

**MEMORANDUM OF AGREEMENT**  
**Professional Staff Assessment Committee for Career Development**

**PREAMBLE:** The Professional Staff Assessment Committee (PSAC) shall be established in accordance with the Master Agreement (2019-2023, Appendix II, Article II.) as a part of the University's Career Development Program. Professional staff who are awarded multi-year contracts can be identified by the University as candidates for professional development support. The primary responsibility of the PSAC shall be the review of career development needs of members of the Professional Staff who have been granted multi-year appointment contracts and for whom the President has identified areas in which career development is appropriate. This process does not preclude Staff from applying for normal opportunities for career development support, and the PSAC is independent from the **Career Development Committee (CDC)**.

- I. **Establishment of a Professional Staff Assessment Committee (PSAC):** Appendix II, Article II establishes this committee to review written requests by the President for career development for Professional Staff in multi-year contracts.
  
- II. **President's Recommendation for Career Development:** Pursuant to Appendix I, Article II of the Master Agreement, and during the staff evaluation process, "In the event that a member of the Professional Staff has been granted a multi-year appointment contract and for whom the President has identified areas in which career development is appropriate, the President shall send a written report specifically describing [those areas] to the PSAC, which will then undertake the review described below."
  
- III. **Responsibilities of PSAC:** The PSAC will follow the procedure in Appendix II, Article II of the Master Agreement, whereby they will 1) review the President's written report with recommendations for career development for Staff with multi-year contracts; 2) send the committee's own set of initial written recommendations to the employee; 3) provide the employee an opportunity to respond in writing; 4) meet with the employee and request evidence to aid in their deliberations over final recommendations; and 5) issue a report with their final recommendations for career development to the **Career Development Committee (CDC)**.
  
- IV. **Composition of PSAC:** The composition of the PSAC will be the same as the **Professional Staff Peer Review Committee** established for Performance-based Promotions:
  - a. The PSAC committee shall consist of five (5) professional staff members on multi-year contracts. The members of the committee shall be chosen in an election open to all Professional Staff members in the AFT bargaining unit, in an election conducted by the Union.
  - b. At least two (2) weeks prior to the election, the SFT Vice President for Professional Staff shall solicit nominations. Staff may self-nominate or be nominated by peers.

- c. The University shall set up the online election system through the University portal. The SFT Vice President for Professional Staff shall have access to the online system to review the ballots and ultimately certify the election results.
- d. There shall be no more than one (1) member from any department or office. There shall be no more than three (3) members from any one institutional division. If two (2) or more are elected from any one (1) department/office and four (4) or more from any one division, then the next highest vote getter(s) outside of the department/office or division will be named the winner(s) of the election.
- e. Committee members shall serve for two (2) years except for the first year of the committee's existence, when two (2) members shall be selected by lottery to serve a one-year (1-year) term and three (3) members shall be selected by lottery to serve two-year (2-year) terms, to stagger appointments and preserve committee continuity.
- f. Committee members are eligible for election for up to two (2) consecutive terms and may run for additional terms after a break of at least one (1) term.
- g. If a committee member is under review for a new multi-year contract, they must recuse themselves for that year. They will be replaced for that year with a new temporary member and then be allowed to finish out their term the following year.
- h. Professional Staff may simultaneously serve on the PSAC and the Career Development Committee (CDC).


V. **Career Development Committee (CDC) Funds:**

- a. Pursuant to Appendix II, Article IV of the Master Agreement, all staff, whether or not subject to review by the PSAC, are eligible to apply for these funds and will be given equal consideration as members of the bargaining unit.

VI. **Impact on the Composition of the CDC:** To accommodate this requirement in the Master Agreement, the CDC will now include at least one (1) Staff with a multi-year contract.

IN WITNESS HEREOF, the University and the SFT Local 2275 have acknowledged their understanding of this Memorandum of Agreement and affix their signatures below.

For: Stockton University



Harvey Kesselman, President

Date: 3 June 2022

For: The Stockton Federation of Teachers



Emari DiGiorgio, President

Date: 3 June 2022