

MEMORANDUM OF UNDERSTANDING

Student Opinion Forms

This Memorandum of Understanding is made on this day 14th of May, 2008 between Ramapo College of New Jersey and the Council of New Jersey State College Locals, AFT, AFL-CIO, Local 2274 (Union) the parties to this Memorandum of Understanding. The purpose of this Memorandum is to set forth the understanding and agreement of the parties related to the Student Opinion of Effective Teaching materials to be included in various personnel applications, as outlined in the Faculty Handbook.

PREAMBLE:

Effective Teaching is the primary criteria for assessing the performance of a faculty member. The instrument, the Student Opinion Form, consists of quantitative and narrative data. This data is collected by the Office of Institutional Research and Planning (OIRP) and the aggregate quantitative data is then provided to each respective faculty member. This memorandum serves to produce time and cost savings and to make more efficient the use of the narrative data in the Student Opinion Forms in the personnel process.

The parties hereby agree as follows:

Student Opinion Summaries are defined as the aggregate data received by each faculty member from the Office of Institutional Research and Planning.

The original Student Opinion Forms, housed in the respective units, are available to Unit Personnel Committee members, relevant all-college committee members, administrative officers as deemed necessary and to the faculty member.

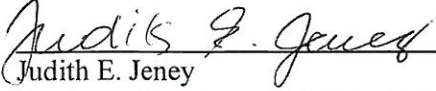
Any personnel action, current and future, which requires as part of the application process Student Opinion Forms shall henceforth include the above noted aggregate quantitative data only.

Further, each unit personnel process shall include a thorough review by at least one member of the Unit Personnel Committee for each applicant. A statement certifying such review shall be included in each recommendation letter issued by the Unit Personnel Committee.

The terms of this Memorandum of Understanding shall go into effect with all personnel actions beginning September 1, 2008.


In witness whereof, the parties hereto have executed this Memorandum of Understanding this 14th day of May 2008.

For Ramapo College of New Jersey



Judith E. Jeney
Employee Relations and Ethics Officer

For Council of New Jersey State College Locals, AFT, AFL-CIO Local 2274



Wayne Hayes, President

Richard Lowell, Vice President

Edward Saiff, Treasurer