty (30) working days from the date of filing of the grievance with the Board, the Board through its duly designated representatives (members of the Board) shall meet with the grievant, the appropriate administrator(s) and a representative of the Association in an effort to resolve the grievance. Every effort shall be made to expedite this process.

5-7.2 The Board shall designate the time and place of the meeting. The Board shall state its disposition of the grievance in writing within fifteen (15) working days of said meeting.

5-8 STEP 4

If the grievant is not satisfied with the disposition of their grievance at Step 3, they may request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration. The grievance shall be deemed waived unless arbitration is requested within thirty (30) working days of receipt of the Board's answer to the grievance. This request shall be made in writing to the Public Employment Relations Commission (PERC) with a copy sent to the Board.

5-8.1 The PERC shall be asked to submit a panel or panels of persons whom it would regard as available, impartial and specifically qualified for the particular arbitration involved.

Thereafter the rules and regulations of the PERC pertaining to the selection of an arbitrator will be followed. The power and authority of the impartial arbitrator shall be limited to the subject of the particular grievance involved. They shall have no authority or power to add to, delete, disregard or modify any of the provisions of this Agreement. The decision of the arbitrator shall be final and binding upon all parties. The arbitrator shall render their determination in accordance with the laws of the State of New Jersey relating to county colleges and shall have the power to make compensatory awards.

5-8.2 The disposition of any grievance at any step of the grievance procedure, or prior to the actual receipt of the decision of the arbitrator by agreement between the Board and the Association, shall be final and binding upon the employee or persons who are involved or affected thereby.

5-8.3 The fees and expenses of the arbitrator and the charges of the PERC shall be borne equally by the Association and the Board.

5-9 Saturdays, Sundays, holidays and any days on which the College shall be officially closed shall be excluded from the computation of "working days" as the term is used in this procedure.

5-10 It shall be the general practice of the parties to process grievances during times which do not interfere with the assigned responsibilities of the parties concerned.

5-11 The number of days indicated at each Step will be considered as maximum and every effort shall be made to expedite the process. The time limitations in this procedure shall be considered to be of the essence and not merely procedural. However, the time limits as stated in this procedure may be extended by written agreement between the President and the Association. The failure to file a grievance within the prescribed time limits shall constitute a waiver of the grievance.

- 5-12** Failure by the grievant at any Step to appeal a grievance to the next step within the specified time limits shall disallow the grievance.
- 5-12.1** Failure of the administration at any Step to submit a written disposition within the prescribed time limits shall allow the grievance to proceed to the next Step.
- 5-13** It is expressly understood and agreed that in addition to the exclusions from the provisions of the grievance procedure which are contained elsewhere in the Agreement, the following are not subject to the grievance procedure:
- 5-13.1** Matters involving the discretion of the Board.
- 5-13.2** Any questions concerning the duration of this Agreement.
- 5-13.3** Any matter where the Board is without the expressed or implied authority to act.
- 5-13.4** Any action of the Board which is prescribed by law.
- 5-14** No reprisals of any kind shall be taken against any faculty member for participating in any grievance.
- 5-15** If a grievance is filed which might not be finally resolved under the time limits set forth herein prior to the termination date of this Agreement, the time limits set forth herein may be altered by mutual consent so that the grievance procedure may be concluded prior to the termination of the Agreement or as soon thereafter as is practicable.
- 5-16** All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the participant.
- 5-17** It is agreed that all parties involved in the grievance proceedings shall make available all documents and materials pertinent to the processing of the grievance.
- 5-18** If any employee covered by this Agreement has a complaint which they wish to discuss with their supervisor, they are free to do so without recourse to the grievance procedure.
- 5-19** A grievance may be withdrawn by the grievant or Faculty Association at any level. However, if in the judgment of the Faculty Association, the grievance affects the welfare of the faculty, the grievance may be continued to be processed as a grievance of the Association.

Article Six - ASSOCIATION AND INSTRUCTOR'S RIGHTS AND RESPONSIBILITIES

- 6-1** Pursuant to Chapter 123, Public Laws of 1974 of the State of New Jersey, the College hereby agrees that every member of the negotiating unit employed by the Board of Trustees of Essex County College shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective negotiation and other concerted activities for mutual aid and protection or to refrain from such activity. As a duly constituted

body exercising governmental power under the laws of the State of New Jersey, the College undertakes and agrees that it will not discourage, coerce or harass any instructor in the enjoyment of any rights conferred by the Acts or other laws of New Jersey and of the United States; that it will not discriminate against any member of the negotiating unit with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association, or participation in any activities of the Association or collective professional negotiations with the College, or institution of any grievance, complaint or proceeding under this Agreement or their refraining from such activity.

- 6-1.1** The parties recognize that effective May 18, 2018, the Legislature passed the Workplace Democracy Enhancement Act (“WDEA”), P.L. 2018, c. 15. The parties agree to comply with the WDEA, as it may be amended from time to time in order to implement the applicable provisions of the WDEA, and provided the WDEA remains in full force and effect, as outlined in this Article. In the event the WDEA is amended in a manner that is inconsistent with the provisions of this Article, the parties agree that said provisions shall be deemed amended to be consistent with the law. In the event the WDEA is repealed or deemed unconstitutional or otherwise unenforceable, in whole or in part, the identified provisions in this and other Articles shall be deemed null and void.
- 6-2** Individuals shall be entitled to full rights of citizenship and no religious or political activities of any instructor or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such individuals. The private and personal life of any member of the negotiating unit is not within the appropriate concern or attention of the College –except where it reflects negatively upon the College or impacts an employee's ability to perform their job duties.
- 6-3** The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious, or discriminatory and without regard to race, creed, color, religion, national origin, age, sex, sexual preference or marital status.
- 6-4** Nothing contained herein shall be construed to deny any member of the negotiating unit rights they may have under the laws of the State of New Jersey or other applicable laws and regulations.
- 6-5** The Association and its representatives shall have the right to use College facilities for meetings. The Association agrees to use the normal College procedures for the reservation of these facilities. Such use shall not interfere, interrupt or conflict with normal College operation or student activities. Any additional cost due to the Association's use of College facilities shall be borne by the Association.
- 6-6** Consistent with the educational needs of the student and the scheduling needs of the College, every reasonable effort will be made to keep to a minimum the giving of assignments to members of the negotiating unit during a one-hour and twenty minute time period twice each week, (the “College Hour”), which shall be reserved for College initiated institutional activities. Association business may be conducted during this period when it

does not conflict with College initiated activities. This College Hour may be extended by the College at its discretion. In the areas of library and counseling services, however, such assignments shall be made when necessary to avoid the curtailment of services.

6-6.1 The College shall designate these hours prior to each semester.

6-7 Duly authorized representatives of the Association shall be permitted to transact official business on College property when they have no instructional or office hours scheduled and so long as there is no interference with official College business or the instructional or office hours of any other members of the negotiating unit.

6-7.1 The Union shall have the right to meet with individual employees on the premises of the public employer during the workday to investigate and discuss grievances, workplace related complaints, and other workplace issues. Pursuant to the WDEA.

6-7.2. Except as provided for in this Agreement, Employees shall not be compensated for meetings with the union during the workday to investigate and discuss grievances, workplace related complaints, and other workplace issues. Notwithstanding the foregoing, the union's meetings with newly hired employees under this section shall be without charge to the pay or leave time of the employee. Pursuant to the WDEA.

6-7.3. The Union shall have the right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on the employee's premises to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of an exclusive representative employee organization, and internal union matters involving the governance or business of the exclusive representative employee organization. Pursuant to the WDEA.

6-7.4. The union shall have the right to use ECC's email systems in accordance with College Regulations to communicate with negotiations unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union. Pursuant to the WDEA.

6-7.5. The union shall not be provided with an "@essex.edu" email address. The provisions of this section providing that the union has the right to use ECC's email system means that the union may communicate with employees who have ECC email addresses, as provided for in this section, using the employees' ECC email addresses. ECC exercises its managerial prerogative as to employees who will be issued ECC email addresses and is under no obligation to provide email addresses to employees. Pursuant to the WDEA.

- 6-8** Agents, members or representatives of the Association who are not employees of Essex County College shall be admitted to the College for the purpose of discussing official College/Association business.
- 6-9.** The Association shall have the right to use College facilities and equipment, including copying machines, computers, and all types of audio visual equipment at all reasonable times, where such equipment is not otherwise in use.
- 6-9.1.** The College may cancel the right of the Association to use such equipment at any time during the term of this agreement. Such decision shall be at the sole discretion of the College or its agents, and such decisions or the result thereof shall not be subject to the grievance and arbitration provisions of this Agreement.
- 6-9.2** Where such equipment is under the control of an administrator, prior permission from that person shall be obtained for its use.
- 6-9.3** The Association shall pay for all labor, materials and supplies incident to such use.
- 6-9.4.** The Association shall have the right to use government buildings and other facilities that are owned or leased by ECC to conduct meetings with their unit members regarding collective negotiations, the administration of collective negotiation agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union, provided such use does not interfere with governmental operations. Meetings conducted in government buildings pursuant to this section shall not be for the purpose of supporting or opposing any candidate for partisan political office, or for the purpose of distributing literature or information regarding partisan elections. An exclusive representative employee organization conducting a meeting in a government building or other government facility pursuant to this section may be charged for maintenance, security and other costs related to the use of the government building or facility that would not otherwise be incurred by the government entity. Pursuant to the WDEA.
- 6-10.** The Association shall have the right to post notices of its activities and matters of Association concern on instructor bulletin boards as provided by law, unless the content of such notices is otherwise prohibited pursuant to provisions of this Agreement herein. One bulletin board shall be provided in each department at a location agreed upon by and between the parties to this Agreement. The Association may use College internal mail service and faculty mailboxes for communications to members of the negotiating unit.
- 6-11.** What is contained in the Agreement shall be for the exclusive use of the Association and this Agreement may not be assigned by the Association without the prior expressed written consent of the College.

- 6-12.** Within ten (10) days of employment, the Executive Director of Human Resources will provide to the Treasurer of the Association the name, date of hire, rank and Division of each new unit employee.
- 6-12.1.** The Association shall have the right to meet with newly hired employees, without charge to the pay or leave time of the employees, for a minimum of 30 and a maximum of 120 minutes, within 30 calendar days from the date of hire, during new employee orientations, or if the employer does not conduct new employee orientations, at individual or group meetings. Pursuant to the WDEA.
- 6-12.2.** The College shall provide the following contact information to the Association for unit employees: name, job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with ECC, date of hire, and work email address and any personal email address on file with the public employer. Upon request of the Association, but no more frequently than every 120 calendar days thereafter, ECC shall provide the Association with the following information for all negotiations unit employees: name, job title, worksite location, home address, work, home and personal cellular telephone numbers, date of hire, and work email address and personal email address on file with ECC. Pursuant to the WDEA.
- 6-13.** For the purpose of preparing for negotiations, the College agrees to furnish to the Association, upon request, all available public information concerning faculty staffing and financial resources of the College. Also for the purpose of preparing for negotiations, the College agrees to furnish to the Association, upon request, the current rank and salary of each employee in the negotiating unit. The names of the individual employees will not be given, the information merely revealing dollar amounts and numbers at each step and rank.
- 6-14** Unit members shall honor all the Board policies, College Regulations and department procedures as put forth to guide the College. Unit members are required to familiarize themselves with the Employee Handbook, Faculty Handbook, Student Handbook as well as the Board Policy Manual, College Regulations and Departmental procedures.
- 6-15** Unit members shall commit to teaching best practices to ensure the provision of quality education consistent with the College's mission and values. These shall include but not limited to: Researching for useful learning materials, using multiple teaching modalities to meet the needs of the students, carefully assessing students, providing timely feedback to students, and providing professional support to ensure student success.
- 6-16** All unit members assigned to teach are to provide accurate and timely reports as requested by the College, any accrediting body and/or any federal or state governmental institution. These include but not limited to attendance/no-show, midterm grades and warnings, unofficial withdrawal (WU) grade, and final grade.

- 6-17.** In addition to teaching, unit members are to provide all the expected instructional support to ensure students retention in each assigned class.

Article Seven - THE PERSONNEL FILE

- 7-1** Each member of the bargaining unit will have on file in the Department of Human Resources a personnel file. This file will be considered the official personnel file for the member of the unit.
- 7-2** Upon notice of at least one day to the Department of Human Resources, the personnel file shall be open to the member of the negotiating unit in the Department of Human Resources on a working day between the hours of 9:00 a.m. to 4:30 p.m. upon the signature of the member of the unit requesting to see their file. The working day is as defined in the Grievance Procedure. The Executive Director of Human Resources or their designee shall be present while the unit member reviews their personnel file. The Executive Director or their designee will notify the individual of their availability at the time the individual gives notice of intention to review their file. The time for review shall not exceed one (1) hour, unless extended by the Executive Director of Human Resources or their designee. The following material contained in the personnel file shall not be available to the member.
- 7-2.1** Character and job references from outside sources.
- 7-2.2** Placement records which contain references from outside sources.
- 7-2.3** Transcripts restricted by the sending institution.
- 7-2.4** Other confidential references or confidential information obtained from outside the College.
- 7-3** The personnel file shall, when applicable, contain but not be limited to the following:
- 7-3.1** The member's application and job assignment forms.
- 7-3.2** The member's transcripts supporting their claim to academic work.
- 7-3.3** Documents supporting their claim to professional training.
- 7-3.4** The applicant's original academic rank and step recommendation.
- 7-3.5** All documents relating to the evaluation procedure as outlined in this Agreement.
- 7-3.6** All records and transcripts and other relevant documents supporting the unit member's claim to continued growth after initial placement may be placed in the file by the unit member.
- 7-4** Any documents other than those of a confidential nature mentioned above, shall only be inserted in the individual member's personnel file by appropriate college supervisory personnel with simultaneous written notification to the member. All documents which are

placed in the individual member's personnel file by the College must be signed and dated by the individual responsible for the content and/or the placement of the document in the file. The individual member shall have the right to respond to any non-confidential document within thirty (30) days from its placement in their file. This response shall be signed and dated and shall become part of their personnel file.

- 7-5. The Executive Director of Human Resources will be responsible for the safekeeping of all personnel files. Files will not be removed from the safekeeping of the Executive Director of Human Resources.
- 7-5.1. Upon termination of employment, the former employee shall have the same right of access to their personnel file which existed at the time of termination.
- 7-6. Consistent with the requirements of 7-2 above, an individual may make one (1) copy of each item contained in their file that is not restricted by 7-2.1–7-2.4 above. Such copies shall be made by the Department of Human Resources which shall charge the individual seven (7) cents per copy. All such material copied shall be for the sole and exclusive use of the individual.

Article Eight - ASSOCIATION REPRESENTATIVE TO THE BOARD OF TRUSTEES

- 8-1 The Association Representative shall be provided with a copy of the public Board packet for each meeting.

Article Nine - ASSOCIATION OFFICERS' LOAD

- 9-1 Distribution of such release time to Association Executive Board members will be made by the Association and communicated to the College as soon as possible preceding the year in which it takes effect but not later than the date when class schedules are distributed.
- 9-2 September 1, 2024 through August 1, 2028: Six (6) contact hours release time. The Association may purchase an additional nine (9) hours of release time at overload rate by mutual agreement with the College. The distribution of such release time to Association Executive Board members will be made by the Association and communicated to the College as soon as possible preceding the year in which it takes effect but not later than the date when class schedules are distributed.

Article Ten - BOARD RIGHTS

- 10-1 Notwithstanding any provision of this Agreement, the Board hereby retains and reserves unto itself all rights, powers, duties authority and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Jersey.
- 10-2 Notwithstanding any provision of this Agreement, the Board retains all rights, powers and authority exercised by the Board which have not been specifically abridged or modified by the Agreement.

- 10-3** The Board retains the right to promulgate and post reasonable rules and regulations governing the conduct and acts of employees during working hours consistent with the terms and conditions of this Agreement and Chapter 123, P.L. 1974.
- 10-4** Notwithstanding any provisions of this Agreement, where it is in conflict with the laws of the State of New Jersey such law shall prevail.

