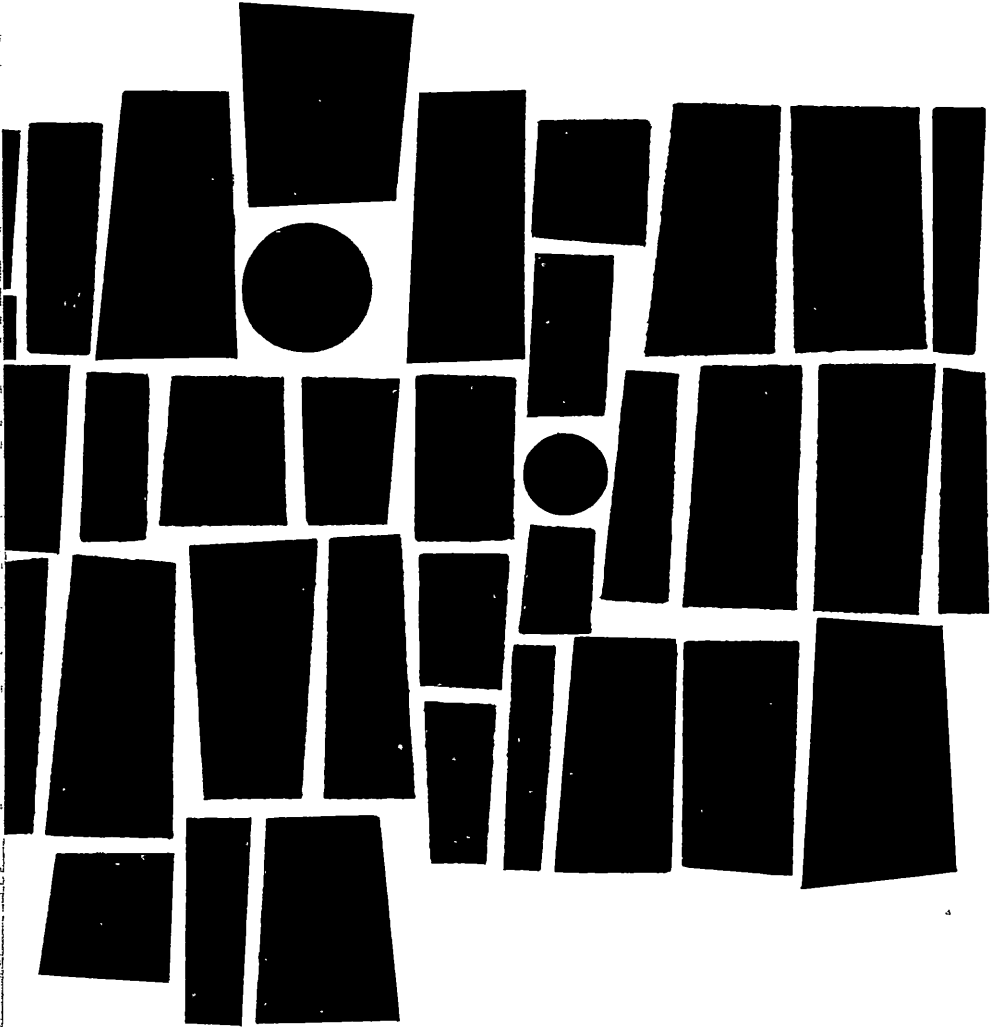


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An Academic Personnel Policies Guide For New Jersey State Colleges



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For
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FOREWORD

These policies must speak for themselves but a word should be added about the process by which they came into being. Among the high priorities urged by faculty representatives in my first meeting with them last summer was the revision of personnel policies. Since that time successive meetings have been held, attended by college presidents, faculty representatives and staff of the Department of Higher Education. The Council of State Colleges has reviewed the policies and proposed changes. The Board of Higher Education received a draft in May, introduced modifications and deferred approval until its June meeting. With the development of successive drafts, college administrations and faculty were informed of changes and comments invited. Certainly we had frank and wholesome communications and, in my view, there has been a high degree of reconciliation of diverse views. In the ensuing year I hope that we will continue to exchange ideas and modify these policies as may seem fruitful.

I should like to extend my appreciation and gratitude to the many who so generously gave their time and talents to the development of this document.

