

MEMORANDUM OF AGREEMENT

WORKSHOP and INSTITUTE TEMPLATE

In general, the College and the SFT agree that all initiators of workshops or institutes for faculty will submit the attached WORKSHOP PROPOSAL FORM to the chief negotiators for the College and the SFT to expedite negotiation of responsibilities and compensation for said workshops. It is agreed that not all workshops (e.g., technology boot camps) will involve compensation to facilitators and /or participants.

Participants

Every effort will be made to assure that compensation to workshop participants will be fair and equitable, with the parties understanding that some workshops may require a greater level of preparation and /or follow-up activities. When participants are paid, the minimum per diem for workshops lasting five (5) or more hours will be \$300 per day. The minimum for morning or afternoon workshops lasting approximately three (3) to four (4) hours will be \$150 per day.

Facilitators

Every effort will be made to assure that compensation to workshop facilitators will be fair and equitable, with the parties understanding that compensation may vary depending on the facilitator's contractual responsibilities, workshop length, and demands regarding preparation and/or follow up activities.

When a workshop is to be offered by a person whose contractual responsibilities may include offering the workshop, s/he must seek prior approval from the SFT and the administration to receive compensation under this Agreement.

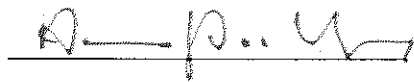
Those proposing summer workshops should submit a proposal that includes the approved source of funding in the attached form electronically to the Office of the Provost, to be forwarded upon receipt to the chief negotiators for the SFT and the College, no later than January 31 of each academic year for consideration for the upcoming summer. Proposals submitted after January 31 of each academic year as a result of emergent opportunities will be considered at the discretion and agreement of both the chief negotiators for the SFT and the College.

TERM OF AGREEMENT

This Agreement shall remain in full force and effect from this date until August 30, 2017 unless modified by changes in the Master Agreement. 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 30 days prior to August 31, 2017, or 30 days prior to August 31 of any succeeding year for which this Agreement is automatically renewed.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 31st day of October 2014.

For: The Richard Stockton College
of New Jersey



Herman J. Saatkamp, Jr., President

For: The Stockton Federation of Teachers



Anne F. Pomeroy, President,

WORKSHOP PROPOSAL FORM

1. **PURPOSE:** Briefly explain the purpose of the workshop.

2. **LEADERSHIP:** Who will have overall responsibility for the workshop? (e.g. Will there be one or more coordinators or facilitators?)
 - a. Explain what the leader(s) will need to do to make the workshop successful:

 - b. Explain how the leader should be selected

3. **EXPERTISE:** Will there be mentors or other experts (e.g. outside speakers) providing expertise to workshop participants?
 - a. Explain how many mentors/experts will be needed:

 - b. Explain how mentors/experts will be selected:

 - c. Explain what mentors will be expected to do (including preparation and/or follow up)

4. **PARTICIPANTS**
 - a. Explain how many participants are expected.

 - b. Explain how participants will be selected:

 - c. Explain what participants will be expected to do (including preparation and/or follow up)

5. **TIME FRAME**

- a. How long will the workshop be?
- b. Explain the time frame for any expected follow-up.

6. **EXPECTED OUTCOMES:** How will the effectiveness of this workshop be assessed?

7. **EXPENSES:**

- a. What is the budget for the workshop and what is the approved funding source (Include funding documentation such as 2020 approval or dean's approval)?
- b. Identify any special factors that should be taken into account in determining compensation for leaders, mentors and /or participants.
- c. Identify any other anticipated costs of the workshop (e.g. materials, food, etc.)