Article Eleven - DEDUCTIONS FOR ASSOCIATION DUES

- 11-1.** Any member of the negotiating unit may, at any time, sign and deliver to the Executive Director of Human Resources an authorization for deduction of dues of the Association. Such authorization shall continue in effect until it is formally revoked, in writing, to the Executive Director of Human Resources, or their designee, and will be effective on the next January 1 or July 1 following receipt of such notice by the College.
- 11-2.** Deduction of membership dues from each unit member's regular paycheck shall be made during the period of September 1 through June 30 of each year to coincide with the billing calendar set forth by the New Jersey Education Association (NJEA). The College shall remit all monies based on NJEA requirement. Once the funds are remitted, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the NJEA.
- 11-3.** The Association shall certify to the College in writing, the current rate of its Association dues by August 31 each year. Should the Association change the rate of its Association dues, it shall give the Department of Human Resources written notice thirty (30) days prior to the effective date of such change.
- 11-4** It is specifically agreed that the College assumes no obligation, financial or otherwise, arising out of the provisions of this Article, and the Association hereby agrees that it will indemnify and hold the College harmless from any claims, actions, or proceedings by any employee arising from deductions made by the College hereunder.
- 11-5** The Association shall waive all right and claim against the College for improper deductions, provided that such deductions and transmittals have been made in accordance with the authorization received from the Association.
- 11-6.** Employees who have authorized the payroll deduction of fees to the union may revoke such authorization by providing written notice to the College during the 10 days following the anniversary date of their employment. Within five days of receipt of notice from an employee of revocation of authorization for the payroll deduction of fees, the public employer shall provide notice to the employee organization of an employee's revocation of such authorization. An Employee's notice of revocation of authorization for the payroll deduction of employee organization fees shall be effective on the 30th day after the anniversary date of employment. Pursuant to the WDEA.
- 11-7** The Association hereby agrees to indemnify and hold harmless the College from and against any claims from any non-union members for excessive or improper disbursement

of agency shop fees or dues deducted from the salaries of nonmembers of the Association, provided that:

11-7.1 The College gives the Association timely notice in writing of any claim, demand, suit, or other form of liability in regard to which it will seek to implement this paragraph; and

11-7.2 The College will cooperate fully with the Association in gathering evidence, securing witnesses and in all other aspects of said defense.

Article Twelve - REQUIREMENTS FOR ACADEMIC RANK

Unless waived by the College, promotions and new hire to any rank for a unit member shall be assessed on the basis of: (i) Academic qualifications, (ii) Teaching and/or relevant experience, (iii) Unit member's contributions to the institution, and (iv) The vision/willingness to serve the institution as a distinguished (an outstanding) fellow after promotion.

12-1 EXPERIENCE AND LENGTH OF SERVICE—TEACHING FACULTY

12-1.1 INSTRUCTOR:

No previous teaching experience necessary.

12-1.2 ASSISTANT PROFESSOR:

Minimum of five (5) years college teaching and/or other relevant teaching experience and/or experience relevant to the person's position at the College.

12-1.3 ASSOCIATE PROFESSOR: Minimum of nine (9) years college and/or other relevant teaching experience and/or other experience relevant to the person's position at the College.

12-1.4 PROFESSOR: Minimum of twelve (12) years college teaching and/or other relevant teaching experience and/or other experience relevant to the person's position at the College.

12-2 EXPERIENCE AND LENGTH OF SERVICE—COUNSELOR FACULTY AND LIBRARY/ LEARNING RESOURCES FACULTY AND EDUCATIONAL DEVELOPMENT SPECIALIST FACULTY

12-2.1 INSTRUCTOR: No previous counseling or library experience necessary.

12-2.2 ASSISTANT PROFESSOR: Minimum of five (5) year college counseling or library experience or five (5) years relevant counseling or library experience in a different setting.

12-2.3 ASSOCIATE PROFESSOR: Minimum of nine (9) years college counseling or library experience or a minimum of nine (9) years relevant counseling or library experience in a different setting.

12-2.4 PROFESSOR: Minimum of twelve (12) years college counseling or library experience or a minimum of twelve (12) years relevant counseling or library experience in a different setting.

12-3 EDUCATIONAL PREPARATION- TEACHING FACULTY, COUNSELOR FACULTY, LIBRARY / LEARNING RESOURCES, FACULTY AND EDUCATIONAL DEVELOPMENT SPECIALIST FACULTY

12-3.1 INSTRUCTORS: Master's Degree from an accredited institution, or its equivalent. In the event that equivalent preparation is the basis for assignment of rank of instructor, the individual contract shall state explicitly that either the Master's Degree is waived or that the Master's Degree must be obtained by a specified date. Equivalent preparation may include:

12-3.1.1 Advanced study with recognized teachers (e.g., in fine arts).

12-3.1.2 Practical experience in related non-academic fields. With respect to counselors or librarians, a Master's Degree in counseling or library science or a Master's Degree in a related field shall be the minimum academic requirement.

12-3.2 ASSISTANT PROFESSOR:

Minimum of a Master's Degree plus fifteen (15) credits of significant and related graduate work earned thereafter from an accredited institution, or a minimum of forty-five (45) credits in accredited nursing programs or a minimum of fifty (50) credits beyond the Bachelor's Degree in a doctoral program from an accredited institution or fifteen (15) credits earned in addition to the Master's Degree which have been applied to an accredited doctoral program.

12-3.3 ASSOCIATE PROFESSOR:

Minimum of a Master's Degree plus thirty (30) hours of significant and related graduate work earned from an accredited institution or a minimum of sixty-five (65) credits beyond the Bachelor's Degree in a doctoral program which does not grant a Master's Degree.

12-3.4 PROFESSOR:

An earned Doctor's Degree accepted by the Board of Higher Education of the State in which earned and by the appropriate Regional Accrediting Association. In addition, recognition will not be granted for a Doctor's Degree from an institution listed by the New Jersey Department of Education as unacceptable.

12-4 GUIDELINES FOR INITIAL PLACEMENT ON RANK

12-4.1 The individual must meet the criteria under experience, length of service, and educational preparation as set forth in this Article to determine placement in the appropriate rank.

12-4.2 Placement on step within rank will be based upon the following formula:

12-4.2.1 One step on the salary schedule for every year of appropriate college experience.

12-4.2.2 One step on the schedule for every two years of appropriate secondary or elementary experience.

12-4.2.3 One step on the schedule for every two years of related professional, nursing, industrial, business, or military experience, except that the first four (4) years of military service, whether or not related, shall be counted on a one-for-one basis as required by law.

12-4.3 Teaching experience as a teaching assistant may be credited toward rank in special instances recommended by the Division Chairperson and approved by the appropriate Dean and the Vice President or equivalent. Such experience shall be equated on the following bases:

12-4.3.1 One (1) step on the salary schedule for every two (2) years as teaching assistant, such experience to include a minimum of twenty-four (24) semester hours of teaching experience.

12-4.3.2 In the event that the computation of the formula above involved one-half (1/2) year, the Division Chairperson, with approval of the appropriate Dean may place an individual at either the lower or higher step.

12-4.3.4 These equations of relevant experience shall prevail except in unusual circumstances in which a 1:1 ratio is recommended by the Division Chairperson with approval from the appropriate Dean, and the Vice President.

12-5 INITIAL PLACEMENT

12-5.1 Although the College, with respect to the initial granting of academic rank and initial placement on salary schedule shall utilize the above guidelines, all matters and decisions pertaining to the initial granting of academic rank and/or the initial placement on salary schedule are within the sole discretion of the Board and shall not be subject to the grievance procedure of this Agreement.

12-5.1.1 Initial placement on the salary schedule and the initial granting of academic rank shall be a matter solely between the incoming faculty member and the

College. Once salary and rank are set by the Board, they shall be final and binding upon said faculty member.

12-5.2 The initial determination made by the College as indicated by placement on the salary schedule as to the prior experience to be credited to an incoming faculty member shall be maintained for all purposes where experience is part of the criteria, so long as the faculty member is continuously employed by the College.

Article Thirteen - REQUIREMENTS FOR LECTURER

13-1 EXPERIENCE AND LENGTH OF SERVICE: (This is not a tenure-granting position.) No previous teaching experience necessary.

13-2 EDUCATIONAL PREPARATION: (This is not a tenure-granting position.) Bachelor's Degree or appropriate experience in career related field.

Article Fourteen - REQUIREMENTS—"VISITING INSTRUCTOR"

14-1 A special title of Visiting Instructor may be granted to an exceptionally qualified individual who has some performance skills not usually associated with formal degrees and who would contribute significantly to the objectives of the College. The appropriateness of the experience is initially evaluated by the faculty of the discipline involved and judged in turn by the Division Chairperson, Dean, Vice President and by the President or his designee.

14-2 This is not a tenure-granting position.

14-3 If teaching a full-time load as defined in this Agreement, such appointment as a Visiting Instructor shall not exceed two (2) calendar years. Visiting Instructors shall not receive consecutive appointments in this title.

Article Fifteen - WORK SCHEDULE AND WORKLOAD REQUIREMENTS

15-1 DEFINITIONS:

15-1.1 SEMESTER: A Semester is a sixteen (16) week period of instruction or the equivalent.

15-1.2 TERM: A Term is an eight (8) week period of instruction or the equivalent.

15-1.3 CONTACT HOUR: A Contact Hour is a fifty (50) minute period of instruction each week or eight hundred (800) minutes of instruction each semester or term.

15-1.4 UNDERLOAD: Underload exists when a faculty member teaches fewer than the contact hours required for the academic year.

15-1.5 OVERLOAD: Overload exists when a faculty member teaches more than the contact hours required for the academic year.

15-1.6 OFF-CALENDAR COURSES: Off-calendar courses are courses that start and/or end on dates other than those designated for the official semesters or terms.

- 15-2** All members of the unit who are teaching faculty will work under an annual contract with conditions as stated below:
- 15-3** Faculty will normally teach a total of thirty (30) contact hours during the Fall and Spring Semesters and give ten (10) additional days of service at the direction of the College in course planning and preparation and/or academic counseling or advisement. Five (5) of these days must be assigned within the period beginning fourteen (14) days immediately preceding the opening of classes in the Fall and five (5) working days either immediately preceding the start of the Spring Semester or immediately following the close of the Spring Semester.
- 15-4** The regular workload will be fifteen (15) contact hours per semester inclusive of release time and distance education courses for a total of thirty (30) contact hours of instruction each year, except as provided in 15-8.1.

Faculty members may teach up to 50% of their required teaching load through online or hybrid courses. Faculty may teach more than 50% if mutually agreed upon by the faculty member and the College. No Faculty member can teach all of their online/hybrid courses in one semester.

In order to obtain this total, the College may at its discretion assign any combination of hours each semester (for example, 16 & 14; 17 & 13; 18 & 12). A faculty member will not be assigned less than fifteen (15) hours inclusive of release time in the Fall Semester if courses are available for which the faculty member is qualified. Moreover, it is understood that the College will not, without the faculty member's consent, assign more than eighteen (18) hours of instruction in any semester in order to achieve this total (for example, 19 & 11). Faculty members shall be available for assignment in the Summer Term at the request of the Dean, subject to the maximum load provisions of 15-8. This request will be made on or before March 15 preceding the Summer Term.

- 15-4.1** When a non-teaching (35 hours/week) faculty member is assigned to teach a course or courses as part of normal load, the faculty member's thirty-five (35) hour workload shall be credited with two hours of service for each contact hour of instruction for the week in which the instruction occurs.
- 15-4.2** A non-teaching faculty member who is assigned fifteen (15) hours or more of teaching in any one semester shall be granted a vacation credit of thirty (30) days for such service, and shall receive a deduction of twenty- one (21) days from vacation days earned during that Academic Year as a non-teaching faculty member for each such semester taught.
- 15-5** Any assignment made of an off-calendar credit-bearing course shall be considered part of the thirty (30) contact hour workload and shall be counted toward the workload of the semester within which said calendar course commenced. However, off-calendar courses

will not be assigned to full-time faculty members without their expressed consent unless there are insufficient courses available in the regular College calendar.

15-5.1 Faculty members who are assigned to teach off-campus or off-calendar courses either as part of their regular load or as overload will be required to keep that calendar for these courses in addition to the provisions of the regular College calendar, even where the calendars differ. Office hours assigned as part of the load taught exclusively in the distance mode must be posted and the internet site specified.

15-6 If, by the time Spring Semester course assignments are final, a faculty member cannot meet the thirty (30) contact hour load, the College may assign said faculty member to complete the required workload in the Summer Term of that year. In the event that mandatory assignments are made for the Summer Term, every effort will be made to provide a minimum of six (6) contact hours to the faculty member. Alternately, the College may assign to the faculty member non-teaching duties during the Spring Semester to complete the required workload.

15-6.1 Should the College choose to assign non-teaching duties, the faculty member shall receive a written description of the non-teaching duties to which they are assigned which shall state the time equivalency to their normal teaching load. The faculty member shall be credited with one (1) contact hour for each two (2) hours of service per week spent in performing such non-teaching duties. The College will generally require the faculty member to perform such duties within the normal teaching day. Any restrictions imposed by this Agreement under Article 17 shall be observed whenever possible in scheduling such non-teaching duties.

15-6.2 During the first two years of the contract (2013-14, 2014-15), faculty members with 30 years of service or more shall be eligible to cash-in sick time at the earned value, not to exceed 15,000 at the time of retirement.

15-6.2.1 Beginning December 19, 2018 and ending June 1, 2019, faculty members with twenty (20) years of service or more shall be eligible to cash-in sick time at the earned value, not to exceed 15,000 at the time of retirement.

15-6.3 A faculty member with thirty (30) or more years of service shall be eligible to receive full release time to impart their expertise in the discipline; higher education intellectual capital; local, state, and national experiences; and institutional knowledge through authoring a scholarly work or completing a special project to improve student success at Essex County College (ECC), during their final year or two years of service. The assignment shall be in direct alignment with the College's mission and institutional goal of continual assessment. Faculty members meeting the criteria shall submit a written proposal to the Chief Academic Officer (CAO). A committee of faculty members appointed by the CAO shall make recommendations on proposals to the CAO who recommends to the President. The CAO has discretion to recommend exceptions to the President for the special

assignment project eligibility and reporting requirements. The President's decision shall be final.

The approved faculty member shall conduct the scholarly work or special project over a one-year period or two-year period. If the project is for one year the compensation will be at 100% of the base salary and if two years the compensation will be at 50% of base salary each of the final two years.

15-7 A faculty member may opt to teach thirty (30) contact hours for the full academic year by informing the Dean, in writing, not later than September 30th of the Academic Year, using the form in Appendix "A", or its equivalent. Once made, this option shall bind the faculty member for the full year, unless waived by the Dean. A faculty member exercising this option waives their right to overload assignment beyond thirty (30) hours, except by mutual agreement of the faculty member and the Dean, and shall not be assigned in the Summer Term except as provided in Section 15.

15-7.1 If a degree or certificate program as approved by the Commission of Higher Education includes courses in the discipline of the program which are to be conducted beyond the Fall and Spring Semesters, the faculty in the program discipline shall not be eligible for the option in Section 15-7 unless there will be no need for their services in the Summer Term and their request is approved by the Dean. The Dean shall respond to such faculty member within thirty (30) days after receipt of the faculty member's request.

15-7.2 A faculty member may opt to teach up to twelve (12) contact hours per year as overload. Overload will be assigned as requested by the faculty member in any semester or term subject to the maximum load provisions of Article 15-8.

15-7.3 Within contractual limits, full-time faculty shall have first option to teach courses in the Summer Terms.

15-8 Total workload shall not exceed eighteen contact hours inclusive of release time and/or overload, whether requested or assigned, for any one (1) of the two (2) semesters or nine (9) contact hours for any Term. The appropriate Division Chairperson, with the approval of the Dean in exceptional cases, where sufficient faculty are not available, may assign courses beyond the above limits to consenting faculty members.

However, all faculty members shall be limited in workload to a maximum of forty-two contact hours per year inclusive of release time and/or overload.

The above maximums may be waived if necessary by agreement of the faculty member and the College.

Any faculty member who is required to teach in the Summer Term as a result of the provisions of 15-4 will be offered two (2) courses, if available, even though the resulting load may exceed forty-two (42) contact hours.

15-8.1 REDUCED WORKLOAD OPTION

Total workload for faculty members on reduced load (i.e. twenty four contact hours per academic year) shall not exceed fifteen hours (15) in any one semester nor shall the faculty member receive overload assignment for the academic year except by mutual agreement.

