

**Memorandum of Agreement  
Between  
New Jersey City University and the American Federation of Teachers Local 1839  
Faculty Incentive Program (FIP)**

**Purpose**

The Faculty Incentive Program (FIP) provides a structured process to assist valued faculty members in transitioning smoothly from their employment at New Jersey City University (NJCU) to formal retirement or separation.

The FIP is designed to align with NJCU's Academic Master Plan, ensuring that curriculum and discipline concentrations continue to meet the evolving needs of the university community. A successful FIP will also support the university's goal of fostering a diverse and inclusive workplace environment. Financially, it will serve as a critical mechanism to sustain robust full-time tenure-track faculty hiring and the long-term stability of NJCU's academic workforce.

**Eligibility and Considerations**

1. **Eligibility Requirements:** Faculty members must be full-time, tenured (including librarians) with a minimum of 20 years of service at NJCU by the time full retirement or separation occurs. The combined total of the faculty member's age and years of service must equal or exceed 73 years.
2. **Separation Counseling:** Eligible faculty members will have access to retirement or employment separation counseling services facilitated by NJCU's Human Resources, including advice on pensions, taxes, healthcare, and other relevant matters. Faculty are strongly encouraged to consult with personal financial advisors or attorneys to fully understand the tax implications of their retirement.
3. **Consultation with Human Resources:** Eligible faculty members should consult with the Office of Human Resources to ensure they fully understand the options available to them and the associated consequences of their decision to participate.
4. **Continued Employment Status:** Participants will retain full-time status, salary, and benefits until their retirement or separation date.
5. **Impact on Departmental Staffing:** The deans and the Provost's Office will review the potential impact of faculty separations on departmental staffing needs. They will work to address any subsequent requests for faculty lines and will provide a courtesy consult with AFT Local 1839 as needed. Nothing herein is intended to thwart managerial prerogatives over hiring decisions.

**Collegial Privileges**

1. **Maintaining Full Membership:** Faculty participants will remain respected members of the NJCU community and will retain the collegial privileges that were available to them while maintaining a full-time teaching load or its approved equivalent.
2. **Retained Benefits:** While teaching half-time (or its approved equivalent), participants will retain their academic titles, library privileges, eligibility to purchase parking decals, access

to university facilities (with valid university identification), discounted fitness center memberships, and reduced-price tickets for athletic and arts events.

3. **Retirement Benefits:** Participants will also receive any additional benefits extended to NJCU retirees.
4. **Permanent Email Access:** Faculty members participating in the FIP program will be provided with a designated perpetual university email account to maintain connections with the academic community.

### **Re-employment**

1. **Re-employment Restrictions:** Faculty members who participate in the FIP program will not be eligible for re-employment at NJCU for a period of one full academic year following their retirement or separation.
2. **Adjunct and Temporary Positions:** After the one-year restriction period, re-employment will be limited to adjunct (per-course) faculty or other eligible comparable temporary staff positions.

### **Separation Incentive – Workload Agreement**

Faculty members who accept participation in the FIP program will commit to teaching a minimum of six (6) credit hours or its equivalent (including for librarians) during their final semester of employment. Additionally, participants will receive release time for six (6) credit hours or the equivalent (including for librarians) to work on initiatives that align with the goals of the Academic Master Plan, as well as their own professional development goals. These assignments will be subject to mutual approval by the faculty member, their dean, and the provost and may be reviewed by the AFT Local prior to approval.

### **Separation Procedures and Notations**

The following outlines the steps in the separation process:

1. **Consultation with Dean:** Faculty members interested in participating must first consult with their dean. They may be accompanied by an AFT Local 1839 representative if desired.
2. **Letter of Intent:** Interested faculty members must submit a non-binding Letter of Intent to Retire or Separate, specifying their intended final semester and the date of their retirement or separation.
3. **Dean's Recommendation:** The dean will prepare a recommendation, including a plan for the faculty member's final workload, and forward it to the provost. A copy of the recommendation and the plan will be provided to the faculty member.
4. **Provost's Review:** The provost will review the recommendations and approve faculty members for participation in the FIP program.
5. **Communication of Decisions:** The provost will communicate, in writing, the decisions regarding participation in the program to both the approved and non-approved faculty members, with copies provided to AFT Local 1839.
6. **Binding Letter of Intent:** Approved faculty members will submit a binding and irrevocable Letter of Intent to Voluntarily Separate from Employment to their College Dean and the Office of Human Resources to finalize their participation.

### Separation Implementation Calendars

Faculty members wishing to participate in the FIP and who are approved for participation shall adhere to one of the following Implementation Calendars. The faculty member's non-binding letter to the dean and subsequent binding letter shall specify the final semester of full-time employment and the retirement date.

#### Implementation Calendars

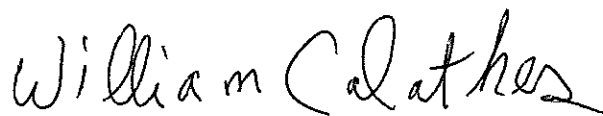
Final Semester		Applicable Date (completed by date)
Fall 2025	Faculty Member Consults with Dean	May 1, 2025
	Faculty Member's Non-binding letter to Dean	May 15, 2025
	Dean's Recommendation to Provost & Faculty Member	May 29, 2025
	Provost's Decision & Communication	June 9, 2025
	Faculty Member's Binding Letter Submitted	June 16, 2025
	Retirement Date	January 2, 2026

Final Semester		Applicable Date (completed by date)
Spring 2026	Faculty Member Consult with Dean	October 8, 2025
	Faculty Member's Non-binding letter to Dean	October 29, 2025
	Dean's recommendation to Provost & Faculty Member	November 5, 2025
	Provost's Decision & Communication	November 19, 2025
	Faculty Member's Binding Letter Submitted	November 26, 2025
	Retirement Date	June 31, 2026

Accepted on April 11, 2025 for NJCU Administration and AFT Local 1839 by:



Andrés Acebo  
Interim President, NJCU



William Calathes  
President, AFT Local 1839 4/11/25



Joseph Moskowitz  
Chief Negotiator, AFT Local 1839

