

Local Agreement

Students' Evaluations of Instructors' Courses: AY 2024-AY 2025

New Jersey City University (the University) and AFT Local 1839 (the Local) agree to the following procedures regarding **Students' Evaluations of Instructors' Courses**:

1. The University will continue to consult with the Local as to the content of forms used for **Students' Evaluations of Instructors' Courses (forms)**.
2. The forms will be available to students no sooner than the start of the second week before the last day of classes, and no later than the last day of classes of the semester/session. The form will be available to students through an electronic link.
3. Faculty may add additional questions to the form if they wish and exclusively at their own individual discretion by providing them directly to the Office of Institutional Effectiveness. Questions must be added no later than ten business days prior to the commencement of the opening of the student evaluation period.
4. The University will verify the identity of students currently registered for courses (which excludes students with W grades as well as students who have withdrawn from the university) who will have access to the forms. Students will access the evaluation forms through their Gothic IDs, which are normally linked to the course(s) in which they are enrolled.
5. The University will safeguard the confidentiality of data throughout the entire evaluation process and thereafter including but not limited to: submission, collection, analysis, communication/distribution, and retention of the data.
6. The Office of Institutional Effectiveness shall manage the evaluation process and maintain the confidentiality of the data and entire process.
7. Students in the courses of instructors in the following categories will receive the forms and will be asked to respond: tenured and non-tenured faculty, non-tenured teaching professional (NTPs), adjunct faculty members, and professional staff teaching overload.
8. Course evaluation results will be provided to the specific faculty members required to participate (those in item #7 above) and to that faculty members' dean and to the provost/vice president of academic affairs no later than three (3) weeks after course grades have been posted to student records.
9. The Dean of the college/school in which the faculty member teaches may call a meeting with individual faculty to discuss the findings and to suggest teaching or career development, so long as the faculty member is not on sabbatical or an approved leave of absence. If the faculty member is on sabbatical or an approved leave of absence, the Dean will arrange to meet with the faculty member no later than the semester in which they return. Faculty shall attend such meetings in a timely manner and no later than two (2) weeks from the time such meeting is called unless mutually agreed to otherwise.
10. Any individual faculty member may call a meeting with the Dean of the college/school in which s/he is teaching to discuss his/her own evaluation findings and to discuss suggestions about teaching and/or

career development. The Dean shall respond to such requests in a timely manner and no later than two (2) weeks from the time the faculty member requests the meeting.

11. The course evaluation results which this procedure makes available to the university's administration, may be utilized by the University for decisions related to tenure, reappointment and teaching assignments. Faculty members may, exclusively at their own discretion, include students' course evaluation results in promotion and/or range change applications.

12. The course evaluation data covered in this Agreement are not substitutes for the A-328 five-year review for tenured faculty.

13. Academic departments and/or individual faculty members have the right to use additional evaluation forms. Individual faculty members, at their own discretion, may use the results of these additional forms in applications for reappointment, promotion and or range-change.

14. Either party may call a meeting for the purpose of addressing administrative issues pursuant to this Agreement.

15. The parties acknowledge that there continue to be three areas of full-time faculty responsibility: research, instruction, and service.

16. The University shall retain evaluation data that can be used for considerations of tenure, promotion, range change and reappointments, up to, but not beyond, the period of time delineated by applicable state record retention laws.

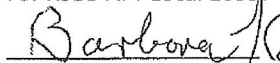
17. The grievance procedures specified in Article VII in the current state-wide agreement between the State of New Jersey and the Council of New Jersey State College Locals (AFT) shall be applicable under this agreement.

18. The evaluations are to be used only as part of overall constructive feedback for faculty and not as separate, stand-alone evaluations.


19. After Academic Year 2023-2024, 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 no later than June 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 12 day March, 2024, below.

For NJCU AFT Local 1839:



Barbara Hildner, President

Date: 3/12/24


William Calathes, Chief Negotiator

Date: 3/12/24

For New Jersey City University:


Alicia Franqui, Associate VP, HR

Date: 3/12/2024


Jason Martinek, Assistant Provost of Faculty and Staff Development

Date: 3/12/2024