MEMORANDUM OF AGREEMENT
Faculty Development Funding

To promote amicable employer-employee relations and to provide expeditious implementation, Ramapo College and the American Federation of Teachers (AFT) Local 2274 agree to the following:

The attached document is a revision of Section 10.0, *Faculty Development Funding Procedure*. This agreement is effective beginning the 2013 - 2014 academic year.

In WITNESS WHEREOF, the parties hereto have executed this Agreement this 10th day of September 2013.

FOR RAMAPO COLLEGE OF NEW JERSEY:

Peter P. Mercer
President

Beth, Barnett
Provost

Maria Krupin
Interim Vice President for
Administration & Finance

FOR COUNCIL OF NEW JERSEY STATE COLLEGE LOCALS, AFT, AFL-CIO, LOCAL 2274

Martha Ecker
President, AFT Local 2274

Aaron Lorenz
Secretary, AFT Local 2274

March 2007
10.0 FACULTY DEVELOPMENT FUNDING PROCEDURE

Definitions
The Separately Budgeted Research funding program (SBR) is henceforth referred to as “Faculty Development Funding” (FDF)

An applicant submits a proposal for Faculty Development Funding to the Dean. The recipient of the funding is hereafter referred to as the “recipient”.

Faculty Development Funding is available in two categories:

Stipends are awarded in the amount of one unit (3.6 credits) at the current overload rate and are awarded for work during the Summer (July and August), and are paid in full at the last pay period in July. They are disbursed as supplemental pay and taxed as such.

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

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

Individuals may submit only one proposal for Faculty Development Funding per academic year. A proposal may include a request for a stipend, grant, or both. The proposal is limited to one scholarly project only.

Awards are granted based upon the recommendation of the All-College Faculty Development Funding Committee, awarded by the Provost, and are contingent upon the availability of funds.

Application Timeline
The Faculty Development Funding calendar will be posted on the Employee Relations web page no later than September 1st.

The All-College Faculty Development Funding Committee will make its recommendation to the Provost no later than the second Friday in November.

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

Application Procedure
Applicants must submit a Faculty Development Funding application, appended with appropriate supporting documentation to explain their proposed project, to their Unit/Dean. Applicants should address the following points:
1. Evidence that the project would contribute to the applicant’s professional growth and classroom effectiveness as well as evidence of any potential impact on other academic programs at the College.

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

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

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

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

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

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

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

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

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

No person who is an applicant for Faculty Development Funding may serve on the All-College Faculty Development Funding Committee.

The Committee shall meet to elect a Chair. Each member of the Committee is expected to carefully review and evaluate each application for Faculty Development Funding. The Committee then meets again to discuss their evaluations and to rank the applications. Ranking should be based upon the scholarly merit of the proposed project, the feasibility of the plan to carry it out, the applicant’s previous and current record of institutional and external support, and the level of preparation and professionalism displayed by the applicant in his/her approach. Judgment of the application shall not be based upon the amount requested by the applicant; either a proposal is meritorious, or it is not.
The Committee shall rank every proposal, beginning with “1” for the best, numbered in order to the last. (e.g., if there are 35 applications, they would be ranked 1 through 35.)

**Awards**
Applicants may request a stipend, grant or combination of the two.

No recipient shall receive more than $10,000 in awards.

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

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

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

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

**Recipients of Grants** will have access to 90% of the awarded grant amount, reimbursed as expenses are submitted. Expenses may be incurred during the spring following the award letter in preparation for activities scheduled during the following fiscal year. Such expenses must have the explicit, written approval from the Office of Employee Relations prior to committing to the expense. The final 10% of the award will be made available upon submission and approval of a report to the Dean and the Office of the Provost with a copy to the Office of Employee Relations, summarizing their activities and use of funding. The report must be submitted no later than the end of the academic year in which the award was made, or upon completion of the proposed work, whichever is first.

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

Revised October 2013