RALPH A. DUNGAN,
Chancellor of Higher Education

June 24, 1968

PREFACE

The Board believes that an atmosphere of academic freedom is a fundamental prerequisite for excellence in higher education. Faculty and students engaged in the pursuit of truth must be free to grow intellectually, to challenge conventional wisdom, and to explore new avenues of thought, tempered by intellectual discipline and, hopefully, by good taste. It is a prime objective of college and university administration to foster such freedom and to establish only those rules and regulations which are essential to the orderly operation of the institution or which enhance its quality. The Board believes strongly that administrative rules are means, not ends, and they should be designed to further and not to interfere with the primary objectives of the institutions: the pursuit of truth, the acquisition of knowledge and the development of the intellect.

The Board of Higher Education affirms the policy of the Higher Education Act of 1966 which invests in trustees of the several state colleges primary responsibility for the governance of institutions. These guidelines provide a general framework within which this authority is to be exercised, and it is the intention and desire of the Board that trustees shall make any further rules and regulations that they shall deem necessary with respect to academic personnel policies.

Closely related to the question of academic freedom is meaningful and systematic involvement of faculty in the governance of the college or university. Appropriate formal means shall be used by the administration and faculties of each of the public institutions of higher education in New Jersey to insure that faculty views are taken into account on various matters relating to the institution. These should include all matters which have a direct bearing on the validity of the institution as a center of learning such as curriculum development, selection of principal academic personnel, faculty appointments, retention and promotions, and standards of conduct, both academic and social.

The means by which this involvement occurs on a particular campus is best determined by the faculty and the administration with the approval of the college board of trustees.

PART I ACADEMIC FREEDOM AND TENURE

1 01 Statement of Principles

The Board of Higher Education 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

- 1 Freedom in research and publication where these activities do not interfere with adequate performance of his academic duties
- 2 Freedom in the classroom to discuss controversial issues relating to his subject
- 3 Retention of all of his 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 his profession and his college may be judged Therefore, he must at all times be accurate, show respect for the opinions of others, and must make clear that he is not an institutional spokesman

Tenure in institutions of higher education is established in order to protect the academic freedom of those who have demonstrated their academic competence

1 02 Tenure Law

Tenure in the state colleges is provided by law as follows

"The services of all professors, associate professors, assistant professors, instructors, supervisors, registrars, teachers, and other persons employed in a teaching capacity, who are or shall hereafter be employed in any state college shall be under tenure during good behavior and efficiency

- a after the expiration of a period of employment of three consecutive calendar years in any such institution or institutions, or
- b after employment for three consecutive academic years together with employment at the beginning of the next succeeding academic year in any such institution or institutions, or

- c after employment in any such institution or institutions, within a period of any four consecutive academic years, for the equivalent of more than three academic years

An academic year, for the purpose of this section, means the period between the time school opens in the institution after the general summer vacation until the next succeeding summer vacation "

C 124 of P L of 1946, C 41 of P L of 1962 (N J S A 18A 60-1)

PART II APPOINTMENT AND RETENTION OF FACULTY

2 01 Appointments

Appointments to the faculty of a New Jersey state college are made by the board of trustees as provided by law In making appointments, the board of trustees ordinarily acts upon the recommendation of the president, which is made after appropriate consultation with faculty and administrative officials Appointments are subject to the availability of funds and proper recording

2 02 Period of Appointment

Appointments and reappointments are limited to a maximum of one year until the faculty member attains tenure

2 03 Provisions of Appointment

When an applicant is appointed to the faculty of a New Jersey state college, he receives a contract which includes

- 1 The dates for which the appointment is effective
- 2 The salary rate
- 3 The name of the employing college
- 4 Academic rank
- 5 A list of the field or fields in which he is expected to teach or work

The Board of Higher Education recommends that contracts be executed not less than three months before the beginning of an academic year and preferably six months in advance of such date, budgetary policies permitting

2 04 Notice of Non-reappointment

When the board of trustees does not intend to reappoint a faculty member, notice of non-reappointment shall be given in writing not later

than March 1 of the first academic year of service and not later than December 15 of the second and third academic years of service

2 05 Qualifications for Rank

The following are minimum qualifications for academic rank but they are not to be considered to guarantee automatic appointment to a given rank. In any event, they do not preclude a board of trustees from establishing higher qualifications

- A Instructor An earned master's degree in the appropriate field of study, or progress more than equivalent to a master's degree in an approved doctoral program in the appropriate field of study
- B Assistant Professor An earned master's degree in the appropriate field of study plus the satisfactory completion of a year of graduate study toward a higher degree or specialization diploma in the appropriate field of study, or the completion of all requirements for the doctorate except the dissertation
- C Associate Professor An earned doctorate in the appropriate field of study and five years of professional experience
- D Professor An earned doctorate in the appropriate field of study and eight years of professional experience

