

**Memorandum of Agreement  
FACULTY DIRECTOR, MURPHY WRITING OF STOCKTON UNIVERSITY**

**PREAMBLE**

Murphy Writing of Stockton University supports the art of writing through national and international workshops. This document governs the directorship of this center and is informed by Stockton University's embrace of a collection of shared values that support the University's mission. These values include a dedication to teaching and learning and a commitment to shared governance. We recognize that the mission of the University is best achieved through cooperative efforts, when varied expertise and talents are brought to bear in completing administrative tasks. The Stockton University Administration and the Stockton Federation of Teachers (SFT) have negotiated a series of Memoranda of Agreement (MOAs) to support faculty in designated leadership roles. This collection of agreements has been crafted to facilitate the rotation of leadership roles among faculty who serve to coordinate the efforts of their peers and specifies the method of selection of individuals for leadership roles, the duties and responsibilities associated with each role, the evaluation and oversight of the work relevant to these roles, and the agreed-upon terms and compensation associated with these administrative duties.

**I. DEFINITIONS AND GENERAL PROVISIONS**

**A. DEFINITIONS:**

- i. **RELEVANT DEAN:** The Dean who serves as the manager and provides administrative oversight of the relevant Center or Institute that resides in their school. The Dean overseeing a relevant Center or Institute shall be made clear to the Designated Faculty member upon accepting their role.
- ii. **SUPERVISING DEAN:** The Dean who serves as the manager of a Designated Faculty member within a School, if different than where the Center is housed.
- iii. **CENTER DIRECTOR:** This term refers to appointed and elected faculty in the leadership role covered in this Agreement. Faculty shall include regular tenure-track and non-tenure-track full-time faculty, part-time faculty, and faculty appointed under XIII-O during any year when the faculty member is under contract for the following academic year but shall exclude other XIII-O faculty and all XIII-D faculty.
- iv. **ADVISORY BOARD:** A group of faculty, administration, and community members that serve in an advisory capacity to guide the activities of a Center or an Institute.

**B. ADMINISTRATIVE SUPPORT AND COMMUNICATION:** At the beginning of each academic year, the Relevant Dean shall meet with the Director and provide, to the extent possible, a tentative timetable of important deadlines for the year, to be updated as information becomes available, and shall also provide instructions as to how the Center Director shall obtain clerical and professional staff support from the office of the School or administrative unit. It is understood that such support arrangements may vary for designated positions.

**C. EVALUATION OF THE CENTER:** At the midpoint of the Center Director's term, the Relevant Dean shall meet with the Center Director to review the status of the Center, strategic goals, and resource requirements.

**D. EVALUATION OF THE CENTER DIRECTOR:** In the exceptional circumstance when the

Relevant Dean believes the Center Director has not fulfilled the responsibilities outlined in this MOA, there shall be a meeting with the Center Director about their performance. The Relevant Dean shall then provide the Center Director an opportunity to demonstrate improvement over a reasonable amount of time. After that time period has elapsed, if the Center Director has not met their responsibilities, the Relevant Dean shall notify the Center Director and the Advisory Board of their intention to remove the Center Director from this position.

- E. ANNUAL REPORTS:** An annual report is required of the Center Director. The Administration shall provide a template for its completion and Institutional Research shall provide relevant data.

## **II. GENERAL PROVISIONS REGARDING COMPENSATION OF DESIGNATED FACULTY**

- A. PAY DATES:** Monetary compensation during the academic year shall be made in biweekly payments. For purposes of calculating payment for fractions of a term, designated faculty terms of service for each year begin on July 1 and end on June 30, except for the inaugural term of this position, which shall begin on August 1, 2021. Summer stipends shall normally be paid in two installments: The first half shall be paid during the first pay period after the final pay period for 10-month regular pay; the second half shall be paid two pay periods after that.

- B. METHOD OF COMPENSATION:** Except where specifically provided otherwise, a Center Director may provide their preference to be compensated in the form of overload payment and/or in the form of released time in-load. The affected faculty members shall indicate their preference to the Supervising Dean who shall normally honor the preference where possible and make the final determination based on program need. Whenever a faculty member elects released time, it shall be scheduled within the same Academic Year (Fall-Spring) in which it is earned, except as allowed for below.