15-9 All workload assignments in the faculty member's academic area, including overload, shall be made by the appropriate Division Chairperson with approval of the Dean, assuming that the course is available and the faculty member is qualified and able to teach said course. Decisions as to availability, assignment, and/or qualifications shall be final and not subject to the grievance and arbitration provisions of this Agreement, unless the decision is arbitrary or capricious. The Division Chairperson will consult with the discipline faculty as to the faculty member's qualifications before making recommendations to the Dean.

15-10 Zero level courses shall have equal credit and contact hour for both faculty and students.

15-11 A new faculty member who is initially hired to teach in the Spring Semester, shall be paid in accordance with the appropriate salary schedule contained herein. If this faculty member also teaches during the Summer Term, payment for that time will be at the applicable overload rate.

15-12 All academic courses offered for credit, shall be taught under the academic affairs designation and shall be administered by and through the office of the Dean and the academically designated division where possible. The only exceptions may be those courses clearly determined to be community service.

15-13 LIBRARY/LEARNING RESOURCES, COUNSELORS AND EDUCATIONAL DEVELOPMENT SPECIALISTS FACULTY

15-13.1 The normal work week for those members of the negotiating unit employed in the above-named classifications will be thirty-five (35) hours per week over a five (5) consecutive day period.

15-13.2 The normal work day for the above-named individuals will be eight (8) consecutive hours, including an unpaid meal period of sixty (60) minutes.

15-13.3 Hours in excess of the designated thirty-five (35) hour week shall not be required. However, nothing contained herein shall preclude the right of the above-named members of the negotiating unit to perform their professional duties under unusual circumstances at their discretion in excess of thirty-five (35) hours per week as detailed above without additional compensation.

15-13.4. The above-named individuals shall be granted forty-two (42) non-cumulative days of vacation which shall be accrued at the rate of three and one half

(3 1/2) days per month. However, employees may utilize vacation days not yet earned, with the permission of their Supervisor. If an employee resigns or is terminated they shall be required to reimburse the College for all vacation days they utilized and was paid for, but had not accrued as of the date their service for the College ended. This vacation shall be considered inclusive of all recesses and other days when classes are not in session with the exception of officially declared and scheduled holidays of the College where the College is officially closed. Such vacation periods are to be scheduled so as not to disrupt essential services. Requests for vacation shall be approved by the Chairperson, Department Head, or designee. in consultation with the member of the unit.

15-13.5 Counselors and Librarians shall receive three (3) days off during Christmas which is not to be charged to vacation time.

15-14 LECTURER

15-14.1 The Lecturer position is not a tenure track position and is not subject to the promotion provision of this Agreement. The Lecturer position may be used in the following categories:

- A. Academic Departments where remedial teaching is a major portion of load, (e.g., Reading, English, Mathematics).
- B. In Departments which offer skills training, e.g., Office Systems Technology.
- C. Laboratory preparation.
- D. Non-instructional areas such as library and counseling.
- E. Half-time lecturers in any of the above categories.
- F. Departments or areas where developmental courses are offered.

15-14.2 For categories A and B: The Lecturer's duties shall be in the area of independent teaching activities with supervision. No Lecturer shall teach 100 level courses or above except as mutually agreed between the Association and the College. The Lecturer's workload shall be thirty-six (36) contact hours over two semesters, or two semesters and one Term.

15-14.3 For categories A and B: Lecturers shall be responsible for the assigned office hours and course preparation where applicable, but shall not normally be required to accept committee membership or responsibility for program or course development.

15-14.4 For category C: The Lecturer works in a laboratory environment in a non-instructional capacity. The workload will be 35 clock hours per week for two semesters. The parties hereto agree that the responsibilities of this position, as determined by the College, may require Lecturers to exceed the normal 35 hours, on

occasion. A reasonable effort will be made to schedule the employee's work assignments within the normal week. Compensatory time shall be granted for all additional work assignments in excess of 35 hours per week, which will be taken during periods of time when no classes are in session. The normal 35 hours for additional work assignment may be scheduled at any time during the day or evening provided the employee is assigned to consecutive hours. The employee shall not be required to work more than five days, Monday– Saturday. Lecturers may be required to work during the Summer I or Summer II Session, at the discretion of the Supervisor/Director, and will be compensated for same at the rate of six hours at the prevailing overload rate.

15-14.5 For category D: Workload requirements will be as described in Article 15-13 inclusive.

15-14.6 For category E: The workload of teaching Lecturers shall be 18 contact hours per year with office hours and pro-rated days of service. Salary for half time Lecturers shall be 50% of the Lecturer step 1 salary in each contract year and shall receive all fringe benefits.

15-14.7 Full time Lecturers in all categories may receive up to five (5) successive one (1) year contracts if their work is satisfactory, followed by up to three (3) successive two (2) year contracts, and after successful completion of the total service mentioned above, may be granted successive three (3) year contracts at the beginning of the twelfth (12th) year.

15-14.8 For category F: Lecturers who are teaching zero level credit courses or are performing counseling functions for the College's credit student population. Workload requirements will be as described in Article 15-13 (inclusive) except that teaching remedial courses may be a part of the duties and responsibilities of lecturer F though not to exceed thirty-six (36) contact hours per year. Additionally, vacation days shall be scheduled for the Summer I or Summer II session or at other times when the lecturer is not assigned teaching duties. Teaching duties beyond the 36 contact hours will be compensated at the overload rate and assigned by mutual agreement.

15-15 ONLINE/VIRTUAL/DISTANCE EDUCATION – BOTH SYNCHRONOUS AND ASYNCRONOUS

15-15.1 PREAMBLE

15-15.1.1 The Association recognizes that the increasing use of technology can offer a means of expanding student access to higher education. Expanding student access to instruction will be the primary determining factor in offering “distance education courses.” It was agreed that developmental courses will not be offered exclusively online but may be offered in the hybrid mode which is defined as having 50% of contact hours online unless the environment (i.e. crisis) dictates otherwise.

1. Distance education will not be used to reduce the number of courses offered in the traditional classroom.

15-15.1.2 Distance learning is instruction occurring where the professor and the student are not in the same location at the same time. Distance learning may utilize technology, such as interactive two-way video, prerecorded audio or video, and/or the internet and web instruction. The provisions of this article of the contract primarily concern both synchronous and asynchronous learning using web and email technology.

15-15.2 COMPENSATION

15-15.2.1 Agreed that Faculty will receive no additional compensation for teaching online/hybrid courses for the first time. All faculty teaching online hybrid courses must attend training or have equivalent training approved by chairperson before they can teach an online/hybrid course.

15-15.2.2 Compensation for training: Agreed that faculty will be compensated for completing online/hybrid training and professional development—the training to be determined by ECC administration. All faculty teaching online hybrid courses must attend training or have equivalent training approved by chairperson before they can teach an online/hybrid course. The compensation for the training to teach the hybrid course for the first time will be one (1) contact hour value in reassigned time or paid at the overload rate (arranged by mutual agreement).

15-15.2.3 Compensation for hybrid course development: Compensation for hybrid course development (the first time) will be 3/8 the contact value of the course taken in reassigned time or compensated at the overload rate (arranged by mutual agreement).

15-15.2.4 Compensation for development of full online courses will be $\frac{1}{2}$ the contact value for course. A full online course development standard will be determined by the College. This will include, but not limited, researching and building new course with all necessary standards (technological and material resources) that can be utilized by the instructor and others simultaneously. Open Educational Resources (OER) could be utilized. Setting up a conferencing (e.g.) platform or copying an existing LMS course and adjusting it will not be considered as an online course development. Once a full online course is developed, approved, and compensated, the College will own it and be able to use it to benefit the students.

15-15.2.5 Faculty Training: Training is required for instructors to learn pedagogically, effective techniques to deliver instruction using the various modalities (online, face-to-face, virtual and hybrid). The College agrees to provide

training to faculty developing distance education. If faculty members act as mentors and provide the training they shall be compensated appropriately.

15-15.3 SUPPORT

15-15.3.1 The College agrees to provide ongoing technical support for both faculty who teach and for the students who enroll in these courses.

15-15.3.2 The College will provide a secure testing environment on line or at the College proctored by competent personnel as required by the faculty to maintain the integrity of the educational process.

15-15.3.3 Secure Chat room, etc. In addition to secure email, the College will provide secure web services such as chat rooms, bulletin boards, and ways for students to submit work for the course.

15-15.3.4 Agreed that a procedure needs to be developed to ensure students' identity.

15-15.4 EVALUATION

15-15.4.1 Evaluation of the distance education courses will be conducted in a manner consistent with the contract. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee and students.

15-15.4.2 Student Evaluation: Student evaluations may be given online for online courses or in hybrid courses in class or online. Questions appropriate to the method of delivery will be added to the standard student evaluation form.

15-15.4.3 Administrative evaluation of distance education courses will be conducted in a manner consistent with the Contract in terms of frequency and purpose. Faculty will be advised when class work is to be observed as will students. In distance education courses this observation of class activity may occur over the period of a week. This observation will be accomplished by the administrator signing into the course as an observer. Evaluation of the unit member will not be accomplished through electronic monitoring or taping without the faculty member's knowledge. When issues arise the Division Chair may access all the record—including email, journal entries, test responses, papers etc.—relevant to the case. If the complaint is not resolved at that stage it will proceed through the ordinary channels for dealing with these issues.

15-15.5 WORKLOAD

15-15.5.1 Time Frame: Courses will be offered within the time frame of the semester or, if not, the courses will be considered as off calendar courses.

15-15.6 OFFICE HOURS

15-15.6.1 Office hours full online courses: Office hours for courses offered entirely online shall be posted in the syllabus, in Web Services and in the learning management system as online office hours and be maintained online at the web site. Faculty members teaching online courses agree that student questions ordinarily dealt with in office hours will be responded to within 48 hours of the student posting.

15-15.6.2 Office hours for hybrid courses: One half of the faculty office hours for the online/hybrid course will be held on site in the faculty member's office and one half will be online. Both in-office office hours *and online hours* will be posted in the syllabus, in Web Services and in the learning management system as online office hours and other required locations. For a three-credit course offered over 15 weeks this means that 7.5 hours will be held in College office and 7.5 hours online.

15-15.7 COMPENSATION FOR OVER ENROLLMENT

15-15.7.1 Class size: Agreed that the number of students in hybrid and online courses is fixed by this agreement and the Contract and that there will be no compensation for students over the specified number. Permission of the instructor will be required for additional students.

	<u>Type</u>	<u>Optimum size</u>
1.	Developmental courses	24
2.	All other	Follow Contract guidelines

Article Sixteen - HALF-YEAR CONTRACTS

- 16-1** Application for a half-year contract shall be made to the Executive Director of Human Resources by December 31 of the year prior to the academic year in which the half-year contract is sought.
- 16-2** The College shall review applications from faculty members and reserves the right to approve applications which are deemed advantageous to the College. The decision rendered by the College in these cases shall not be subject to grievances or arbitration.
- 16-3** When granted, a half-year contract shall be for the duration of one academic year. A new application and approval shall be required for each subsequent year.
- 16-4** A faculty member who is granted a half-year contract shall be paid sixty-percent (60%) of the faculty member's annual salary for the half-year. A half-year shall equate to a one semester load, or otherwise by mutual agreement, depending on the type of contract.
- 16-5** Fringe benefits, including insurance, shall be paid for the full year, as if the faculty member has been present for the full year. Pension coverage, which is reduced by these provisions, shall be maintained at full yearly coverage by the College.

- 16-6** The workload of librarians, counselors, and other non-teaching faculty shall be defined as twenty (20) weeks of service for a half- year contract, inclusive of official college closings.
- 16-7** Salary for a faculty member on a half-year contract shall be paid over the full contract year or otherwise by mutual agreement.
- 16-8** Persons employed under this Article shall be considered full-time employees of the College.
- 16-9** In the event that this Article or any part hereof be ruled invalid, any individual granted such a contract shall be deemed to have been granted a special sabbatical for the time during which employment duties were not rendered.

Article Seventeen - COLLEGE WORKING DAY—HOURS

- 17-1** The assignment of a teaching member of the unit shall span not more than nine (9) hours from the beginning of the first class to the end of the last class of the day.
- 17-2** There shall be at least twelve (12) hours between the end of the last class on one day's schedule and the beginning of the first class of the next day.
- 17-3** The provisions of this section shall not apply to an individual who exercises their option under 18-1 to teach an evening section.
- 17-4** Such time limits may be modified with the consent of the individual instructor.
- 17-5** The provisions of this section shall not apply to an individual who is permitted or assigned to teach overload pursuant to Article 15-9.
- 17-6** The above time restrictions will not apply where overload exists.
- 17- 7** A college laboratory hour shall be equal to a contact hour where the total contact hours do not exceed one and one-half (1.5) times the credit hour value of the course. Where total hours in a course exceed one and one-half (1.5) times the credit hour value, the number of laboratory hours in excess of this number shall be equal to one-half (1/2) of a contact hour for each laboratory hour in excess.
- 17-8** All Nursing Lecture/Discussion, Laboratory and clinical hours will be given a contact hour value based upon the criteria set forth below:
 - 17-8.1a** Contractual contact hours for Faculty will be calculated as follows: In lecture/discussion up to thirty (30) students per one faculty member with faculty contact hours to be awarded 1:1.
 - 17-8.1b** Nursing Laboratory contact hours are to be weighed by one hundred percent (100%) with a student/faculty ratio not to exceed 15:1.

17-8.1c Clinical laboratory contact hours (hospital or other affiliation) are to be weighed by one hundred percent (100%) with a student/faculty ratio not to exceed 10:1.

17-9 Faculty members teaching Radiology Technology and Physical Therapy programs shall receive one hundred percent (100%) of the contact hour value for the lectures they are assigned. These faculty will receive one hundred percent (100%) weighed contact hours for all Laboratories.

In addition, these faculty members shall receive one (1) contact hour for each two (2) hours spent making supervisory rounds at the various institutions participating in the respective program.

Article Eighteen - EVENING AND SATURDAY WORKLOAD

18-1 EVENING CLASS REQUIREMENT:

Evening classes may be required as part of a faculty member's regular load, but the institution will make every effort to avoid such assignments. If such assignments are made, they will be assigned on a rotating basis. However, full-time faculty members desiring evening classes as part of their regular workload will be given first consideration for such assignment up to six (6) contact hours. If more than two courses are requested, additional evening assignments may be made at the discretion of the appropriate Dean.

18-2 SATURDAY CLASSES:

Saturday classes may be assigned as part of the faculty member's regular load if the specific expertise of the faculty member, as determined by the appropriate Dean, is needed on a Saturday or where such Saturday assignment is necessary in order for the faculty member to meet their regular teaching load. In making this determination the appropriate Dean will consult with the Chairperson and members of the discipline. Where a faculty member is required to teach a Saturday class because of their special expertise, they shall not be required to teach on more than four days per week. The Saturday assignment, either because of under-load or because of the need for the faculty member's expertise, shall not exceed one-third (1/3) the normal load without the consent of the faculty member. Saturday assignments made on the basis of special expertise shall be assigned on a rotating basis among qualified faculty members.

In addition to the above, Saturday classes may be assigned as part of the regular load or as overload where appropriate. The limitations set out above shall not apply to a voluntary Saturday teaching assignment.

Article Nineteen - COMPENSATION FOR OVER-ENROLLMENT

19-1 Lecture, Laboratory, Composition, Language, Online and Developmental Classes

19-1.1 When the number of students exceeds the following on either the date 30 days after a course's first class or the date of the second deferred installment payment owed by students, whichever is earlier, additional compensation will be required:

- (A) 34 to 1 in lecture sections.
- (B) 30 to 1 in composition and language courses.
- (C) 24 to 1 in remedial sections.
- (D) The College and Association will discuss and determine the ratio for online courses.

19-1.2 The compensation for classes that exceed these numbers shall be calculated as follows: If the enrollment is 10% or greater in excess of Section 19-1.1, the faculty member will receive \$60 for each student in excess of Section 19-1.1. If the enrollment exceeds these numbers by 50%, the College will either divide the course into two or more courses so that enrollment does not exceed by 50% the compensation numbers, or compensate the faculty member in an amount twice or more the amount of contact hours that otherwise would be provided for the course.

19-1.3 A reduction in class size to achieve the above ratios will be provided through changes in scheduling wherever possible.

19-1.4 The number of students in a laboratory section shall not exceed the number of installations in the assigned room.

