



COPY

April 27, 1999

Bennett Muraskin
American Federation of Teachers
420 Chestnut Street
Union, NJ 07083

Dear Mr. Muraskin:

I have received and carefully reviewed the recommendations concerning the adjunct faculty. Based upon this review, in accordance with Side Letter of Agreement 1, I have decided to make the following accommodations to and services available for members of the adjunct faculty at Kean University.

NOTICE OF VACANCIES

Department chairpersons shall provide written notification to adjuncts of all full-time and part-time faculty vacancies as they occur.

SPACES FOR MEETINGS

The dean of each school, in consultation with the department chair and the Union, will make a good faith effort to provide adequate space where adjuncts may meet with students and undertake related academic activities. This space shall include desks and telephones.

IDENTIFICATION CARDS

Each adjunct faculty member shall receive a photo identification card for each academic year in which he/she is teaching.

PAY DATES

Pay dates will be provided in writing to each adjunct along with his/her employment contract at the beginning of each semester.

COMPUTER ACCESS

The University will provide the Union a list of the location and hours of operation of all computer labs on campus and will post this list in each department. The list will be updated each semester.

Upon request, each adjunct will be provided an e-mail address and on-campus access to the Internet.

OFFICE OF THE PRESIDENT

WORKSHOP ATTENDANCE

Adjunct faculty will be notified by their department chairperson of all workshops.

DIRECTORIES AND CATALOGS

Each department will provide a directory of adjuncts working within that department. The directory will include name, phone number, room number, and office hours. It will be posted in a prominent location.

Adjunct faculty who have taught for four consecutive semesters (not including summer sessions) prior to the publication of the University Catalog will be listed in the Catalog.

MAIL

Each adjunct shall have an accessible mailbox.

The University shall distribute to adjunct faculty all applicable materials generally distributed to full-time faculty and staff.


ACADEMIC SUPPORT

During normal business hours adjunct faculty shall have access to office equipment and supplies on the same basis as full-time members of their department.

In cases where adjunct faculty have special needs for access to department offices, storage space, mailboxes, office equipment and supplies after the normal daytime business hours, the University agrees that, upon request of the Union, Associate Deans will consult with the Union regarding an equitable resolution of the problem.

The members of the adjunct faculty are valuable members of the Kean University community. I believe we can continue to work together to educate our students.

Sincerely,



Ronald L. Applbaum
President