**III. ELIGIBILITY** Tenured faculty members at the level of Associate Professor or above are eligible to serve as Director of Murphy Writing of Stockton University if they possess the following qualifications:

- Expertise in creative writing
- Commitment to the mission of Murphy Writing
- Track record in creative activity/scholarship and community engagement
- Demonstrated effectiveness in program development, communication, organization, and leadership

**IV. COMPENSATION** The Murphy Writing Director shall receive 12 TCH per academic year as release time and 4 TCH in the summer at the senior rank. The inaugural summer compensation shall be 1 TCH at the senior rank.

**V. APPOINTMENT AND TERM** The Center Director shall be appointed for an inaugural one-year term, with partial duties from August 1, 2021 to August 31, 2021 and full duties from September 1, 2021 to June 30, 2022, with the possibility of extending for a second year beginning July 1, 2022. Thereafter, if this MOA remains in place, the Center Director shall be appointed for a two-year term. In the inaugural year, the Director is appointed by the Provost who shall receive nominations from a screening committee composed of the Dean of the School of General Studies, one (1) tenured faculty member of the School of General Studies, one (1) tenured faculty member

from another school, one (1) member of the Office of Continuing Studies, and one representative of the community selected by the most senior-ranking staff member of the Murphy Writing of Stockton University. In subsequent years, the screening committee shall consist of the Dean of the School of General Studies, one (1) tenured faculty member of the School of General Studies, one (1) tenured faculty member from another school, one (1) member of the Office of Continuing Studies, and a member of the Murphy Writing Advisory Board. Such nominations shall be based on a letter of application, which addresses the eligibility requirements, and a CV.

**VI. RESPONSIBILITIES** In collaboration with other University, Program, and School administrators and staff, the Center Director coordinates the activities of the Center or Institute to fulfill its mission in a manner that provides learning and engagement opportunities for Stockton faculty and students and shall:

- Serve as the contact person and institutional representative for Murphy Writing to internal and external constituencies, the Foundation, and the media.
- Respond to all communications regarding Murphy Writing in a timely fashion.
- Oversee implementation of an annual series of writing workshops, including the recruitment of workshop presenters and facilitators.
- Develop and oversee effective programming to advance the mission of Murphy Writing, with a dual focus on engagement with Stockton students/community and with the local arts and culture community.
- Coordinate the Visiting Writers Series, which brings prominent writers to Stockton to read and engage with students, faculty, and staff.
- Oversee the ongoing “Inservice Solutions” program, which offers professional development workshops for K-12 teachers in the region.
- Recruit, invite, and train writers and other artists to lead workshops for Murphy Writing of Stockton University.
- Plan and negotiate contracts for accommodations, catering, setup, and onsite production for events.
- Set strategy for branding, messaging, email marketing, print and online advertising, and social media for all Murphy Writing of Stockton University programs.
- Maintain up-to-date hard copy and digital communication materials regarding the work of Murphy Writing, including the Center website.
- Provide regular communication with the campus and external communities about Murphy Writing activities.
- Manage overall Center development and any staff assigned to Murphy Writing.
- Plan the Center budget in consultation with the Dean of General Studies and the Stockton Foundation.
- Manage the activities within the budgetary parameters available to Murphy Writing.
- Seek internal and external funding opportunities through grants and donations.
- Maintain a current mission, vision, and values statement for Murphy Writing that aligns with the University mission, vision, and values statements.
- Establish and work collaboratively with an Advisory Board that includes representation of appropriate internal and external stakeholders, at least two (2) Stockton faculty members, and one (1) Stockton administrator, and convene the Advisory Board at least once each semester.
- Respond appropriately to internal and external opportunities for partnerships, collaborations, information, and assistance and assist in formalizing such arrangements where appropriate.
- Plan and execute meaningful assessment of the work of Murphy Writing and the extent to

which it meets its mission and engages Stockton faculty and students.

- Engage in strategic planning for Murphy Writing that includes annual goal setting, assessment, and succession planning.
- Collaborate with the Office of Continuing Studies on relevant community programming.
- Complete an annual report, submitted to the Relevant Dean by June 15<sup>th</sup> of each year, and complete a self-study of the Center every six (6) years.

## TERM

This Agreement shall remain in full force and effect from this date until June 30, 2022 unless modified by changes in the Master Agreement or unless a new MOA replaces this one. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify, or amend this Agreement. Said notice shall be given the other party in writing no later than 90 days prior to June 30, 2022, or 30 days prior to June 30 of any succeeding year for which this Agreement is automatically renewed.

IN WITNESS THEREOF, the University and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 4<sup>th</sup> day of May, 2021.

For: Stockton University

For: The Stockton Federation of Teachers



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Harvey Kesselman, President

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Rodger L. Jackson, President