19-2 Mass Lecture

19-2.1 All proposals to teach a particular course under a mass lecture format must emanate from the Academic Divisions, through their Chairpersons or from the College.

19-2.2 The appropriate Dean, together with the Discipline faculty and Division Chairperson, shall be responsible for determining whether a proposed mass lecture format for a particular course is instructionally sound, including a determination as to whether the teaching methods proposed for the particular mass lecture are appropriate to the course. If the Dean and the Department/Division cannot agree either party may bring the matter before the College Curriculum Committee for review.

19-2.3 Mass lectures shall not be used for teaching remedial courses designed as remediation sections under 19-1.1(C) or 19-1.2 above except by prior agreement with the Association. However, nothing shall prevent the College from utilizing other experimental modes of teaching in connection with such remedial courses.

19-2.4 Mass Lecture courses shall be subject to the same scheduling requirements and procedures as all other courses.

19-2.5 The total contact hour value of the Mass Lecture will be computed by multiplying the number of individual courses at the maximum size allowable which would be necessary to accommodate the number of students enrolled in the Mass Lecture by

the number of contact hours for the course. The number of students enrolled in the Mass Lecture will be measured as of the third (3rd) week of the semester or session.

19-2.6 Faculty members who are assigned to lecture, lead discussion groups, grade papers, and perform other duties associated with the lecture will be given contact hour credit for time spent in such assigned activities in accordance with the particular Mass Lecture formula which is agreed upon by the faculty members involved in teaching the Mass Lecture and approved by the appropriate Dean. However, no Mass Lecture formula for crediting contact hours may exceed the total cost to the College that would be incurred if the same number of students were divided into individual classes of maximum size.

Article Twenty - COURSE PREPARATION

20-1 COURSE PREPARATION AND SUBJECT MATTER ASSIGNMENTS.

The number of course preparations shall be determined by the appropriate Administrator in consultation with members of the academic area. Two (2) preparations shall be considered the ideal in making preparation determinations.

Article Twenty-One - SCHEDULE DISTRIBUTION

21-1 Every effort will be made to give each full-time teaching faculty member a schedule for the Fall and Spring Semesters no later than ten (10) days before the semester begins.

Article Twenty-Two - OFFICE HOURS

22-1 A faculty member shall maintain one (1) hour per week for each three (3) hours of instruction assigned, including overload courses for student consultation and advisement/mentorship in the spirit of student retention and success. The College will continue to provide the vision and guide to help facilitate this. The faculty member shall also reserve one (1) additional hour per week for each five (5) hours of assigned instruction to be scheduled by appointment. These office hour provisions shall apply to all semesters and terms. An "hour" as used herein shall equal 50 minutes.

22-2 Up to three (3) hours of consultation may be replaced by individualized instruction. Such tutoring hours shall be determined by mutual agreement between the faculty member and the Division Chairperson. All such hours shall be in addition to the faculty member's regularly assigned classes. All office hours being maintained shall be listed on the outside of the instructor's office door and on the syllabus, in webservices platform, and learning management platform. It will also be necessary to post same on the LMS (e.g. Moodle room) where the course is required to use such platform.

22-2.1 Office hours full online courses: Office hours for courses offered entirely online shall be posted as online office hours on web services platform, and learning management platform, and be maintained online at the web site. Faculty members teaching online courses agree that student questions ordinarily dealt with in office hours will be responded to within 48 hours of the student posting.

22-2.2 Office hours for hybrid courses: One half of the faculty office hours for the online/hybrid course will be held on site in the faculty member's office and one half will be online. Both in-office office hours *and online hours* will be posted on the syllabus, web services platform, and learning management platform and other required locations. For a three credit course offered over 15 weeks this means that 7.5 hours will be held in College office and 7.5 hours online.

22-3 A faculty member shall be responsible to perform student advisement and to assist in registration and 1. Provide traditional discipline related assistance to students, 2. Provide feedback to students regarding their progress in class. And 3. Support the mentorship program, whereby each faculty member will track students in their respective assigned classes and follow their progress throughout the semester, as well as encourage and facilitate the registration of the students for the subsequent semester. In addition, the full-time faculty will work with the program coordinators to track and provide specific mentorship services to a limited number of students in their degree programs.

Article Twenty-Three - ATTENDANCE AT COLLEGE MEETINGS

23-1 The President, Vice President, and the appropriate Dean may call General Faculty Meetings at their discretion. Announcements of such meetings will include an agenda, to be distributed three (3) working days prior to the date of the meeting. The President also reserves the right to call meetings to deal with an emergency. The notice of such meetings shall indicate that such an emergency exists. Attendance of faculty at all such meetings is mandatory.

23-1.2 Attendance at Divisional and Area meetings is expected. Where an agenda is provided three (3) working days prior to the meeting, attendance will be mandatory.

23-1.3 Unless specifically covered else-where in this Agreement, attendance by all members of the negotiating unit at College- sponsored functions and activities, although encouraged, shall be voluntary. The Association and its members recognize the importance of said functions and will make every effort to attend.

23-2 Graduation and Convocation
Every faculty member shall be expected to participate in the annual College Commencement Exercises and Convocation.

Article Twenty-Four - FACILITIES AND PARKING

24-1 FACILITIES: The College shall make every effort to provide adequate instructional and office facilities. The College shall make every effort to have available in each building used for office or instruction, adequate rest room and lavatory facilities. In addition, the College shall make available a lounge which shall be designated as a Faculty-Administration lounge.

24-2 PARKING: Parking will be provided on a first-come, first-served basis in an employee parking lot designated by the College at no cost to the members of the negotiating unit. The

College will require parking identification for each car, but shall furnish same at no cost to the members of the negotiating unit.

24-2.1 If the College is able to provide individual designated parking spaces to members of the unit, this clause shall be re-opened upon notice, to discuss fees.

Article Twenty-Five - CAMPUS STORE

25-1 Members of the negotiating unit are entitled to the negotiated discount percent in the Agreement between the College and Campus Store Operator.

Article Twenty-Six - SAFETY-MEDICAL SERVICE AND EXAMINATIONS

26-1 Individuals shall not be required to work under conditions defined by the State or local ordinances as unsafe.

26-2 A unit member shall be entitled to physical examinations, laboratory tests, and vision examinations of the individual's choosing, and shall be eligible for unduplicated reimbursement for such examinations up to a maximum of 500.00 per contract year. Such reimbursement may include eyeglasses, prescribed and purchased as a result of an eligible vision examination, unreimbursed prescription and medical, within the 500.00 maximum.

The unit member shall submit all applicable bills first to the New Jersey School Employees' Health Benefits Program (NJSEHBP) basic carrier and major medical carrier. Claims to the College under this section shall be only for amounts declined by NJSEHBP carriers or for ineligible items, and the unit member shall be responsible for submitting, to the Executive Director of Human Resources, applicable bills, with patient's name, date and procedure narratively stated, and statement of benefits from primary carrier and major medical carrier.

All claims for the preceding contract year shall be submitted once between September 1 and September 30 of the next contract year. Claims for the preceding contract year which are submitted at any other time will not be allowed.

26-3 All work-related accidents will be reported to the Health Service as soon as possible.

Article Twenty-Seven - FILLING PROFESSIONAL VACANCIES

27-1 When a vacancy occurs in a position outside of this Unit, such notice shall be posted electronically, and shall include the job title and the minimum salary offered. Upon request to the Department of Human Resources by any member of the faculty, a job description for that position shall be made available for review.

Article Twenty-Eight - OFFICE SPACE

28-1 The College will provide office space for the Faculty Association.

28-2 The College agrees that it will allow the Association to have a telephone or telephones installed at the location it chooses, provided said locations are approved by the College. The cost of the installation and all subsequent expenses and costs associated with such

phones shall be borne solely by the Association. Such telephones shall be used for the transaction of all Association business.

Article Twenty-Nine - ORIENTATION: ASSOCIATION'S ROLE

- 29-1** The College shall be responsible for providing the institutional orientation of all new members of the negotiating unit.
- 29-2** The Association may discuss this Agreement with members of the negotiating unit during those times, as set forth in this Agreement, for the conduct of Association business. The Association recognizes its responsibility to inform all members of the unit of their right not only to join, but to refrain from membership in the Association.
- 29-3** The College will provide time during the institutional orientation period during which the Association will inform members of the unit concerning the nature of the contract.

Article Thirty - CURRICULUM DEVELOPMENT

The unit members shall be responsible in leading curriculum development and revision in the respective discipline(s) in which they are experts.

Article Thirty-One - FIELD TRIPS

- 31-1** A field trip shall be defined as any educational activity which requires student and/ or faculty to leave the campus. Such trips will require the approval of the appropriate Dean.
- 31-2** The College will determine and shall supply the mode of transportation for all such trips.
- 31-3** The College shall provide travel- accident liability insurance up to 250,000 per individual and 1,000,000 per catastrophe whenever a member of the unit is required to travel on College business.
- 31-3.1** This insurance will be subject to any restrictions and disclaimers of the insurance company. The College will notify the faculty of any known restrictions.

Article Thirty-Two - PAID LEAVES OF ABSENCE

- 32-1** SICK LEAVE: At the beginning of each school year each member of the negotiating unit shall be credited with a twelve (12) day sick leave allowance to be used for absences caused by illness or physical disability of the faculty member, or otherwise provided by law.
- 32-1.1** Payment under this provision shall be made providing that their supervisor or another designated individual is notified of the absence before the first scheduled class. In cases of illness extending beyond five (5) consecutive working days, or after repeated and extended patterns of absences, certification of illness from a qualified physician may be required at the option of the College. The unused portion of such allowance shall accumulate indefinitely. In cases of illness extending beyond five (5) working days, certification by a qualified physician shall be required indicating fitness to

return. The statement of fitness to return must be communicated to the College Human Resources Director. At its discretion, the College may require examination by its own designated physician, at no cost to the faculty member.

32-1.1a Calculation of Sick Time: At any given period, semester or term, where a unit member is assigned or expected to work, a sick day will be calculated as 7 hours and a sick week will be calculated as 35 hours. For teaching instructors July and August months shall be excluded from deductions.

32-1.2 A repeated pattern of using sick leave during Advisement, Registration and/or College meetings will allow the College to require a verification of illness.

32-2 SICK LEAVE BANK: The College shall establish an emergency "sick leave bank" to be administered jointly by the President of the College and the President of the Association or their designees.

32-2.1 The "Bank" shall be limited for the duration of this Agreement to a total number of days to be determined by providing two and one-half (2 1/2) days for each member of the unit covered by this Agreement each year. The days do not accrue from year to year. These days may be dispensed to members of the bargaining unit provided there are sufficient days in the bank.

32-2.2 Application for such benefits, to a maximum of twenty-five (25) days per application, shall be made to the President of the College or their designee through the President of the Association or their designee, on the College's Sick Bank Withdrawal form.

32-2.3 Days shall be dispensed to the applicant at the discretion of the President of the College and the President of the Association where the following pre-conditions are met:

- (A) Serious continuing illness or disability to a member of the unit as attested to by a licensed physician.
- (B) All accumulated personal sick days having been exhausted.
- (C) The illness or disability is not covered by any long-term disability plan as contained in this Agreement or any short or long-term disability plan as agreed to by the parties.

32-2.3.1 If the President of the College and the President of the Association cannot agree in regard to the pre-conditions stated above, with respect to the application, the final decision rests with the President of the College.

32-2.4 The benefits as provided by this Article shall not accrue to or be available to any member of the unit after the last date of employment.

32-3 BEREAVEMENT LEAVE: Leave not to exceed three (3) working days will be allowed for each death in the immediate family. Family is understood to mean father, mother,

grand-parents, brothers, sisters, parents-in-law, sons-in-law, daughters-in-law, wife, husband, children, step-children, or grandchildren or other members of the household. The three (3) working day period shall be consecutive starting with the first day of absence.

32-3.1 Upon written request to the appropriate Dean, where all personal leave has been exhausted, the Dean may, at his sole discretion, for good cause shown, expand the above three (3) days to five (5). The written request may be waived in a bona fide emergency situation allowing an oral request to be made.

32-4 **PERSONAL LEAVE:** Leave up to three (3) days per year shall be permitted for matters which cannot be cared for in free time. Payment under this provision shall be made, provided a minimum of one (1) week's written notice was given of the intention to take a personal day, except in emergency situations. This notice shall be given to the Division Chairperson involved or their designee. The faculty member shall make the sole determination of the use of personal leave days. Except in emergency situations, it shall be the responsibility of the faculty member to find qualified classroom substitute for each assigned class. In emergency situations they shall give notification as soon as possible to the Division Chairperson or their designee.

32-5 **LEGAL LEAVE**

32-5.1 A member of the negotiating unit who is summoned for jury duty or subpoenaed as a witness and who must serve and who does in fact serve, will be granted leave to fulfill such duty.

32-5.2 The College will pay their normal salary provided a record is submitted of time served and pay received, and the member of the negotiating unit remits any payment received for their service as a juror or as a witness, to the College.

32-5.3 In order to be eligible for pay, an employee:

- (A) Must notify their Division Chairperson after receipt of notice to report;
- (B) Must have reported for assigned duties on any day during the period of jury or witness duty when they were not necessarily absent from work on account of such jury or witness duty; and
- (C) Must furnish a certificate of completion of jury or witness duty service showing the time that they reported and were dismissed on each day for which jury or witness duty is claimed and the amount of all fees received by them.

32-5.4 The provisions of this Article shall not apply in cases of jury or witness duty on days outside the normal college week.

32-5.5 In no case shall leave be deducted from vacation days or holidays except by request of the faculty member.

32-6 A member of the unit who is a plaintiff in a civil action shall not be compensated for absent time of more than four (4) days. The above limitation does not apply when the College is a party to the action.

32-7 SABBATICAL LEAVE: The Board may grant sabbatical leaves of absence for full- time faculty members in accordance with the following specific provisions:

32-7.1 Members of the unit shall be eligible for sabbatical leave after six (6) years of continuous service at Essex County College.

32-7.2 The number of sabbatical leaves during the term of this contract shall be limited to five percent (5%) of the unit each year, and length of service at Essex County College shall be considered by the College in the granting of such leave.

32-7.3 Applications for sabbatical leave will be considered if made for the purpose of full-time study and/or research. Travel is acceptable provided it is for full-time study and/or research only.

In extraordinary circumstances a leave may be granted pursuant to this section for purposes of rest and recuperation provided the individual applying for said leave shall have completed at least ten (10) years of consecutive service with the College. Consecutive service for the purpose of this section shall not be considered broken for any paid leave of absence. All other leave(s) or extended absence(s) shall break consecutive service.

32-7.4 Such application shall also state that the applicant will continue to serve Essex County College for at least two (2) years after expiration of their leave unless this provision is expressly waived by the Board.

32-7.5 The application shall be submitted to the appropriate Dean, and if approved, to the Vice President and President for consideration and recommendation for approval or disapproval. Disapproval at any level terminates action on the application. If approved up to and including the President, the application will be submitted to the Board by the President for final action. In the event that the application is turned down by the appropriate Dean, the Vice President or the President in two (2) consecutive years, the application in the third (3rd) years, if made, shall be submitted at the discretion of the applicant to the Board regardless of the action taken at lower levels. In this event the Board shall be presented with the previous applications for leave and past negative and/or positive recommendations made pursuant to said applications.

32-7.6 Written application for sabbatical leave shall be filed with the appropriate Dean not later than April 15, prior to the academic year for which the leave is requested.

32-7.7 The granting of sabbatical leave shall not be in any sense automatic, but the Board will consider the advantage to the applicant as a scholar and teacher to be expected from such leave, and the consequent advantage through their service to the College. When granting sabbatical leave, the following shall be considered:

(A) The extent of the applicant's previous study, growth, contributions and successful service during the six (6) years or ten (10) years, whichever is applicable.

- (B) The length of service at Essex County College.
- (C) Availability of substitute staff and the needs of the College.
- (D) The order in which applications are received as determined by postmark or Dean's date stamp, whichever is earlier.

32-7.8 The sabbatical leave shall be for a period not to exceed one (1) semester or sixteen (16) consecutive weeks, at full pay, or two (2) semesters or thirty-two (32) consecutive weeks, at one-half (1/2) pay. For non-teaching faculty, a half (1/2) year sabbatical shall be twenty (20) weeks, and a full year, forty (40) weeks, inclusive of closings.