The Board of Higher Education recognizes that in exceptional cases individuals may present qualifications as to education and experience that their faculty peers will adjudge to be the equivalent of the above qualifications, although not corresponding to them to the letter. In such cases, the board of trustees of the college may, upon the recommendation of the president, appoint such individuals to the rank deemed appropriate

- E Distinguished Service Professor As established by the board of trustees (This rank is to provide for the individual who has demonstrated outstanding scholarship, teaching ability, or distinction in a field such as the arts, the humanities, science or government. The purpose of the rank of distinguished service professor is to enhance the quality of teaching in the college. The design of the contribution of the distinguished service professor, which may and probably should vary in each case, shall reflect this purpose and shall be set forth in writing for the approval of the board of trustees)

2 06 The Visiting Specialist

A visiting specialist who may be appointed to a state college with a rank such as artist- or poet- or composer-in-residence shall be one who has

achieved distinction in a field such as the arts, the humanities, the sciences, or public life. While the attainment of academic excellence in a given field is desirable, such appointment shall be made principally on the basis of the distinction the person has achieved in his chosen field. Such an appointment is to be in excess of faculty positions established in the faculty-student ratio. He may serve at the state college for a period not exceeding two years

2.07 Emeritus

The board of trustees upon the recommendation of the president may provide emeritus status for a retiring president, dean, or professor, should it desire to recognize meritorious performance. Such a retiring faculty member shall have served a minimum of fifteen years in one or more of the state colleges and shall have held the rank in which he is to receive emeritus status a minimum of five years preceding the date of retirement. Such a faculty member shall have the right to attend and to speak at all faculty meetings. He shall have the usual faculty rights and privileges and may accept assignments to teach, to lecture, or to perform research for the college

PART III PROMOTIONS

3 01 Criteria for Promotion

Criteria for granting academic rank are set forth above in Section 2 05. These criteria are important indicators of academic achievement. Such achievement is usually accompanied by intellectual growth and maturity. Most important, the academic achievement record is a reasonably objective measure. While this objective measure should be given weight in promotion decisions, it should not necessarily be the dominant factor. Decisions about promotions shall be governed by three broad and interrelated factors

- 1) Effective teaching
- 2) Scholarly achievement
- 3) Contribution to college and community

Effective teaching need not be regarded as confined to the classroom, it certainly extends to guidance and counselling, formal and informal. Obviously, it rests on preparation and study which links it with the scholarly achievement which results in publication. But publication *per se* must not be taken for achievement worthy of academic recognition. This, or the reading of papers at societies, must be *evaluated* as would,

for example, creative work in the fine arts Contribution to the college and the community may include administrative or committee work at the departmental or the college level, participation in extracurricular work, activities in professional and learned societies, and consultant work Activity should be judged in its relationship to the growth of the faculty member in his teaching and scholarly competence and/or to the growth of the college and the community Paid professional work or other activities outside the college irrelevant to teaching, scholarship or usefulness within the college should not be regarded as the basis for academic reward It cannot be emphasized too much that the above factors only suggest the general lines of a deliberate, searching and judicious evaluation of professional performance

3 02 The Promotion Process

It is not expected that the promotion pattern or process will necessarily be the same at each of the colleges In general, promotions should originate at the departmental level with full faculty participation Whether any intermediate faculty and/or administrative review is required before presidential and trustee action is a matter for determination at the college level

3 03 Limitations for Professional Classification

- A Not more than thirty per cent of a teaching faculty at any college shall be professors and distinguished service professors
- B Not more than fifty percent of a teaching faculty at any college shall be professors and associate professors
- C The foregoing should not be interpreted as providing quotas for any department or other division within a college

PART IV SALARY SCHEDULE

4 01 Salary Schedule Regulations

- A All appointments and re-appointments are made in accordance with provisions of the salary schedule and the salary schedule regulations The president of the college shall publish the salary schedule
- B The salary schedule of New Jersey state colleges may be amended or revised by the Board of Higher Education Modifications of the salary schedule must be properly recorded before becoming effective Modifications requiring additional funds are not effected until funds have been made available

4 02 Salary Schedule Increments

The president shall recommend to the board of trustees, after consultation with the department heads and other appropriate faculty and administrative officers, annual salary increments for faculty members according to the salary schedule, based upon performance and subject to the availability of funds

