

## **Local Agreement**

### **Online Course Evaluations: Fall 2015**

New Jersey City University (the University) and AFT Local 1839 (the Local) agree to the following procedures regarding course evaluations:

1. The University will consult with the Local as to the content of the Online Course Evaluation form utilized for the evaluation.
2. The Online Course Evaluation form will be available to all students taking online courses no sooner than the third week before the final week of the semester (November 23, 2015) and no later than the final week of the semester (December 14, 2015). The Online Course Evaluation form will be available to students through a link sent via the Online Course Evaluation vendor.
3. Faculty may add additional questions to the evaluation if they wish. Questions must be added by November 22. Results for these "custom" questions are available only to the individual faculty member who added them.
4. The University will take steps to verify the identity of students registered for online courses who have access to the evaluation forms. Students will access the evaluation form through their Gothic ID which is normally linked to the course(s) in which they are enrolled.
5. The University will safeguard the confidentiality of data throughout the evaluation process and thereafter: during the submission and collection of data, its analysis, and once the evaluation is completed.
6. The Office of Institutional Effectiveness shall manage the evaluation process and maintain the confidentiality of the data.
7. Course evaluation results will be provided to the specific individual faculty member whose course is being evaluated, his/her respective deans and the Office of the Provost no later than two weeks after grades have been posted. Grades must be posted in a timely manner pursuant to University policy. Failure to post grades in a timely manner shall not delay the reporting of results.
8. The Dean may call a meeting with individual faculty to discuss the findings and suggest teaching or career development. Faculty shall attend such meetings in a timely manner, no later than two (2) weeks from the time such meeting was called.
9. An individual faculty member may call a meeting with the Dean to discuss the findings and suggest teaching or career development. The Dean shall respond to such requests in a timely manner, no later than two (2) weeks from the time such meeting was called.
10. The course evaluation results may be utilized by the University for decisions related to tenure, reappointment, sabbaticals, range adjustment, promotions and teaching assignments.
11. Commencing in the Fall 2015 semester, all adjunct faculty, including NJCU administrators serving as adjuncts, non-tenured faculty, and all faculty teaching online courses shall be evaluated with the Online Course Evaluation form.
12. It is understood that the AFT shall be supportive of the Online Course Evaluation process, as presented herein, in its entirety.

13. The faculty course evaluations covered in this Agreement are not intended to be a substitute for the A-328 five-year review for tenured faculty.
14. Tenured faculty, at their discretion, may begin participating in the evaluation in Fall 2015.
15. All faculty at the University will be evaluated commencing Spring 2016. Conditions and procedures, and use of such evaluations, shall apply to tenured faculty commencing in Spring 2016.
16. The University and Local 1839 agree to meet by no later than each mid-spring semester for the purpose of addressing administrative issues pursuant to this Agreement.
17. This Agreement shall be renewed from year to year unless either party provides written notice to the other of its intent to modify, amend or terminate this Agreement. Notice shall be provided by the moving party by no later than May 1.

IN WITNESS of this Agreement, having read and understood its terms and having agreed to be bound by each of the terms set forth above, the parties affix their signatures below on this day of November 13, 2015.

On behalf of the University:

On behalf of AFT Local 1839:

  
11/13/15

Dr. Deborah Woo  
Associate Provost



Dr. William Calathes  
AFT Local 1839 President