32-7.9 The Board agrees to request the appropriate retirement system to credit the period of the sabbatical leave as service for retirement purposes. The period of the sabbatical leave shall be credited for increment purposes.

32-7.10 The full-time faculty members upon returning from sabbatical leave shall submit such reports as may be requested by their Division Chairperson.

32-7.11 The decision with respect to the granting or refusal to grant sabbatical leave shall be a matter wholly within the discretion of the Board and/or its duly designated agents, and such decision shall not be subject to the grievance and arbitration procedures of this contract, except where the procedures stated in this Article are violated.

32-8 RESERVE TRAINING LEAVE: If a member of the negotiating unit is called for reserve training as a member of any U.S. Armed Forces or National Guard reserve unit, they shall be granted leave as provided by law. If possible, written notice should be given as least one (1) semester in advance so that suitable arrangements can be made for the absence, such written notice to be given to the appropriate Dean and Division Chairperson. This leave is in addition to earned vacation, and the College will pay the difference between what is received for reserve training and normal pay for the period served.

32-9 PROFESSIONAL MEETINGS AND CONVENTIONS: All members of the negotiating unit shall be eligible for up to five (5) days leave with pay to attend professional meetings and/or conventions, provided that at least two (2) weeks' notice is given to, and approval given by, the appropriate Division Chairperson, and the faculty member finds a substitute to replace them in class.

32-10 RETENTION OF FACULTY BENEFITS: Any faculty member on a paid leave of absence, including sabbaticals, shall retain all insurance and pension benefits without exception during the period of said leave to the extent allowed by applicable law.

32-11 CLASS COVERAGE RESPONSIBILITY: When a faculty member is absent from class for any reason, they shall make every effort to find a suitable substitute or make other acceptable arrangements in consultation with the Division Chair.

32-11.1 Such coverage shall be deemed professional courtesy by the faculty member or members involved and no compensation shall be rendered unless such instructional time exceeds three hundred (300) minutes in a semester or session.

32-11.2 In the event that a volunteer is not available, a faculty member shall be assigned by the Division Chairperson to fill in for such absence. Every effort will be made to make such assignments equitably. Coverage exceeding three hundred (300) minutes in a semester or session shall be compensated at the proportional overload rate. In the event that a faculty member teaches more than ninety percent (90%) of the course, the faculty member shall be compensated as if it were a regularly scheduled course.

32-12 **DISCRETIONARY SABBATICAL:** The College shall have the discretion to grant sabbatical leaves outside the provisions of Article 32-7 of this Agreement, for a full year at half (1/2) pay or one-half (1/2) year at a quarter (1/4) pay.

32-12.1 Half (1/2) year would be equivalent to the per semester load carried by the Faculty Member during the preceding academic year.

32-12.2 A discretionary leave shall take place where the faculty member agrees to said leave and where the granting of the leave, which shall be solely at the discretion of the College, would result in actual savings to the College in the amount of salary paid out.

32-12.3 Written application for discretionary sabbatical leave shall be made directly to the Vice President, who shall make their recommendation to the President. The final decision shall be made by the Board of Trustees.

32-12.4 The granting of discretionary sabbatical leave shall not prejudice the consideration of application for future sabbatical leave.

32-12.5 All benefits and seniority rights which would normally continue under a normal sabbatical shall be continued during the term of the discretionary sabbatical leave.

32-12.6 The agreement shall include the starting and ending dates of the leave, and the actual salary to be received for the period of the leave.

32-12.7 This grant of discretionary sabbatical leave and its terms shall be excluded from the grievance and arbitration provisions of this agreement, and 31-13 through 31-13.7 represents the complete understanding of the parties with respect to Discretionary Sabbaticals.

Article Thirty-Three - UNPAID LEAVES OF ABSENCE

33-1 **ADVANCED STUDY:** A leave of absence without pay of up to two (2) years may be granted to any tenured member of the negotiating unit upon application for the purpose of advanced study providing that said member agrees to return to the College for at least two (2) years.

The Board may accept or reject any application for leave or extend such leave beyond the two (2) year limit. Any tenured faculty member who returns to faculty status shall resume all rights and privileges that they would have had if they had continued in the faculty status without interruption and shall be placed on the step on the salary guide that they would have been on had they continued in faculty status without interruption. Where the doctor's degree results from such a leave, the individual's position on the salary schedule may be negotiated. All fringe benefits shall cease during such leave except where statute law mandates continuance.

33-1.1 Application shall be made to the appropriate Dean through the Division Chairperson. The appropriate Dean will make their recommendation to the Vice President. The recommendation of the Vice President shall be appended and the application shall be transmitted through the President, who will make their recommendation to the Board for final action.

33-1.2 The full-time faculty member involved, upon returning from Advanced Study Leave, shall submit such reports as may be requested by their Department/Division Chairperson and/ or appropriate Dean.

33-1.3 If the leave is used for other than the stated purpose, the faculty member may be considered in violation of their contract with the College. If the leave is used for other than the stated purpose, this fact shall be reported immediately to the College for its appropriate action.

33-2 **EXCHANGE TEACHING:** A leave of absence up to two (2) years may be granted to any tenured faculty member upon application for the purpose of participating in exchange teaching programs in this or other states, territories or countries, or a cultural program related to their professional responsibilities. The Board may grant or deny any application for leave or may extend such leave beyond the two (2) year period. Upon return from such leave, a faculty member shall be placed at the same position on the salary schedule that they would have been had they continued in the College during such period. Arrangements for the continuation of fringe benefits shall be made at the time of the "exchange."

33-2.1 Application shall be made to the appropriate Dean through the Division Chairperson. The appropriate Dean will make their recommendation to the Vice President. The recommendation of the Vice President shall be appended and the application shall be transmitted through the President, who will make his recommendation to the Board for final action.

33-2.2 The full-time faculty member involved upon returning from exchange teaching shall submit such reports as may be requested by their Division Chairperson and/or appropriate Dean.

33-2.3 If the leave is not used for the stated purpose, the faculty member may be considered in violation of their contract with the College. If the leave is used for other than the stated purpose, this fact shall be reported immediately to the College for its appropriate action.

33-3 **MILITARY LEAVE:** A member of the negotiating unit will be given military leave without pay if they enlist, are drafted, or ordered to active duty in the United States Armed Forces. All fringe benefits shall cease during such leave except where statute law mandates continuance. If they desire to return to Essex County College, they must give at least sixty (60) days notice, prior to the expiration of their military leave of their intention to return to work. The notice must be in writing and sent to the appropriate Dean and Division Chairperson. All provisions of State and Federal Law dealing with military training in the Armed Forces of the United States will apply.

33-4 **SERVICE IN PROFESSIONAL ORGANIZATIONS:** A leave of absence of up to two (2) years may be granted (or denied) by the Board to any tenured member of the negotiating unit upon application for the purpose of serving as an officer in any professional association or on its staff provided that said member agrees to return to the College for at least two (2) years. All fringe benefits shall cease during such leaves, except where statute law mandates continuance. Upon return from such leave the member of the negotiating unit shall be placed on the same step on the salary schedule that they occupied at the time the leave began. However, in exceptional cases, the College may at its discretion, renegotiate the individual's position on the salary schedule.

33-4.1 Application shall be made to the appropriate Dean through the Division Chairperson. The Dean will make his recommendation to the Vice President. The recommendation of the Vice President shall be appended and the application shall be transmitted through the President who shall recommend to the Board for final action.

33-4.2 The full-time faculty member involved upon returning from such service shall submit such reports as may be requested by their Division Chairperson and/or appropriate Dean.

33-4.3 If the leave is not used for the stated purpose, the faculty member may be considered in violation of their contract with the College. If the leave is used for other than the stated purpose, this fact shall be reported immediately to the College for its appropriate action.

33-5 **MEMBERSHIP IN PROFESSIONAL ASSOCIATION:**

Membership in professional associations by members of the negotiating unit shall be paid by the College provided that the total fees for such memberships do not exceed twenty-five dollars (25.00) and that approval for such payment is given by the appropriate Dean. Application shall be made through the Division Chairperson.

33-6 **SERVICE IN PUBLIC OFFICE:** A tenured faculty member who is elected or appointed to a public office which requires their absence from duty with the College for an extended period of time may be granted (or denied) by the Board, a political leave of absence for a period equal to the first (1st) term in office. Upon their return, they shall be placed at the same step on the salary schedule that they occupied at the time the leave began. All fringe benefits shall cease during such leave except where statute law mandates continuance. A

leave of absence for one (1) semester without pay may be granted (or denied) by the Board, to any tenured member of the negotiating unit, upon application, for the purpose of running for public office. All fringe benefits shall cease during such leave except where statute law mandates continuance.

33-6.1 Application shall be made to the appropriate Dean through the Division Chairperson. The Dean will make their recommendation to the Vice President. The recommendation of the Vice President shall be appended and the application shall be transmitted through the President, who shall recommend to the Board for final action.

33-6.2 The faculty member involved shall submit such reports as may be requested by their Division Chairperson and/or appropriate Dean.

33-6.3 If the leave is not used for the stated purpose, the faculty member may be considered in violation of their contract with the College. If the leave is used for other than the stated purpose, this fact shall be reported immediately to the College for its appropriate action.

33-7 MATERNITY LEAVE

33-7.1 UNPAID MATERNITY LEAVE

33-7.1.1 Maternity leave without pay will be granted for a period of up to one (1) year. If more than a twelve (12) month leave is needed, a request for an extension will be considered.

33-7.1.2 Leave will be granted upon written application of at least one (1) month in advance of such leave.

33-7.1.3 During the period of the leave all fringe benefits shall cease except where statute law mandates continuance. There will be no loss of accrued benefits during the leave.

33-7.1.4 The employee shall have the option of returning at the beginning of a new semester provided that a replacement can be found for the period of time she will be on leave. Counselors and Librarians may return at any time provided that a replacement can be found for the period of time the individual Counselor or Librarian will be on leave. In either case, if no qualified replacement can be found to serve for a fraction of a year, the employee may be required to take a full year leave. In all cases, the member of the unit shall notify the Human Resources Department in writing at least two (2) months prior to the stated leave termination date as to whether she plans to return or resign. Failure to do so shall result in waiver of the right to return. Prior to her return, she must produce a certificate from her physician to the effect that she is physically fit and ready to commence working.

- 33-7.1.5** If the employee returns within six (6) months, she will be placed on the step she would have received had she not taken leave.

33-7.2 DISABILITY LEAVE FOR PREGNANCY

- 33-7.2.1** Those employees who become pregnant and who desire to work until the point of disability shall notify the Human Resources Department in writing. The notification shall include a doctor's certificate giving the anticipated birth of date.
- 33-7.2.2** Employees will be permitted to work as long as their doctor certifies that they are physically able to do so and so long as they satisfactorily perform their assigned responsibilities. The College reserves the right to have the employee examined by a College designated physician.
- 33-7.2.3** This disability leave shall be for a period of up to two (2) months or to the end of the disability, whichever is shorter. The leave may be extended upon written request to the Human Resources Department with proof of continued physical disability. Employees who request such extended leave will be required to submit a doctor's certificate of continued disability for each that the leave is extended. Accumulated sick leave may be used during any period of disability.
- 33-7.2.4** An employee who indicates a desire to return to her employment on or before the expiration date of her disability leave shall be reinstated to her former position or to a position of like status and pay without loss of benefits or service credit provided that she gives reason-able notice (of at least [3] weeks duration) to the Human Resources Department of her intention to return and provides a certificate from her physician to the effect that she is physically fit and ready to commence working. Failure to give such notice shall result in the waiver of a right to return. The College may require independent examination by a physician.

33-8 CONTINUATION OF BENEFITS DURING UNPAID LEAVES: All statutory provisions concerning continued participation in the benefits program provided by the Teacher's Pension and Annuity Fund (TPAF); Public Employees Retirement System (PERS); or Alternate Benefits Program during unpaid leaves of absence as defined in this Article shall be applicable.

33-9 EMERGENCY LEAVE: An emergency leave of absence without pay for up to one (1) year may be granted to any member of the negotiating unit upon application for an emergency purpose. The Board may accept or reject any application for such leave. Upon their return, the member shall be placed at the appropriate step on the salary schedule. The faculty member will not earn step credit for time on leave that exceeds one-half (1/2) of that individual's contract year. All fringe benefits shall cease during such leave except where statute law mandates continuance.

33-9.1 Application shall be made to the appropriate Dean through the Division Chairperson. The Dean will make their recommendation to the Vice President. The recommendation of the Vice President shall be appended and the application shall be transmitted through the President, who shall recommend to the Board for final action.

33-10 The College will comply with the provisions of the Family Leave Act, N.J.S.A. 34:11-1, et seq.

Article Thirty-Four - TUITION REMISSION/REIMBURSEMENT TUITION WAIVER

34-1 The College shall grant full tuition and fees waiver for a member of the bargaining unit, the spouse or dependent child accepted for enrollment in an academic program at Essex County College.

34-1.1 In addition, any dependent child of a deceased unit member who died while in the employ of the College shall be granted full tuition remission if accepted for enrollment in an academic program at the College.

34-1.2 The College shall provide waiver assistance only to the extent that expenses are not covered by financial aid, discounts, subsidies, grants, scholarships, or other tuition support.

34-1.3 The member, spouse or dependent child shall successfully complete the course to qualify for subsequent waivers. Successful completion shall be defined as receiving a minimum grade of "C" in the course.

TUITION REIMBURSEMENT

34-2.1 The terms of the previous agreement (2002-2006) shall remain in effect for any faculty member that received course reimbursement for graduate course work prior to August 31, 2007. Tuition reimbursement for these members shall continue to apply to courses taken until the earlier of either completion of a degree or August 31, 2011.

34-2.2 Members of the unit who are not eligible under 34-2.1 will qualify for tuition reimbursement under the following provisions.

34-2.2.a. A member accepted for enrollment at an accredited institution of higher education shall be eligible to receive seventy-five percent (75%) of the tuition charged at the Rutgers undergraduate rate for undergraduate course work and seventy-five percent (75%) of the tuition charged at the Rutgers graduate rate for graduate course work.

34-2.2.b. Member shall be in pay status during the course for which tuition reimbursement is requested.

- 34-2.2.c.** Member shall have a minimum of one year of continuous employment to be eligible for participation.

34-3 Reimbursement

- 34-3.1** Member shall be eligible for tuition reimbursement up to a maximum of twenty-four (24) credit hours for the academic year (September through August).
- 34-3.2** Reimbursement shall be limited, unless otherwise approved, to courses necessary to earn an initial Master's or Doctoral degree or courses relevant to employment including courses needed to qualify for promotion.
- 34-3.3** Member shall successfully complete the course to qualify for tuition reimbursement. Successful completion shall be defined as receiving a minimum grade of "C" in undergraduate and "B" in graduate courses.
- 34-3.4** The College shall provide tuition reimbursement only to the extent that expenses are not covered by discounts, subsidies, grants, scholarships, or other tuition support.
- 34-3.5** The member shall submit an official grade report and receipt of tuition paid to obtain reimbursement.
- 34-3.6** Reimbursement application shall be submitted within 60 days of course completion.
- 34-3.7** Member may receive up to three-quarters (3/4) of the cost (i.e., reimbursement up to a maximum of three hundred and twenty-five dollars [325.00]) for skill training at other than an accredited institution of higher education (including courses necessary to maintain certification in the member's profession).

34-4 Reimbursable courses

- 34-4.1** The degree program or courses shall receive prior approval from the appropriate Dean and the Provost.
- 34-4.2** The degree program or course shall be relevant to the individual's position at the College.
- 34-4.3** Tuition reimbursement may be granted by the College for audited courses provided prior approval by the appropriate Dean has been received. The Dean's decision shall be final and binding.

34-5 Employment obligation. A member, who resigns from the College within two years from the completion of a Master's or Doctoral Degree shall repay the College as described in the Tuition Reimbursement Agreement.

Article Thirty-Five - PROFESSIONAL IMPROVEMENT

- 35-1** Faculty schedules are to be arranged wherever possible to allow faculty members to attend classes at other institutions of higher education and/or to facilitate course preparation. Such scheduling shall not interfere, interrupt or conflict with normal College operation or student need.

