

**Local Agreement**  
**Online Course Evaluations: AY 2016-AY 2018**

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

1. The University will continue to 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 students no sooner than the second week before the last day of classes, and no later than the final week of the semester. 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 no later than one day prior to the commencement of the open student evaluation period. 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 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 evaluation process and thereafter: during the submission, collection, and analysis of the data, 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 work 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 the results.
8. The Dean may call a meeting with individual faculty to discuss the findings and 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 the following semester. Faculty shall attend such meetings in a timely manner, no later than two (2) weeks from the time such meeting is 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 is called.
10. The course evaluation results may be utilized by the University for decisions related to tenure, reappointments, range adjustments, promotions, and teaching assignments.
11. All full-time/part-time faculty, including non-tenured faculty, and all adjunct faculty, including NJCU administrators serving as adjuncts, shall be evaluated with the Online Course Evaluation form.
12. The faculty evaluations covered in this Agreement are not intended to be a substitute for the A-328 five-year review for tenured faculty.
13. Either party may call a meeting no later than the subsequent spring or fall mid-semester for the purpose of addressing administrative issues pursuant to this Agreement.

14. Should they choose to do so, departments have the continued right to use additional evaluation forms, and the results may be utilized for decisions in matters listed in Provision 10.

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

16. The parties acknowledge that there continue to be three areas of faculty responsibility (research, instruction, and service).

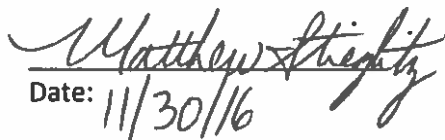
17. The University shall retain evaluation data that can be used for considerations of tenure, reappointments, range adjustments and/or promotions for a period of time not to exceed six years after termination of employment.

18. After Academic Year 2018, 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 day below.

On behalf of the University:  
Matthew Stieglitz, Esq.  
Labor Relations Associate

On behalf of the Union:  
William Calathes  
President

  
Date: 11/30/16

  
Date: