

## **Memorandum of Agreement**

### **between Montclair State University (the University) and AFT Local 1904 (the Local) regarding the Career Development Program**

The University and the Local agree to the following terms for the implementation of the Career Development Program for applications received in the Spring 2026 term for Career Development activities through the Spring of 2027:

1. *Agreements in Place*
  - a. The terms, conditions, and procedures for the Career Development Program are specified by Appendix II [CAREER DEVELOPMENT PROGRAM FOR ALL FULL-TIME EMPLOYEES] of the State-wide Agreement, Section 14 [CAREER DEVELOPMENT PROGRAM] of the Local Selected Procedures Agreement (LSPA) as modified by the October 2022 Settlement Regarding the Career Development Program and the Memorandum of Agreement dated March 2023, except as amended herein for applications submitted during the Spring 2026 term for activities through the Spring of 2027.
  - b. All amendments herein apply only to applications submitted during the Spring 2026 term and for Career-Development activities through the Spring of 2027.
2. *Amendments to LSPA 14.2.1.2 [TERM OF OFFICE AND METHOD OF ELECTION]*
  - a. 1.4.2.2.2.1 *Text and number remains deleted (typographical error in LSPA).*
  - b. *change:* 14.2.1.2.1 The term of office is from election to June 30, 2026.
  - c. *change:* 14.2.1.2.2 Elections in each College/School and the Library shall be conducted by the Office of the relevant Dean. Election of Professional Staff and NTTP members of the Committee shall be conducted by the Office of the Provost in Consultation with the Local.
  - d. A request for nominations for Professional Staff and NTTP members will be provided no later than February 10 for each year of this agreement. Nominations must be received by 4PM on February 15 for each year. In the event that no nominations are received for Professional Staff and/or NTTP members, these seats will be deemed vacant and committee elections will resume in accordance with the specified timeline.
  - e. *change:* 14.2.1.2.3 Elections must be completed before March 1.
  - f. *change:* 14.2.1.2.5 The Committee will meet no later than March 10 to elect its Chairperson, who will assume office immediately and serve for the term of the Committee. The Chairperson shall be responsible for the Committee review of applications and report of recommendations.
3. *Amendments to LSPA 14.2.1.3 [Sequence of Committee Actions]*
  - a. *change:* 14.2.1.3.1 The Provost or designee will call for proposals for Career-Development funding for the next academic year and the preceding and following summers. This includes summer proposals, fall proposals, and full-year proposals beginning the following fall.

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- b. Section 14.2.1.3.4 is deleted. Deadlines for administrative action are included in LSPA 14.2.1.3.3 as amended by the October 2022 Settlement Sections 14.2.1.3.5, 14.2.1.3.6, 14.2.1.3.7, are 14.2.1.3.8 remain deleted.

4. *Deletion of LSPA 14.2.3, 14.2.4, and 14.2.5 (additional committees)*

Sections 14.2.3 [ASSESSMENT COMMITTEES - LIBRARY], 14.2.4 [PROFESSIONAL STAFF ASSESSMENT COMMITTEE], and 14.2.5 [NON-TENURED TRACK TEACHING POSITION (NTTP) CAREER DEVELOPMENT PROPOSAL REVIEW COMMITTEE] shall remain deleted, and the respective committees shall not be staffed nor convened.

5. *Eligibility and Review*

- a. Consistent with Provision 4 of this Agreement, Career Development proposals submitted in the Spring of 2026 shall not include the results of preceding peer-assessment, nor assessment reports developed or submitted under any other procedure.
- b. To be eligible to apply for Career Development, tenured faculty and librarians must have completed a five-year self-assessment, if one is due.

6. *Application Procedure*

- a. Program Applications and supporting materials will be uploaded to Qualtrics. The Office of the Provost shall work with the Chairperson of the University Career Development Committee (UCDC) in order to assure that all applications and supporting materials are distributed to the members of the University Career Development Committee in a timely manner.
- b. The Provost or designee will provide to the Local all notices, forms, instructions and activities involved in the administration of the career development program prior to dissemination to AFT members. The AFT shall provide to the Provost or designee any feedback or comments no more than 24-hours after receiving said materials.
- c. Post Award changes to plans for allocated awards and funds will be evaluated by the Provost or designee and reported to the AFT leadership.

7. *University Career Development Committee Procedures*

- a. *There will be an initial organizing meeting of the University Career Development Committee (UCDC) convened by the Provost's office that includes not only UCDC members but also the Administrative and Union observers where the committee will be charged, the calendar laid out and all the parameters of the process discussed. All members of the committee as well as both observers must attend that meeting.*
- b. *The UCDC shall choose a Chairperson from among its members who shall coordinate all activities of the committee and be the communications conduit with the administration.*
- c. *Each member of the UCDC will review each of the applications and evaluate each using the Career Development criteria as prescribed by the Provost.*
- d. *Once the UCDC members have individually reviewed and rated the applications, the committee will be reconvened to develop a ranked list including data for all applications whether they are deemed meritorious or not by the committee or any other level of review.*
- e. *Once that ranked list is finalized it will be forwarded to the Provost for further review. If there are any questions to the committee the Provost will contact the committee chair for clarification.*

8. This Agreement does not otherwise alter nor supersede other agreements between the State of NJ and the Council of NJ State College Locals, nor any agreements between Montclair State University and AFT Local 1904, including the Local Selected Procedures Agreement.

In witness whereof, the representatives of the University Administration and AFT Local 1904 have acknowledged their understanding of this Letter of Agreement and affix their signatures below.

On behalf of the University

*Stefanie Brachfeld*

Stefanie Brachfeld, Acting Provost

Date: 12/15/2025

On behalf of AFT Local 1904



Hugh Curnutt, VP for Negotiations

Date: 12/11/25

<sup>2</sup> Pursuant to LSPA 14.2.1.3.1 as amended, applications submitted in Spring 2026 will be for activities through June 30, 2027.