Article Thirty-Six - INSURANCE AND PENSION PROGRAM

- 36-1** GROUP LIFE INSURANCE, PENSION, AND HEALTH BENEFITS: All members of the unit shall receive group life insurance, pension benefits, health insurance (New Jersey State Health Benefits Program Group Traditional Plan), and all benefits as provided under the laws of the State of New Jersey. The Board shall continue to pay for such coverage either fully or partially as the law provides.
- 36-2** DENTAL PLAN: The College agrees to provide a dental plan comparable to the plan presently provided to the faculty with full family coverage. The parties recognize that some slight variation in the coverage, however, may be necessary. Any subsequent change in the plan offered shall be at the sole discretion of the College, so long as benefit levels remain substantially the same. Such plan shall be provided at no cost to the faculty member.
- 36-2.1** Dental Plan and Retirement Dental Benefits: The College will provide continuing coverage after retirement for members with 25 years service at the same rate as if they were still members in active service. The retired member shall make the appropriate provisions for the payment to the College of the requisite premium, then the college shall pay the premium for such coverage. The Human Resources Department will provide the retiring faculty member with the appropriate forms.
- 36-3** GROUP HEALTH BENEFITS: The Board shall maintain its policy of providing without cost to the member of the negotiating unit, full family coverage in the Hospital Service Plan of New Jersey (Blue Cross), including Rider J, the Medical Surgical Plan of New Jersey (Blue Shield), and Major Medical, under the New Jersey State Health Benefits Program Group Traditional Plan. All employees shall continue to contribute to the cost of health insurance in accordance with the full contribution level (Tier 4) of Chapter 78 (P.L. 2011, c. 78). Any employee who retires during the term of this contract and prior to the execution of a new agreement shall continue, in retirement, to contribute to their health benefits at the Tier 4 level set forth above.
- 36-4** Elimination of Chapter 88 Contributions: The College will no longer administer the Chapter 88 benefit and it will not be available except to those already benefiting who shall be grandfathered. All unqualified individuals shall be terminated.
- 36-5** LONG TERM DISABILITY: For those members of the negotiating unit currently enrolled in the TPAF and PERS programs, the Board of Trustees agrees that it will provide long-term disability coverage through an insurance carrier equal to that provided under TIAA until the participant in TPAF/PERS is eligible for the long-term disability benefits provided under the TPAF/PERS programs. Said program will be implemented, provided that said

program is not contrary to State Law. In addition, the Treasurer of the Faculty Association will be consulted in regard to implementation of this program. The date at which benefits are granted by the carrier is to be the date of termination of sick bank benefits.

- 36-6** The College agrees to maintain an SRA deduction, which meets legal requirements, for any faculty member requesting such deduction, and will forward said funds to the approved carrier(s). Upon request of the Faculty Association, the College will designate representatives to work cooperatively with the Faculty Association to establish necessary implementation procedures.
- 36-7** The College agrees to provide Supplemental Life Insurance in the base amount of the faculty member's salary, subject to the age reduction rules of the carrier, for each member of the Unit.
- 36-8** Domestic partners of members of the unit shall be eligible for benefits consistent with state law.

Article Thirty-Seven - CONTRACT, DISMISSALS AND EVALUATIONS

- 37-1** The granting of tenure shall be consistent with the laws of the State of New Jersey.
- 37-2** Individual Contracts may be terminated at any time by mutual agreement between the member concerned and the College.
- 37-3** Notice of non-renewal for faculty hired in September will be issued by April 15th for faculty members in their first (1st), second (2nd), third (3rd), or fourth (4th) year of service and January 15 for those faculty in their fifth (5th) year of service.
- 37-4** Notice of non-renewal for faculty hired in January will be issued by December 15th for faculty members in their first (1st), second (2nd), third (3rd) or fourth (4th) year of service, and April 15th for those faculty in their fifth (5th) year of service.
- 37-5** Discharge procedure for all tenured members of the unit shall conform to the provisions of N.J.S.A. 18A:6-18.
- 37-6** In any instance of separation from the College for any reason, the Employee shall be required to return all College property on or before their last day of employment, including but not limited to official College equipment, computers, phones, keys, etc. The Employee will be responsible for reimbursing the College for any items or property not returned at the end of their last day of employment, in addition to any applicable tuition reimbursement as required herein.

Article Thirty-Eight - EVALUATION OF FACULTY FOR RETENTION, NON-RETENTION TENURE AND PROMOTION

- 38-1** Evaluation of faculty shall be used for the purpose of improving instruction and aiding in determining whether a faculty member shall be retained and/or promoted. To this end, therefore, evaluations will take into consideration the faculty member's performance for

their entire length of service at the College. Reference will be made to previous existing evaluations and to the growth exhibited by the faculty member for their length of service at the College. Effective teaching should be the most important element but other factors such as professional development, community service, additional contributions to the College, and contributions to professional organizations will be considered.

38-1.1 Where deficiencies are found, there will be suggestions for improvement on all evaluation forms, and follow up observations should be arranged for the purpose of noting improvement. All observations and evaluations must be reduced to writing.

38-2 EVALUATION OF NON-TENURED FACULTY:

38-2.1 Every non-tenured faculty member shall be evaluated annually. This evaluation shall include the following elements:

- (A) Division Chairperson's (or designee's) Class Observations
- (B) Peer Class Observations
- (C) Student Evaluations
- (D) Self-Evaluation
- (E) Division Chairperson's Evaluation and Recommendation

Any form that the College will use for these observations and evaluations will be agreed to by the Faculty Association and be made available to the faculty members at the beginning of the semester. Copies of all completed forms shall be available to the faculty member observed or evaluated.

38-2.2 Chairperson's Observations:

38-2.2.a For faculty members who are in their first (1st), second (2nd), third (3rd) or fourth (4th) year of service, the Division Chairperson shall conduct class observation(s) by October 15 and January 30.

38-2.2.b For faculty members who are in their fifth (5th) year of service, the Chairperson shall conduct class observation(s) by October 15.

38-2.3 Peer Class Observations: A peer is defined as another faculty member, and if possible, one who has at least two (2) years teaching experience at the College and has previously taught the same or similar course. The peer shall be selected by the Division Evaluation Committee.

38-2.3.a For faculty members who are in their first (1st), second (2nd), third (3rd), or fourth (4th) year of service, the selected peer shall conduct class observation(s) by October 15 and January 30.

38-2.3.b For faculty members who are in their fifth (5th) year of service, the selected peer shall conduct class observation(s) by October 15.

38-2.4 Student Evaluations:

38-2.4.a Every faculty member will be evaluated by his students at least once a year. The student evaluation shall be conducted in each section being taught by the faculty member by November 1, in the fall semester or March 15, in the spring semester.

38-2.4.b The original student evaluations will be returned to the faculty member evaluated, and it shall be their responsibility to retain them on file for one (1) year at the College and to make them available to the Division Chairperson and appropriate administrator upon request. Due to the recent COVID-19 experience and the advancement of technology, the College will have the discretion of conducting student evaluation of faculty either in-person or online mode.

38-2.5 Self-Evaluation

38-2.5.a Each faculty member in their first (1st), second (2nd), third (3rd) or fourth (4th) year of service will prepare a Self-Evaluation by February 5 each year.

38-2.5.b Faculty members in their fifth (5th) year of service will prepare a Self-Evaluation by November 5.

38-2.6 Chairperson Evaluation and Recommendation:

38-2.6.a For faculty members who are in their first (1st), second (2nd), third (3rd), or fourth (4th) year of service, the Chairperson's Evaluation and Recommendation shall be completed by February 10 each year.

38-2.6.b For faculty members who are in their fifth (5th) year of service, the Division Chairperson's Evaluation and Recommendation shall be completed by November 15.

38-3 The Chairperson's recommendation will be forwarded to the appropriate Dean, who will review it and append comments and recommendations.

38-3.1 For faculty members who are in their first (1st), second (2nd), third (3rd) or fourth (4th) year of service, the appropriate Dean will forward the evaluation packet to the appropriate Executive Vice President/Provost by February 25 each year.

38-3.2 For faculty members who are in their fifth (5th) year of service, the appropriate Dean will forward the evaluation packet to the Executive Vice President/Provost by November 25.

38-4 The Executive Vice President/Provost shall review the evaluation packet submitted by the appropriate Dean and append comments and recommendations to the packet.

38-4.1 For faculty members in their first (1st), second (2nd), third (3rd) or fourth (4th) year of service, the Executive Vice President/Provost shall forward the evaluation packet to the President's Office by March 5 of each year.

38-5 The President will review the submitted evaluation packets and shall make recommendations to the Board of Trustees for fifth (5th) year faculty members by January 5th of that year; for all non-tenured faculty members the President's recommendations will be made by March 15th of each year. The complete evaluation packet will be available for Board review upon request of the Board.

38-6 Final action on retention (non- retention), tenure or promotion rests solely with the Board of Trustees. For faculty in their fifth (5th) year of service, non- renewal notices will be sent by January 15; for all other faculty in their first (1st), second (2nd), third (3rd) or fourth (4th) year of service, non-renewal notices will be sent by April 5 of each year.

38-7 EVALUATION OF TENURED FACULTY:

38-7.1 Every three (3) years, an evaluation of tenured faculty members shall be conducted within each Division, coordinated by the Division Chairperson.

38-7.2 This evaluation shall consist of the following elements:

- (A) Self-Evaluation
- (B) Student Evaluation
- (C) Chairperson's Evaluation

Any forms that the College will use for these observations and evaluations will be agreed to by the Faculty Association and will be made available to the faculty members at the beginning of the semester. Copies of all complete forms shall be available to the faculty member observed or evaluated.

38-7.3 Faculty Self-Evaluation will be presented by February 5.

38-8 A Student Evaluation will be conducted once a year, by November 1, in all sections being taught by the tenured faculty member.

38-9 General Evaluation Provision:

38-9.1 The provisions of this Article shall not preclude more frequent observations and/or evaluations, when deemed necessary, by an appropriate administrator. Upon request of a tenured faculty member an annual comprehensive evaluation may be made. In addition, the tenured faculty member may request one additional teaching observation per year.

38-9.2 At their discretion, the appropriate Academic Deans may make independent teaching observations and assessments and request meetings with faculty members. In such instances the administrator shall give written notice of their intention to observe within the next thirty (30) days.

38-9.3 Within the Division of Community and Continuing Education, the above provision shall apply to the Associate Dean and Dean.

38-9.4 In the Student Affairs Area, the provisions of Article 38 shall apply to the Dean of Student Affairs and designated representatives.

38-9.5 Where a faculty member has a release time assignment, the appropriate administrator will submit a statement in writing to the Chairperson and the appropriate Dean concerning the performance of the faculty member.

38-9.6 Copies of all observations and assessments conducted under Article 38, shall be forwarded to the faculty observed, to the Division Chairperson, and may be made a part of the evaluation file.

38-9.7 In the Learning Resources Area, those functions performed by the Division Chairperson in the Academic Divisions under the evaluation procedure shall be performed by the Director of the Library. The Director shall complete required forms for all Librarians.

38-9.8 Counselor faculty evaluation shall be consistent with the terms of this Article. Evaluation shall consist of the following elements (see Appendix D):

Form A: Peer Evaluation

Form B: Student Evaluation

Form C: Counselor Self-Evaluation

Form E: Dean or appropriate administrator's Observation and Evaluation

38-9.9 Evaluation of Lecturer (A) Faculty: Evaluation of Lecturer (A) Faculty shall be consistent with this Article.

Article Thirty-Nine - PROMOTION PROCEDURE

39-1 The requirements for academic rank contained in Article 12 shall define the minimal requirements for promotion as of the date of application except that Faculty members with receiving tenure will be promoted to Assistant Professor if they are not already at that rank or higher and they possess the minimum requirements for Assistant Professor as described in Article 12-3.2 The President has the right to recommend an exception by waiving the minimum requirements for Assistant Professor.

39-2 Written application for promotion shall be submitted to the appropriate Chairperson on or before October 15 each year.

39-3 The Chairperson's recommendation with supporting documents shall be forwarded to the appropriate Dean.

39-4 The Appropriate Dean or Chief Academic Officer shall review all supporting documents and interview the candidates and make recommendations, ordered within rank, as well as identifying those not being recommended to the President. The Dean or Chief Academic Officer shall notify individuals not being recommended for promotion in writing.

- 39-5** The President shall make recommendations for promotion to the Board of Trustees for consideration at the June meeting. Candidates for promotion not recommended to the Board of Trustees shall be notified not later than seven (7) days preceding the Board meeting.
- 39-6** An individual may not be promoted within three (3) years of the effective date of their last promotion.
- 39-7** Under exceptional circumstances, the President of the College has the right to recommend an exception by waiving the minimum educational requirements for the rank of full professor, for an individual who has consistently made outstanding contributions to the College.
- 39-8** In all cases, upon the recommendation of the President, the final approval on the promotions shall rest with the Board of Trustees. The denial of promotion by the President or the Board of Trustees, shall not be arbitrable. However, nothing herein shall limit a person's rights under the laws of the United States or the Constitution of the State of New Jersey.
- 39-9** Any forms which the College will use in relation to this process will be made available to the faculty members at the beginning of the semester.

39-10 PROMOTIONAL SALARY COMPUTATION:

Any faculty member who is promoted in academic rank during this Agreement shall receive an increase in their base salary calculated as follows:

- a. for promotion from instructor to assistant professor, \$7,000
- b. for promotion from assistant to associate professor, \$10,000; and
- c. for promotion from associate to professor, \$15,000.

Employees who remain on guide after receiving this increase shall move, without reduction, to the appropriate step closest to their promotional salary.

Article Forty - PUBLICATION OF AGREEMENT

- 40-1** The publication of this Agreement between the two (2) parties shall be electronic and maintained on the College's website. An electronic copy shall also be provided to the Association upon execution.

Article Forty-One - NEGOTIATION OF SUCCESSOR AGREEMENT

- 41-1** Notice of intent to bargain may be given by either party on or before September 15 of the calendar year in which this Agreement expires. The Parties shall make good faith efforts to begin negotiations on or before October 1 of the calendar year preceding the calendar year in which this Agreement expires. Any agreement so negotiated, shall apply to all members of the unit, be reduced to writing, be signed by the College and the Association, and be adopted by the Board and ratified by the Association membership.

- 41-2** This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

Article Forty-Two - SALARIES

- 42-1.** Only eligible employees with the College shall be entitled to any of the increases in this Agreement. All bargaining unit members' salary shall be consistent with the salary guides in Appendix F.

Year One - September 1, 2024,

Full time members of the bargaining unit who are active, non-terminated employees on or prior to September 1, 2024 shall be eligible to:

- 1) receive a 4.5% increase in salary and then
- 2) be placed on the step of the 2024-2025 salary guide closest to their revised salary without reduction.

Eligible Employees earning less than the appropriate minimum salary reflected in Step 1 of the salary guide in Appendix F shall receive either a) a base salary increase to the September 1, 2024 minimums; or b) the above percentage increase and placement, whichever is greater.

All other Unit Members who began their employment with the College after September 1, 2024 but during the 2024-2025 academic year shall be placed on the step closest to their current salary without reduction.

Eligible Employees who are off-guide shall receive a 3% increase in base salary.

Year Two – September 1, 2025

Full time members of the bargaining unit who are active, non-terminated employees on or prior to September 1, 2025 shall be eligible to move to the next step on the 2025-2026 Salary Guide for a 3% increase in base salary.

All other Unit Members who began their employment with the College after September 1, 2025 but during the 2025-2026 academic year shall be placed on the step closest to their current salary without reduction.

Eligible Employees who are off-guide shall receive a 3% increase in base salary.

Year Three – September 1, 2026

Full time members of the bargaining unit who are active, non-terminated employees prior to September 1, 2026 shall be eligible to move to the next step on the 2026-2027 Salary Guide for a 3.0% increase in base salary.

Eligible Employees who are off-guide shall receive a 3% increase in base salary.

Year Four – September 1, 2027

Full time members of the bargaining unit who are active, non-terminated employees prior to September 1, 2027 shall be eligible to move to the next step on the 2027-2028 Salary Guide for a 2.0% increase in base salary.

Eligible Employees who are off-guide shall receive a 3% increase in base salary.

42-2 Compensation for extra contractual duties:

Compensation for extra contractual duties (which may be assigned by mutual agreement) must be in terms of contact hours which may be taken either as release time or pay at the overload rate subject to the mutual agreement.

