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JUN 24 2003  
PRESIDENT  
UNIVERSITY

**Memorandum of Agreement # 1**  
**Employee Rights**

This agreement is entered in a spirit of cooperation between the University and AFT Local 6024 for the purpose of clarifying the commitment of the University to provide facilities for Adjunct Faculty in the conduct of their teaching role and the fulfillment of professional responsibilities.

In order to facilitate and support the teaching functions of adjunct faculty at Kean University, the parties hereby agree to the following conditions regarding access to facilities for Adjunct Faculty:

I Offices

- A. The University shall designate offices, rooms, or spaces which are appropriate for Adjunct Faculty to meet with students and work on instructional activities and related university matters. Where a department has verifiably no space to assign to adjuncts, the University shall provide and office location for adjuncts as near as possible to the department.
- B. In the event that the Adjunct Faculty assigned to a common office cannot work out a schedule to ensure adequate privacy to meet with students the department chair shall intercede to ensure privacy.

II. Desk Space

- A. The University shall provide Desk space for use by adjuncts one hour before and one hour after an adjunct is scheduled to teach.

III. Storage and Security

- A. The University shall equip each office, room, or space designated for adjunct with a file cabinet, and bookshelf space, and shall be secured, with keys provided o Adjunct Faculty.
- B. A lockable storage space shall be available for an Adjunct's short term-use.

IV. Access to Telephones, Computers, Copiers and Faxes

- A. The University shall provide each Adjunct Faculty, upon request and through a process initiated on employment, with an individual voice mail account; the University will provide phone access from telephones in adjuncts offices
- B. The University shall provide Adjunct Faculty, upon request, and through a process initiated on employment, with an email account and access to the Web/Internet under policies governing regular faculty, and shall be offered technology instruction under conditions pertaining to regular faculty.

- C. The University shall provide Adjunct Faculty with access to the same copier and fax equipment as other regular faculty in a department during regular business hours, and the University shall establish alternative means for photocopying in a central location during extended hours (evening and weekends).

#### V. Equipment, Service and Supplies

- A. The University shall provide Adjunct Faculty with access to materials that aid in their teaching.
- B. The University shall provide Adjunct Faculty with access to secretarial services at the same level as full-time faculty

#### VI. Mail

- A. The University shall provide Adjunct Faculty with a mailbox. Folders shall not be considered mailboxes.
- B. Mailboxes will be available during regular office hours. During times when mailboxes are not regularly available, arrangement for access to mailboxes will be made by the University.
- C. The University shall distribute to adjuncts all material generally distributed to full time faculty and/or staff.

#### VII. Campus Directories

- A. Each department/program will prepare a list including the name, campus locations and campus phone numbers of its Adjunct Faculty each semester. The lists will be made available to the university community. This information shall also be available on department home pages.

#### VIII. Schedule of Courses

- A. Where names are available in advance of the catalog publication, Adjunct Faculty shall be listed in the Schedule of Courses.

#### IX. Notice of Vacancies

- A. The University will provide notice of Full-Time Faculty and Professional vacancies by communication of the annual omnibus announcement and other notices to the AFT Local, and by posting of the same on the Kean Web Site and the Human Resources Bulletin Boards.

X. Parking


- A. The University shall provide parking privileges applicable to Full and Part-time faculty, to Adjunct Faculty.


XI. Identification Cards

- A. The University shall issue Faculty identification cards to all adjuncts

XII. Reopener

- A. The policy established pursuant to Side Letter Agreement Number One shall remain in full force and effect, until June 30, 2003. It shall automatically be renewed from year to year thereafter, unless either party shall give notice to the other of the desire to modify it. Notice shall be given to the other party by certified mail not later than September 1<sup>st</sup> of any succeeding year for which the policy is automatically renewed. Any notice transmitted pursuant to this provision shall be sent to the Provost, VP for Finance and Administration, the University President and to the President of the AFT Local 6024.

  
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For the University  
  
VPAF  
\_\_\_\_\_  
Title/Position  
  
6/30/03  
\_\_\_\_\_  
Date

  
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For the KUAFF, Local 6024, AFT  
  
President  
\_\_\_\_\_  
Title/Position  
  
6/24/2003  
\_\_\_\_\_  
Date