

**AGREEMENT**  
**Between the William Paterson University of New Jersey and**  
**AFT Local 1796**  
**Regarding Assigned Released Time Program (ART)**

**Preamble**

In order to promote amicable employer-employee relations and provide for mutual understanding among faculty, librarians, and administrators; and to ensure equity in providing enhanced support for faculty research, scholarship, and creative expression; the William Paterson University after consultation with the AFT Local 1796 will promulgate the following University Assigned Release Time Program (ART) program for the period beginning with the consideration of awards to become effective September 2008 hence:

**Purpose**

All tenured and tenure-track faculty members shall have the right to participate in research and creative activities, and to apply for released time to support these activities through an Assigned Release Time Program (ART). The purpose of these awards is to encourage the highest standards of research, scholarship, and creative expression and the continual professional growth and development of faculty members and librarians.

**Scope of Awards**

Commencing in 2008-2009, the Assigned Released Time Program (ART) will provide all tenure-track faculty members with the opportunity to receive allocations of 3 credit hours per semester based on established criteria to ensure the legitimacy and equity of the award recommendations and awards. Awards will be considered annually to begin the subsequent Academic Year following the parameters set below, distinguishing between (a) first and second year tenure-track faculty, and (b) third year and beyond tenure-track and tenured faculty. All proposals that are recommended by the University ART Committee as meeting the criteria for award level and receiving final approval by the Provost shall be funded.

**(a) First and Second Year, Tenure-Track**

All new tenure track faculty members will be allocated three (3) hours of Assigned Released Time for Research per semester during their first two academic years. At the beginning of each academic year, each new faculty member will submit a research agenda describing research activities and goals for dissemination of results. The research agenda will be reviewed by the Department Chair and be subject to the approval of the College Dean. This provision assumes successful reappointment of a faculty member to their second year; however, such assumption does not entail a guarantee of such reappointment.

**(b) Third Year and Beyond, Tenure-Track and Tenured**

Assigned released time for research for faculty members will be awarded for one to four semesters (3 TCHs per semester) subject to review by the Department Chair, review and recommendation by the College Dean which will then be forwarded to the University ART Committee for review and recommendations. The recommendations of the University ART Committee will be forwarded to the Provost for review and final recommendation. Guidelines for the award of 1-4 semesters will be developed by the Administration, in consultation with the Union. Initial criteria and guidelines and/or any changes to the criteria and/or guidelines will be provided to the Union before being published, and will be disseminated at least thirty (30) days prior to the deadline for the submission of applications. The award of ART does not imply the reappointment of faculty members and librarians still untenured.

**University ART Committee: Composition**

The University ART Committee will comprise one (1) faculty member elected by and from each College, two (2) at-large faculty elected by and from full-time tenured and tenure-track faculty, and one (1) librarian elected by the library faculty; one (1) Union observer, *ex officio* (non-voting), and the Dean of the Graduate Studies and Research, *ex officio* (non-voting), who will serve as Committee Chair. Elected members shall serve for one year and be eligible for re-election in any succeeding year.

**Application Process**

The candidate will submit an application and proposal (including the number of semesters of release time requested), to be reviewed by the respective Department Chair and forwarded to the appropriate College Dean for review and recommendation. The Dean may provide comment on the proposals intended to be recommended, and recommend the award level as presented by the candidate, modify the award level or make a determination not to recommend any funding. Any proposals with Dean's comment, non-recommendation for approval, or recommendation at a different level of award other than that for which the candidate applied shall be provided to the candidate prior to being forwarded to the next level of review. The applicant may comment in writing regarding the Dean's comments or recommendation within one week from the negotiated calendar date by which the Dean must notify candidates not recommended or recommended for a different level of award than that for which he/she applied. (The ART Calendar will be negotiated between the Administration and the Union.) All materials, unless voluntarily withdrawn by the applicant, shall proceed for review and discussion by the University ART Committee. The University ART Committee shall review and discuss all proposals and make recommendations to the Provost for final review and recommendation according to the established criteria for award. If the award outcome differs from the award requested, the Provost shall provide reasons to the applicant for the difference.

**Reporting Requirements and Proposal Modifications**

Faculty members receiving Assigned Released Time for Research will submit a progress report describing the status of research activity appended to their Annual Faculty Achievements report. The status report submitted after the first year may include modifications to the project during the second year. If a faculty member determines that he/she cannot complete the research activity as described in the proposal, he/she must notify the Department Chair, the College Dean and the Dean of the Graduate Studies and Research (Chair of the University ART Committee) in a timely manner so that the ART proposal can be modified.

**Relinquishment**

If a faculty member determines that he/she cannot complete the research activity, he/she must notify the Department Chair and College Dean in a timely manner so that the ART award can be suspended and a full teaching schedule be restored for the remaining period of the award. Failure to report relinquishment may include consequences up to suspension of the right to apply for the next subsequent award.

**Modification**

If a faculty member determines that he/she cannot complete the research activity as described in the proposal, he/she must notify the Department Chair, the College Dean and the ART Committee Chair in a timely manner so the ART award can be modified.

**Subsequent ART Funding**