42-3 Overload Compensation:

Overload shall be paid at the following rate per contact hour:

2024-2025	\$950.00
2025-2026	\$1,012.00
2026-2027	\$1,043.00
2027-2028	\$1,100.00

42-4 Compensation for independent study (IS):

Compensation for independent study (IS) will be at the rate of \$100 per student per contact hour of the course successfully taught. It is expected that the faculty shall maintain the rigor of teaching the IS as in any other course.

42-5 Compensation for distance education:

Agreed that faculty will receive no additional compensation for teaching online/hybrid courses for the first time. All faculty teaching online/hybrid courses must attend training or have equivalent training approved by chairperson before they can teach an online/hybrid course.

Compensation for development of full online course will be $\frac{1}{2}$ the contact value for course.

Article Forty-Three - RESOLUTION OF DISPUTES

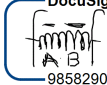
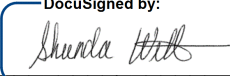
43-1 The Association affirms that for the duration of this Agreement, it shall attempt to resolve any and all disputes with the College in a peaceful and lawful manner, availing itself of all procedures for the peaceful resolution of disputes as provided in Chapter 123, P.L. 1974, as amended.

Article Forty-Four - DURATION OF AGREEMENT

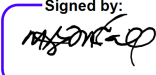
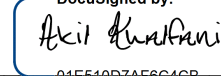
- 44-1** This Agreement shall become effective September 1, 2024 and shall remain in full force and effect for a period expiring effective 12:00 a.m., August 31, 2028 and unless specifically stated otherwise herein, its provisions shall continue thereafter subject to the Association's and the College's right to negotiate over a Successor Agreement as provided in Article 41. The parties hereby agree that, if any provisions of this Agreement should conflict with any prior agreements, amendments or provisions, the terms of this agreement shall govern. All parties acknowledge these terms and conditions are subject to ratification. All parties agree to recommend for ratification the terms and conditions contained herein to their respective constituents. All other terms and acknowledge these terms and conditions are subject to ratification. All parties agree to recommend for ratification the terms and conditions contained herein to their respective constituents.
- 44-2** This Agreement shall be subject to ratification by members of the Essex County College Faculty Association and by the Essex County College Board of Trustees. This agreement shall not be enforceable absent such ratification.

In witness whereof, Essex County College Board of Trustees and Essex County College Faculty Association, have caused this Agreement to be signed.

For Essex County College:

DocuSigned by:  985829082A9C482... Dr. Augustine A. Boakye President	8/27/2026 Date	
DocuSigned by:  823BF243783E4DE... Shunda L. Williams Executive Director of Human Resources	8/27/2026 Date	

**For Essex County College
Faculty Association:**

Signed by:  48B4332C6E174E1... Mingyon McCall President	8/27/2026 Date	
DocuSigned by:  01E510D7AF6C4CB... Akil Kokayi Khalfani, Ph.D. Chief Negotiator	8/27/2026 Date	

APPENDICES

Appendix A: Thirty Contact Hour Option Form

Appendix B:

- Form A Chairperson's Faculty Evaluation Form
- Form B Observation of Classroom Teaching
- Form C Faculty Self-Evaluation Form
- Form D Divisional/Departmental Evaluation Committee Form
- Form E Student Evaluation of Faculty

Appendix C:

- Form A Library Faculty Evaluation Form
- Form B Library Peer Evaluation Form
- Form C Library Faculty Self-Evaluation Form
- Form D Learning Resources Center Divisional/Departmental Evaluation Committee Form

Appendix D:

- Form A Counseling Peer Evaluation Form Counseling Session Observation Report
- Form B Divisional/Departmental Chair's (Or Equivalent) Evaluation Report of Counselors
- Form C Student Evaluation of Counselor
- Form D Counselor's Self Evaluation Form
- Form E Counseling Discipline Committee Form

Appendix E: Educational Development Specialist Evaluation Record

Appendix F:

- 2024–2025 Faculty Salary Guide
- 2025–2026 Faculty Salary Guide
- 2026–2027 Faculty Salary Guide
- 2027–2028 Faculty Salary Guide

Appendix A
THIRTY CONTACT HOUR OPTION FORM

I (Print Name) _____, hereby exercise my option under the Faculty Association/Board of Trustees Agreement to limit my service during this academic year to thirty (30) contact hours. I understand that by so doing I forfeit my right to overload beyond thirty (30) hours, except as may be mutually acceptable to me and the Dean of Academic Affairs.

Further, I understand that my exercising of this option prohibits the College from mandatorily assigning me to Spring classes, except as provided in 14-6.

Date Signature of Faculty Member

Date Signature of Dean

(Receipt Acknowledgment)

This form, signed by the faculty member, must be submitted to the Dean in duplicate, not later than September 30th of the current academic year. Proof of submission will be the Dean's signature. A copy will be given to the faculty member

Appendix B
Form A Chairperson’s Faculty Evaluation Form

FACULTY MEMBER'S NAME:

(Last) (First) (Middle)

PRESENT CLASSIFICATION:

(Rank) (Step)

(Academic Year) (Semester or Term)

(Chairperson's Signature) (Date)

Appendix B
Form A
Chairperson's Faculty Evaluation Form
(continued)

This evaluation must be constructive. The person being evaluated should be made aware of both strengths and weaknesses, with the evaluation being thoroughly discussed before final submission.

As a result of this assessment, the faculty member should have been helped to promote individual growth within the context of professional responsibilities. (1-5 should refer to the rated period.)

*Superior Good Satisfactory *Deficient N/A

Effectiveness as a teacher: _____

Comments: _____

*Superior Good Satisfactory *Deficient N/A

Contributions to the Discipline/Division: _____

Comments: _____

*Superior Good Satisfactory *Deficient N/A

Contributions to the College: _____

Comments: _____

*Superior Good Satisfactory *Deficient N/A

Contributions to the Community Service (where applicable): _____

Comments: _____

**Appendix B
Form A
Chairperson's Faculty Evaluation Form
(continued)**

*Superior Good Satisfactory *Deficient N/A

Scholarly or other contributions to professional organizations: _____

Comments: _____

Narrative overall evaluation (Other factors, besides the above, to consider: willing assumption of responsibilities, implementation of and adherence to College policies and procedures):

†RECOMMENDATION: _____

Comments of Instructor:

*Supportive and detailed explanation needed if this category is checked.

†In all cases, the final action for retention, non-retention, or promotion rests with the Board of Trustees.

Appendix B

Form B Observation of Classroom Teaching

To the observer:

Before you enter the classroom, please be certain you have reviewed the criteria for classroom observation given below. Before you complete the final draft of your report, please be certain that these criteria have received appropriate consideration in your report.

Criteria

1. Were the major objectives of the lesson made clear?
2. Does the instructor present the subject matter in a manner which stimulates student interest?
3. Does the instructor present the subject matter at a level appropriate to the course?
4. Do students show evidence of interest in the subject matter and illustrate knowledge of previously presented subject matter?
5. Does the instructor speak clearly and loudly enough to be understood by everyone in the class?
6. Does the instructor encourage critical thinking and analysis?
7. Does the instructor encourage student participation in class discussions or questioning?
8. Is there positive rapport with the students in the class?
9. Is the class presentation well-planned and organized?
10. Are the media utilized (if any) pertinent to the subject matter being presented?
11. Is the class time well spent?
12. Does the instructor show evidence of mastery of subject?

Appendix B
Form B
Observation of Classroom Teaching
(continued)

13. Were follow-up class assignments made and were they made clear?

Faculty Member Observed _____

Date of Observation: _____ Length of Observation: _____

Division/Department: _____ Course: _____

Observation By: _____

Specific comments directly related to criteria:

General comments:

Observer

Date

Faculty Member Observed*

Date

*The faculty member will sign above as an indication of having read this observation. Signature does not necessarily imply agreement with the content.

Distribution: Evaluatee
 Chairperson
 Dean

Appendix B
Form C Faculty Self-Evaluation Form

This Self-Evaluation Form enables the faculty member to review their own performance critically, enabling the faculty member to supplement information on file and to include all material pertinent to his competence and performance. They may elaborate on any point whose relevance does not seem obvious.

The first page is provided as free space so that the faculty member can summarize their evaluation in any manner that they wishes. The next page provides suggestions for the reporting of specific areas of growth.

Changes in and Development of the Educational Preparation of Faculty Member (Provide details):

Professional Status, Growth and Development (Provide details):

Appendix B
Form C
Faculty Self-Evaluation Form
(continued)

Report of Extra-Curricular Activities and Contributions (Provide details):

Additional Comments and/or Summary:

Signature
Distribution: Chairperson
 Dean

Date

Appendix B
Form D Divisional/Departmental Evaluation Committee Form

FACULTY MEMBER’S NAME:

(Last) (First) (Middle)

PRESENT CLASSIFICATION:

(Rank) (Step)

(Academic Year) (Semester or Term)

(Committee Members’ Signature) (Date)

Form D
Divisional/Departmental
Evaluation Committee Form
(continued)

- A. Performance Report as a Member of the Teaching Faculty: (Description)**
- B. Performance Report of Non-Teaching Activities (Description)**
- C. Report of Professional Growth and Educational Development: (Description)**
- D. Report on Student Evaluation: (Description)**
- E. Overall Performance Report:**

***RECOMMENDATION:**

COMMENTS OF INSTRUCTOR:

Signature of Faculty Member

***In all cases, the final action for retention, non-retention or promotion rests with the Board of Trustees.**

Distribution: **Evaluatee**
 Chairperson
 Dean

Comments of Instructor:

***Supportive and detailed explanation needed if this category is checked.**

†In all cases, the final action for retention, non-retention, or promotion rests with the Board of Trustees.

Appendix B

Form E Student Evaluation of Faculty

Course Title: _____ Section #: _____

Semester/Term: _____ Instructor: _____

Please respond to all statements. If you have comments which might be helpful to the instructor in conducting future classes, please use the reverse side of this sheet.

Did you receive a syllabus or course outline containing all of the following information?

____ Yes ____ No

Course objective, course requirements, method(s) of determining grades, attendance/tardiness policy, and instructor's office hours?

____ Yes ____ No

In the space beside each of the following questions, give your personal evaluation of the instructor by writing the number from the following scale:

5 (Excellent) 4 3 (Good) 2 1 (Poor)

- ____1. The instructor has been diligent and punctual.
- ____2. The instructor is well-prepared for class meetings.
- ____3. The instructor makes clear and well-organized presentations.
- ____4. The instructor makes assignments that are clear and relevant to course work.
- ____5. The instructor shows interest in his subject.
- ____6. The instructor is fair in grading assignments.
- ____7. The instructor encourages students to see them during office hours.
- ____8. The instructor shows concern for the academic development of students.
- ____9. The instructor allows differing viewpoints to be expressed.
- ____10. In comparison with other instructors, I rate this instructor as indicated.

Appendix C
Form A Essex County College Library Faculty Evaluation

(Last Name) (First Name) (Middle Initial)

(Rank)

(Title)

(Evaluation Period)

_____ Tenured _____ Non-Tenured

Appendix C
Form A
Library Faculty Evaluation Form
(Continued)

I. RESPONSIBILITIES AND PERFORMANCE

A. Performance—Librarianship:

1. Knowledge of librarianship: theory and practice:

- (a) Inadequate, (b) Adequate, (c) Good,
(d) Very Good, (e) Excellent

Comment (mandatory for lowest and highest rating, a & e).

2. Professional attitude and behavior in satisfying the needs of Library users:

- (a) Inadequate, (b) Adequate, (c) Good,
(d) Very Good, (e) Excellent

Comment (mandatory for lowest and highest rating, a & e).

3. Quality and quantity of work processed:

- (a) Inadequate, (b) Adequate, (c) Good,
(d) Very Good, (e) Excellent

Comment (mandatory for lowest and highest rating, a & e).

B. Performance — Administrative:

1. Analysis and organization of work:

- (a) Inadequate, (b) Adequate, (c) Good,
(d) Very Good, (e) Excellent

Comment (mandatory for lowest and highest rating, a & e).

2. Development, training and supervision of personnel:

- (a) Inadequate, (b) Adequate, (c) Good,
(d) Very Good, (e) Excellent

Comment (mandatory for lowest and highest rating, a & e).

3. Initiative in developing innovative programs, procedures, and techniques:

- (a) Inadequate, (b) Adequate, (c) Good,
(d) Very Good, (e) Excellent

Comment (mandatory for lowest and highest rating, a & e).

C. Personal Relations:

1. Relations with Library faculty:

Appendix C
Form A
Library Faculty Evaluation Form
(Continued)

(a) Inadequate, (b) Adequate, (c) Good,
(d) Very Good, (e) Excellent
Comment (mandatory for lowest and highest rating, a & e).

2. Relations with other Library personnel:

(a) Inadequate, (b) Adequate, (c) Good,
(d) Very Good, (e) Excellent
Comment (mandatory for lowest and highest rating, a & e).

3. Attitude and response to supervision:

(a) Inadequate, (b) Adequate, (c) Good,
(d) Very Good, (e) Excellent
Comment (mandatory for lowest and highest rating, a & e).

II. SCHOLARLY AND PROFESSIONAL DEVELOPMENT

A. Present study, for credits beyond the M.L.S.:

B. Seminars, Workshops, Conferences, etc. (attended during evaluation period):

C. Publications, Lectures, Consultations (during evaluation period):

D. Independent study and knowledge of current developments in the field:

III. SERVICE TO PROFESSION, COLLEGE AND COMMUNITY

A. Memberships and offices in professional organizations and other professional activities:

B. Activities in Essex County College:

Memberships and offices in community organizations and other community activities:

Appendix C
Form A
Library Faculty Evaluation Form
(Continued)

IV. SUMMATION OF EVALUATION AND ADDITIONAL COMMENTS

Signature of Faculty Member	Date

Signature of Faculty Member	Date

Appendix C
Form B Library Peer Evaluation Form

Name - Faculty Evaluated

COMMENTS ON:

A. Performance - Librarianship

B. Performance - Administrative

C. Scholarly and Professional Development:

D. Service to Profession, College, Community:

Evaluated By:

Signature - Rank

Faculty Evaluated:

*Signature

*To be signed as an indication of having read the comments.

Appendix C
Form C Library Faculty Self-Evaluation Form

Comment concisely, on your performance during the last evaluation period in the following sectors
(if needed, attach second sheet):

- A. Performance - Librarianship:

- B. Performance - Administrative:

- C. Scholarly and Professional Development:

- D. Service to Profession, College, Community

(Signature) (Title) (Date)

Appendix C
Form D Learning Resources Center Divisional/Departmental Evaluation Committee Form

FACULTY MEMBER NAME:

(Last) (First) (Middle)

(Rank) (Step)

PROPOSAL (Tenure or Promotion): _____

SIGNATURES OF COMMITTEE MEMBERS:

(Name) (Title) (Date)

(Name) (Title) (Date)

(Name) (Title) (Date)

(Name) (Title) (Date)

Form D
Learning Resources Center
Divisional/Departmental Evaluation Committee Form
(Continued)

The responses below represent summary evaluations based on input provided by the three elements involved in the process, or by direct observance by one or more members of the committee.

I. RESPONSIBILITIES AND PERFORMANCE

A. Performance – Librarianship:

1. Knowledge of librarianship; theory and practice:

- (a) Inadequate, (b) Adequate, (c) Good,
 (d) Very Good, (e) Excellent

Comment (mandatory for lowest and highest rating, a & e)

2. Professional attitude and behavior in satisfying the needs of Library users:

- (a) Inadequate, (b) Adequate, (c) Good,
 (d) Very Good, (e) Excellent

Comment (mandatory for lowest and highest rating, a & e).

3. Quality and quantity of work processed:

- (a) Inadequate, (b) Adequate, (c) Good,
 (d) Very Good, (e) Excellent

Comment (mandatory for lowest and highest rating, a & e).

B. Performance – Administrative:

1. Analysis and organization of work:

- (a) Inadequate, (b) Adequate, (c) Good,
 (d) Very Good, (e) Excellent

Comment (mandatory for lowest and highest rating, a & e).

2. Development, training and supervision of personnel:

- (a) Inadequate, (b) Adequate, (c) Good,
 (d) Very Good, (e) Excellent

Comment (mandatory for lowest and highest rating, a & e).

3. Initiative in developing innovative programs, procedures, and techniques:

- (a) Inadequate, (b) Adequate, (c) Good,
 (d) Very Good, (e) Excellent

Comment (mandatory for lowest and highest rating, a & e).