4 03 Salary Scales for Evening Session and Summer Session

Salary scales for evening session and summer session shall be established by the Board of Higher Education, be properly recorded, and take effect when funds have been made available

PART V TEACHING LOAD AND LEAVES

5 01 Faculty Load

- A The teaching load of a faculty member shall not exceed twelve semester hours or require more than three different course preparations in any semester in undergraduate instruction Teaching assignments are to be made within the areas of the professional competence of the individual faculty member
- B In graduate instruction the teaching load of a faculty member shall not exceed nine semester hours or nine contact hours, whichever is the greater The teaching load of a faculty member teaching part graduate program and part undergraduate program shall be prorated
- C Equivalents for classroom teaching shall be established by the board of trustees upon the recommendation of the president after appropriate consultation with the faculty
- D Administrative officers of the college may wish to develop with the president and the appropriate department opportunities for them to teach These should be planned within the duties of the office rather than for extra compensation
- E Faculty who render off-campus services for compensation on a regular basis should advise the president of their specific commitments
- F In any academic year teaching assignments for extra compensation shall not exceed six semester hours for any one faculty member
- G Adjunct faculty who hold full-time positions elsewhere shall teach a maximum of six semester hours in any academic year

5 02 Sick Leave

Faculty members may on occasion be unavoidably absent because of personal or family illness. A faculty member who finds it necessary to be absent because of illness should communicate with the president or his designated officer as soon as possible.

Sick leave is occasioned by the absence of an individual from duty because of illness, accident, exposure to contagious disease, necessary attendance upon a member of the immediate family who may be seriously ill, or death in the immediate family.

Faculty are entitled to one and one-quarter days of sick leave for each completed month of employment for a total of twelve and one-half days annually for ten-month employees, and a total of fifteen days annually for twelve-month employees. All unused sick leave shall be cumulative.

Consideration may be given by the board of trustees to granting sick leave beyond the days accumulated.

5 03 Leave With Pay as a Result of Disability

Any faculty member who is disabled by injury incurred in the performance of his duty or by illness as a direct result of or arising out of his employment may be granted leave of absence with full pay, with reduced pay, or pay for a certain period and reduced pay thereafter, to be determined by the board of trustees with appropriate approval and contingent upon the funds legally available for this purpose. Such leave will be limited to one year unless similar disability or injury in private employment would entitle a person to compensation for a longer period under Workmen's Compensation laws, in which case the same amount which would be authorized and paid to a private employee may be paid for the same period as provided in the aforementioned statutes. Claim for payments must be made within one year after the occurrence of the injury or illness. Leave under this section will not be charged against normal sick leave.

5 04 Sabbatical Leave

- A The sabbatical leave program for state colleges is designed to furnish opportunity for professional development of faculty through such study, travel, research, or other pursuits as may contribute to professional growth.
- B To be eligible for sabbatical leave, one shall have served at least six consecutive years on the faculty of a state college.

Compensation during the leave may be for full salary for half an academic year or half salary for a full academic year. The recipient retains rights of regular employment such as status on salary schedule, retirement, medical insurance and tenure. Acceptance of a sabbatical leave obligates the recipient to return to service of the state college for at least one year. The recipient may accept a grant, a fellowship, or similar monies usually identified with graduate or post-doctoral study, but employment during the sabbatical leave for increased income is incompatible with the purposes of the program.

5 05 Leave of Absence (Without Pay)

Any faculty member on tenure may apply for a leave of absence without pay. Application should be filed with the president of the college, who will transmit the application with his recommendation to the board of trustees.

Statute law provides for the following:

- A In the case of an approved leave of absence without pay for illness, a faculty member may, at his option, continue to pay premiums on contributory insurance for a maximum period of two years.
- B In the case of an approved leave of absence without pay for maternity, a faculty member may, at her option, continue to pay premiums on contributory insurance for a maximum period of one year.
- C A faculty member on approved leave for not more than three months or by reason of a Fulbright or exchange teaching scholarship can make payment on pension premiums on his return to college for the period of his leave. The requests to make such purchase must be made within one year after returning to regular employment. Terms for purchase are based on age and salary at time of contract for purchase, as distinguished from the contributions that might have been made had he not been on such leave.
- D In other cases of leave without pay not exceeding two years, the faculty member may, on his return to the college, reactivate his pension at the same rate as when he went on leave.
- E In the case of an approved leave of absence, a faculty member may continue to pay premiums for himself and his dependents for Blue Cross, Blue Shield and Major Medical for three months. Subsequently, he may pay premiums directly to Blue Cross and Blue Shield, but not Major Medical. However, should he suffer illness resulting in total permanent disability, the benefits of Major Medical will be extended to him.

