

Memo of Understanding
Between Ramapo College of New Jersey, The Council of New Jersey State College Locals, AFT, AFL-CIO and the Ramapo Federation of Teachers Local 2274

Faculty Class Observations for Virtual Courses

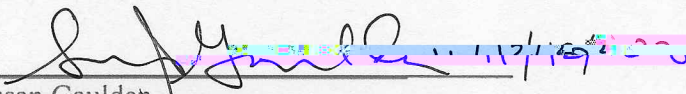
In order to promote amicable employer-employee relations, Ramapo College of New Jersey (hereinafter "Ramapo College"), The Council of New Jersey State College Locals, AFT, AFL-CIO (hereinafter "the Council"), and the Ramapo Federation of Teachers, Local 2274 (hereinafter "the Union"), hereby enter into this Memorandum of Agreement ("MOA") and agree to the following:


1. The Ramapo College Dean or Peer Observer, in the event of a virtual class meeting, will schedule class observations for faculty delivering virtual courses via a synchronously video recorded session of the class meeting. If the virtual course has asynchronous class meetings then the default can be for the Dean or Peer Observer to join the Webex session.
2. The faculty member to be observed would be asked to agree to this method of class observation. In the event the faculty member to be observed does not agree with this method of class observation, the Dean or Peer Observer will join a virtual synchronous class meeting.
3. The exact date and time of the virtual class meeting to be observed/video recorded must be agreed on in advance by the faculty member and the Dean or Peer Observer.
4. Any video recording of the class being observed will be deleted/destroyed after the observed faculty member signs off on the class observation report.
5. Any video recording will not be edited and must be shared with the faculty member recorded during the class meeting being observed.
6. Faculty members will advise their respective Dean or Peer Observer if they are unable to video record the active speaker of the virtual class session. In the event that the active speaker video recording option is not available or not mutually desired, the default video recording will be the audio and shared content of the recorded class.
7. If the "active speaker" video recording option is used, if any students deliver presentations or ask questions during the video recorded class session and will, therefore, be recorded as "active speakers," then the faculty member being observed will be notified and will be able to turn off their webcams if they do not want to be recorded.

8. The parties agree that this MOA shall not constitute a precedent and shall not be cited in any forum except to enforce this MOA. In addition, this MOA shall not set a precedent for any other agreement negotiated either locally or in the collectively negotiated master agreement.
9. This MOA shall remain in effect until June 30, 2021 and may be extended if virtual course delivery mode continues past the above date and the parties mutually agree upon a new termination date for the MOA.


In WITNESS WHEREOF, Ramapo College, the AFT Local 2274 and the AFT Local 2274 having read and understood its terms and having agreed to be bound by the terms set forth above, the parties affix their signatures below on this 11th day of November, 2020.

For Ramapo College of New Jersey:


 Susan Gauden
 Interim Director & Vice President for Academic Affairs


 Virginia Caldieri,
 Assistant Vice President for Human Resources

For the Union:

Martha Ecker 
 Martha Ecker, President of AFT Local 2274

For the Council of NJ State College Teachers:

Debra Davis, Staff Representative