

1 LETTER OF AGREEMENT # 5

2 ADJUNCT RESEARCH & PROFESSIONAL DEVELOPMENT FUND

3 A. Each academic year, the University will make \$10,000 available (~~up to 8 units of \$1250 \$2500 per~~
4 ~~award~~) in professional development funds for adjunct faculty. These funds shall be used to assist
5 adjunct faculty who have completed ~~two (2)~~ four (4) or more semesters of employment and who
6 remain eligible to teach in the subsequent semester with costs related to research and professional
7 development related to their area of expertise.

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9 B. Examples of potential uses of the award include, but are not limited to basic research for scholarly
10 papers or publications, travel costs and conference fees associated with presenting at or attending
11 regional or national conferences, and the creation or completion of an artistic work.

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13 C. Committee and Procedure

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15 An Adjunct Professional Development Fund Committee shall oversee all applications and disburse
16 funds pursuant to established criteria. The Committee shall be composed of two (2) members
17 appointed by the Local Union and one (1) member appointed by the University. AFT Local 6025 and
18 the University shall each nominate one (1) ex-officio observer to the committee

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20 1. Applications shall be made available no later than the beginning of the fall and spring
21 semesters with an announcement from the University. Applications for the fall semester
22 shall be submitted no later than October 15. Applications for the spring semester shall be
23 submitted no later than February 15.
- 24
25 2. Applications and supportive materials shall be submitted electronically through a form
26 made available online on the University website.
- 27
28 3. The committee shall review applications and forward their recommendations to the
29 Provost's Office no later than ~~December 1~~ ^{Nov:} for applications submitted in the fall and no
30 later than ~~April 1~~ ^{March} for applications submitted in the spring.
- 31
32 4. Criteria for selection may include teaching effectiveness (including description of all
33 courses taught within the last 4 years, self-evaluation, and student feedback), provision of
34 student assistance, service to the University(if applicable), participation in program
35 design(if applicable), and scholarly research(if applicable).
- 36
37 5. Any decision to approve or not approve funds shall not be subject to the grievance
38 procedure.

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40 ~~D. Unused funds, if any, shall be rolled over to the next academic year award cycle. Nothing shall~~
41 ~~prohibit the University from making more funds available in any academic year. Any additional~~
42 ~~funding made available shall not be considered a precedent.~~


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44 D. Where appropriate, participants may be required by the University to make a presentation on
45 their research findings, scholarly work, or artistic work to their departmental peers.
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1 E. This Letter of Agreement shall continue in full force and effect through June 30, 2025, and shall
2 automatically be renewed thereafter unless either party provides to the other formal written notice of
3 its desire to modify or amend this agreement by no later than June 1st.

4 In WITNESS HEREOF, the University and Local 6025 have acknowledged their understanding of this
5 Memorandum of Agreement and affix their signatures below effective 4/05, 2024.
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8 For Montclair State University

For AFT Local 6025

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10 Provost and Senior
11 Vice President
Academic Affairs


Mary Wallace, President