PART VI
MISCELLANEOUS

6 01 Resignation

Faculty members have reciprocal obligations to the institution, especially in the matter of resignations. Except in the case of resignation for health or other reasons beyond the control of the faculty member, it is expected that he will remain for the term of his contract or until a suitable replacement takes over his responsibility.

6 02 Dismissals of Faculty

A No faculty member on tenure may be dismissed except as provided in statute law as follows

"No professor, associate professor, assistant professor, instructor, supervisor, registrar, teacher or other persons employed in a teaching capacity, in any state college, county college or industrial school who is under tenure during good behavior and efficiency shall be dismissed or subject to reduction of salary, except for inefficiency, incapacity, conduct unbecoming a teacher or other just cause, and after written charge of the cause or causes preferred against him signed by the person or persons making the same and filed with the board of trustees of said college or school and after the charge has been examined into and found true in fact by said board, upon reasonable notice to the person charged, who may be represented by counsel at the hearing and have compulsory process to compel the attendance of witnesses to testify therein, as provided by law" (N J S A 18A 6-18)

B To provide the most careful consideration of academic due process in cases of dismissal of faculty on tenure or during the term of an appointment, the Board of Higher Education recommends for the guidance of the colleges the procedural standards in Louis Joughin, ed, *Academic Freedom and Tenure*, 1967 (University of Wisconsin Press), pp 40-45

6 03 Review Committee

At each state college a committee of teaching faculty selected by the faculty with the consent of administration and trustees shall be organized to assume responsibility for identifying and recommending the adjustment of problems which have not been disposed of by regular channels

6 04 Transfer Among State Colleges

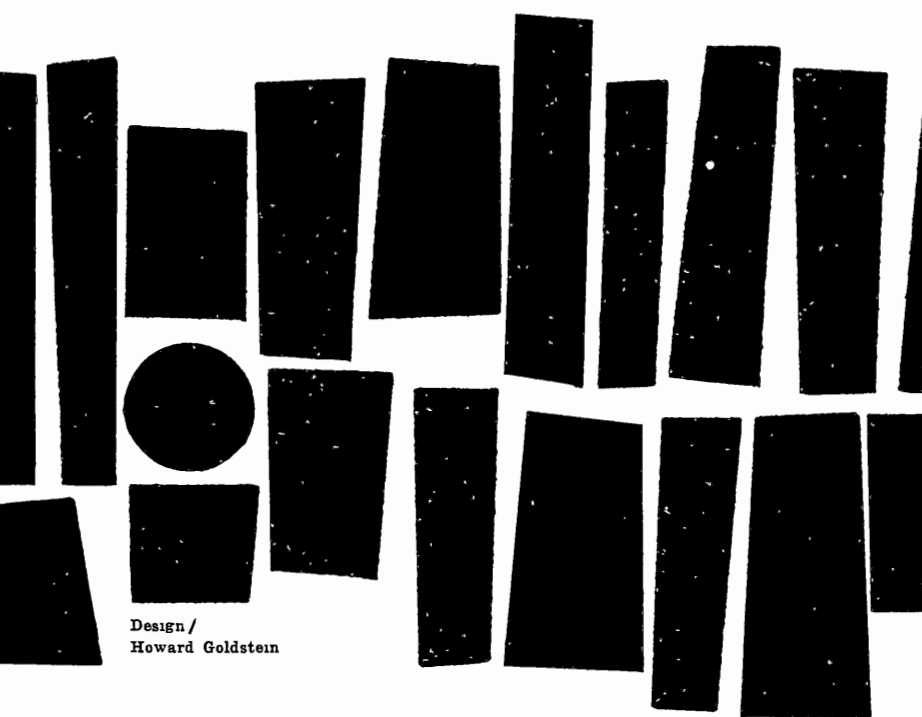
With consent of the presidents and boards of trustees of both colleges, a faculty member may transfer from one college to another without loss of rights

6 05 Retirement

Faculty members shall be retired no later than June 30 of the college year during which they become seventy years of age, or earlier at their option. Conditions of retirement are set forth in the statutes governing the Teachers Pension and Annuity Fund and the Teachers Insurance and Annuity Association of America

6 06 Amendments

This guide is the result of a dialogue among faculty, the Council of State Colleges, the Board of Higher Education, and the Chancellor. Its subsequent updating will be based on a continued development of that dialogue



Design /
Howard Goldstein