C. Personal Relations:

1. Relations with Library faculty:

- (a) Inadequate, (b) Adequate, (c) Good,
 (d) Very Good, (e) Excellent

Comment (mandatory for lowest and highest rating, a & e).

Form D
Learning Resources Center
Divisional/Departmental Evaluation Committee Form
(Continued)

2. Relations with other Library personnel:
(a) Inadequate, (b) Adequate, (c) Good,
(d) Very Good, (e) Excellent
Comment (mandatory for lowest and highest rating, a & e).

3. Attitude and response to supervision:
(a) Inadequate, (b) Adequate, (c) Good,
(d) Very Good, (e) Excellent
Comment (mandatory for lowest and highest rating, a & e).

II. SCHOLARLY AND PROFESSIONAL DEVELOPMENT

- A. Present study, for credits beyond the M.L.S.:
B. Seminars, Workshops, Conferences, etc. (attended during evaluation period):
C. Independent study and knowledge of current developments in the field:

III. SERVICE TO PROFESSION, COLLEGE AND COMMUNITY

- A. Membership and offices in professional organizations and other professional activities:
B. Memberships and offices in community organizations and other community activities:

Committee's Summary and Recommendations*

*In all cases, the final action for retention or non-retention or promotion rests with the Board of Trustees.

Comments of Faculty Member being Evaluated:

Date

Signature of Faculty Member

Appendix D
Form A Counseling Peer Evaluation Form Counseling Session Observation Report

Counselor Evaluated: _____

Date: _____

General Comments: _____

Evaluation By: _____
(Signature)

(Counselor Observed)

Date: _____

Counselor's Comment (if any): _____

Appendix D
Form A
Counseling Peer Evaluation Form
Counseling Session Observation Report
(Continued)

A. Performance Report as Counselor:

1. Utilizes appropriate Counseling Approaches and explores new methods:
2. Demonstrates ability to relate to wide range of students; rapport and sensitivity to students:

3. Breadth and diversity of interests, plus activities and interest which enables a counselor to develop wider sympathy for more effective communication, and deeper understanding of her/his students:

4. Effective and willing assumptions of responsibility in departmental matters:

5. Performance as a Member of the Faculty; professional status, growth, development, educational preparation, community involvement (for details see Self-Evaluation Form)

Appendix D
Form A
Counseling Peer Evaluation Form
Counseling Session Observation Report
(Continued)

6. Performance of other activities as a Counselor:

D. Comments of Counselor:

Date

Signature of Faculty Member

Appendix D
Form B Divisional/Departmental Chair's (or equivalent) Evaluation Report of Counselors

Counselor: _____

Date of Evaluation: _____

Employment at Essex County College: _____ Years

Rank: _____

General Comments: _____

Suggestions Change: _____

Evaluator: _____

(Signature)

Recommendation*:

Signature of Counselor: _____

(Indicates that Conference was held and Counselor did review this appraisal)

Comments of Counselor: _____

*In all cases, the final action for retention or non-retention or promotion rests with the Board of Trustees.

Appendix D
Form B
Chairperson's Evaluation Form
(continued)

This evaluation must be constructive. The person being evaluated should be made aware of both strengths and weaknesses, with the evaluation being thoroughly discussed before final submission. As a result of this assessment, the faculty member should have been helped to promote individual growth within the context of professional responsibilities. (1-5 should refer to the rated period.)

*Superior Good Satisfactory *Deficient N/A

1. Effectiveness as an Instructor (but not including observation of private sessions): _____

Comments: _____

*Superior Good Satisfactory *Deficient N/A

2. Contributions to the Discipline/Division: _____

Comments: _____

*Superior Good Satisfactory *Deficient N/A

3. Contributions to the College: _____

Comments: _____

*Superior Good Satisfactory *Deficient N/A

4. Contributions to Community Service (where applicable): _____

Appendix D
Form B
Chairperson's Evaluation Form
(continued)

Comments: _____

*Superior Good Satisfactory *Deficient N/A

5. Scholarly or other contributions to professional organizations: _____

Comments: _____

Narrative overall evaluation (Other factors, besides the above, to consider:
willing assumption of responsibilities, implementation of and adherence to
College policies and procedures):

RECOMMENDATION: _____

Comments of Instructor:
*Supportive and detailed explanation needed if this category is checked.

Appendix D

Form C Student Evaluation of Counselor

Counselor's Name: _____ Date: ____

Use the following scale to indicate how the statements which follow below describe your counselor. Answer only those applicable.

Excellent	Good	Poor
4	3	2
		1

1. The counselor seemed interested in me as a person. ____
2. The counselor was able to communicate well with me. ____
3. The counselor has insight and understanding in many areas. ____
4. The counselor seemed to offer appropriate help ____
5. The counselor has my trust. ____
6. The counselor is sensitive to my needs. ____
7. The counselor is able to provide me with the information I need. ____
8. The counselor would be a good person to recommend to other students. ____

Please add below any comments about the strong points and/or weak points you feel this counselor has:

Comments: _____

Appendix D
Form D Counselor's Self-Evaluation Form

Comment, concisely, on your performance during the last evaluation period in the following sectors (if needed, attach second sheet):

A. Performance – Counselor

Comments: _____

B. Performance – Administrative

Comments: _____

C. Scholarly and Professional Development

Comments: _____

D. Service to Profession, College, Community

Comments: _____

(Signature)

(Title)

(Date)

Appendix D
Form E Counseling Discipline Committee Form

A. Performance Report as Counselor:

1. Utilizes appropriate Counseling Approaches and explores new methods:

2. Demonstrates ability to relate to wide range of students; rapport and sensitivity to students:

Comments:

3. Breadth and diversity of interests, plus activities and interest which enables a counselor to develop wider sympathy for more effective communication, and deeper understanding of her/his students:

Comments: _____

4. Effective and willing assumptions of responsibility in departmental matters:

Comments:

5. Performance as a Member of the Faculty; professional status, growth, development, educational preparation, community involvement (for details see Self-Evaluation Form)

**Appendix D
Form E
Counseling Discipline Committee Form
(continued)**

Comments: _____

6. Performance of other activities as a Counselor:

Comments: _____

B. Summary of Evaluation of Report

1. Student Evaluation Report (for details see student evaluation form)
2. Peer Observation Report (for details see peer observation report)
3. Peer Evaluation Report
4. Self Evaluation Report

C. Recommendations for retention or non-retention, where appropriate*:

Comments: _____

D. Comments of Counselor:

Comments: _____

*In all cases the final action for retention or non-retention or promotion rests with the Board of Trustees.

Date

Signature of Faculty Member

Appendix E Educational Development Specialist Evaluation Record

Each Educational Development Specialist will be evaluated by his immediate supervisor who shall be the person to whom the EDS is assigned for duty. An evaluation form will be filed by the supervisor according to the annual faculty evaluation schedule and whenever the EDS's assigned duty administrator is changed. Peer evaluations will be required only if the EDS is assigned to a role which involves a close working relationship with another EDS. Comments are optional, but are mandatory if an inadequate or an excellent rating are indicated. Comments justifying a high or a low must be included.

Rating Terms:

- 1 - inadequate: performs significantly below accepted standards.
- 2 - adequate: performs at the minimum acceptable level.
- 3 - good: performs at an acceptable level.
- 4 - very good: performs above the acceptable level.
- 5 - excellent: exhibits superior performance.

Self-evaluation: The Educational Development Specialist will submit a self-evaluation in addition to the formal supervisor's evaluation.

EVALUATION OF: _____

DATE: _____

1. Performance of non-teaching activities

1 2 3 4 5

2. Knowledge of area of specialization

1 2 3 4 5

3. Development of educational programs

1 2 3 4 5

4. Professional growth and development

1 2 3 4 5

5. Development of innovative concepts

1 2 3 4 5

Appendix E
Educational Development Specialist
Evaluation Record
(continued)

- | | | | | | |
|-----|---|---|---|---|--|
| 6. | Community (college) service and involvement | | | | |
| 1 | 2 | 3 | 4 | 5 | |
| | | | | | |
| 7. | Rapport with administrators/peers | | | | |
| 1 | 2 | 3 | 4 | 5 | |
| | | | | | |
| 8. | Ability to deal with relevant job problems | | | | |
| 1 | 2 | 3 | 4 | 5 | |
| | | | | | |
| 9. | Interest in area of specialization | | | | |
| 1 | 2 | 3 | 4 | 5 | |
| | | | | | |
| 10. | Quality of programs produced | | | | |
| 1 | 2 | 3 | 4 | 5 | |

Comments: _____

Signature (Evaluator) Title _____ Date _____
 I have read the evaluation. My signature does not necessarily indicate agreement.

_____ Signature (EDS)	_____ Rank	_____ Date
--------------------------	---------------	---------------

COMMENTS OF EVALUATEE (optional):
 Comments: _____

EDUCATIONAL DEVELOPMENT SPECIALIST
 Narrative Self-Evaluation

Period Covered: _____ to _____

_____ Educational Development Specialist	_____ Date
---	---------------

Appendix F
Faculty Base Salary Guide 2024-2025

Step	Lecturer	Instructor	Assistant Professor	Associate Professor	Professor
1	\$60,000.00	\$65,000.00	\$70,000.00	\$75,000.00	\$80,000.00
2	\$61,200.00	\$66,300.00	\$71,400.00	\$76,500.00	\$81,600.00
3	\$62,424.00	\$67,626.00	\$72,828.00	\$78,030.00	\$83,232.00
4	\$63,672.00	\$68,979.00	\$74,285.00	\$79,591.00	\$84,897.00
5	\$64,945.00	\$70,359.00	\$75,771.00	\$81,183.00	\$86,595.00
6	\$66,244.00	\$71,766.00	\$77,286.00	\$82,807.00	\$88,327.00
7	\$67,569.00	\$73,201.00	\$78,832.00	\$84,463.00	\$90,094.00
8	\$68,920.00	\$74,665.00	\$80,409.00	\$86,152.00	\$91,896.00
9	\$70,298.00	\$76,158.00	\$82,017.00	\$87,875.00	\$93,734.00
10	\$71,704.00	\$77,681.00	\$83,657.00	\$89,633.00	\$95,609.00
11	\$73,138.00	\$79,235.00	\$85,330.00	\$91,426.00	\$97,521.00
12	\$74,601.00	\$80,820.00	\$87,037.00	\$93,255.00	\$99,471.00
13	\$76,093.00	\$82,436.00	\$88,778.00	\$95,120.00	\$101,460.00
14	\$77,615.00	\$84,085.00	\$90,554.00	\$97,022.00	\$103,489.00
15	\$79,167.00	\$85,767.00	\$92,365.00	\$98,962.00	\$105,559.00
16	\$80,750.00	\$87,482.00	\$94,212.00	\$100,941.00	\$107,670.00
17	\$82,365.00	\$89,232.00	\$96,096.00	\$102,960.00	\$109,823.00

Faculty Base Salary Guide 2025-2026

Step	Lecturer	Instructor	Assistant Professor	Associate Professor	Professor
1	\$60,600.00	\$65,650.00	\$70,700.00	\$75,750.00	\$80,800.00
2	\$61,812.00	\$66,963.00	\$72,114.00	\$77,265.00	\$82,416.00
3	\$63,048.00	\$68,302.00	\$73,556.00	\$78,810.00	\$84,064.00
4	\$64,309.00	\$69,668.00	\$75,027.00	\$80,386.00	\$85,745.00
5	\$65,595.00	\$71,061.00	\$76,528.00	\$81,994.00	\$87,460.00
6	\$66,907.00	\$72,482.00	\$78,059.00	\$83,634.00	\$89,209.00
7	\$68,245.00	\$73,932.00	\$79,620.00	\$85,307.00	\$90,993.00
8	\$69,610.00	\$75,411.00	\$81,212.00	\$87,013.00	\$92,813.00
9	\$71,002.00	\$76,919.00	\$82,836.00	\$88,753.00	\$94,669.00
10	\$72,422.00	\$78,457.00	\$84,493.00	\$90,528.00	\$96,562.00
11	\$73,870.00	\$80,026.00	\$86,183.00	\$92,339.00	\$98,493.00
12	\$75,347.00	\$81,627.00	\$87,907.00	\$94,186.00	\$100,463.00
13	\$76,854.00	\$83,260.00	\$89,665.00	\$96,070.00	\$102,472.00
14	\$78,391.00	\$84,925.00	\$91,458.00	\$97,991.00	\$104,521.00
15	\$79,959.00	\$86,624.00	\$93,287.00	\$99,951.00	\$106,611.00
16	\$81,558.00	\$88,356.00	\$95,153.00	\$101,950.00	\$108,743.00
17	\$83,189.00	\$90,123.00	\$97,056.00	\$103,989.00	\$110,918.00

Faculty Base Salary Guide 2026-2027

Step	Lecturer	Instructor	Assistant Professor	Associate Professor	Professor
1	\$61,206.00	\$66,307.00	\$71,407.00	\$76,508.00	\$81,608.00
2	\$62,430.00	\$67,633.00	\$72,835.00	\$78,038.00	\$83,240.00
3	\$63,679.00	\$68,986.00	\$74,292.00	\$79,599.00	\$84,905.00
4	\$64,953.00	\$70,366.00	\$75,778.00	\$81,191.00	\$86,603.00
5	\$66,252.00	\$71,773.00	\$77,294.00	\$82,815.00	\$88,335.00
6	\$67,577.00	\$73,208.00	\$78,840.00	\$84,471.00	\$90,102.00
7	\$68,929.00	\$74,672.00	\$80,417.00	\$86,160.00	\$91,904.00
8	\$70,308.00	\$76,165.00	\$82,025.00	\$87,883.00	\$93,742.00
9	\$71,714.00	\$77,688.00	\$83,666.00	\$89,641.00	\$95,617.00
10	\$73,148.00	\$79,242.00	\$85,339.00	\$91,434.00	\$97,529.00
11	\$74,611.00	\$80,827.00	\$87,046.00	\$93,263.00	\$99,480.00
12	\$76,103.00	\$82,444.00	\$88,787.00	\$95,128.00	\$101,470.00
13	\$77,625.00	\$84,093.00	\$90,563.00	\$97,031.00	\$103,499.00
14	\$79,178.00	\$85,775.00	\$92,374.00	\$98,972.00	\$105,569.00
15	\$80,762.00	\$87,491.00	\$94,221.00	\$100,951.00	\$107,680.00
16	\$82,377.00	\$89,241.00	\$96,105.00	\$102,970.00	\$109,834.00
17	\$84,025.00	\$91,026.00	\$98,027.00	\$105,029.00	\$112,031.00

Faculty Base Salary Guide 2027-2028

Step	Lecturer	Instructor	Assistant Professor	Associate Professor	Professor
1	\$61,206.00	\$66,307.00	\$71,407.00	\$76,508.00	\$81,608.00
2	\$62,430.00	\$67,633.00	\$72,835.00	\$78,038.00	\$83,240.00
3	\$63,679.00	\$68,986.00	\$74,292.00	\$79,599.00	\$84,905.00
4	\$64,953.00	\$70,366.00	\$75,778.00	\$81,191.00	\$86,603.00
5	\$66,252.00	\$71,773.00	\$77,294.00	\$82,815.00	\$88,335.00
6	\$67,577.00	\$73,208.00	\$78,840.00	\$84,471.00	\$90,102.00
7	\$68,929.00	\$74,672.00	\$80,417.00	\$86,160.00	\$91,904.00
8	\$70,308.00	\$76,165.00	\$82,025.00	\$87,883.00	\$93,742.00
9	\$71,714.00	\$77,688.00	\$83,666.00	\$89,641.00	\$95,617.00
10	\$73,148.00	\$79,242.00	\$85,339.00	\$91,434.00	\$97,529.00
11	\$74,611.00	\$80,827.00	\$87,046.00	\$93,263.00	\$99,480.00
12	\$76,103.00	\$82,444.00	\$88,787.00	\$95,128.00	\$101,470.00
13	\$77,625.00	\$84,093.00	\$90,563.00	\$97,031.00	\$103,499.00
14	\$79,178.00	\$85,775.00	\$92,374.00	\$98,972.00	\$105,569.00
15	\$80,762.00	\$87,491.00	\$94,221.00	\$100,951.00	\$107,680.00
16	\$82,377.00	\$89,241.00	\$96,105.00	\$102,970.00	\$109,834.00
17	\$84,025.00	\$91,026.00	\$98,027.00	\$105,029.00	\$112,031.00