

**Memorandum of Understanding
Between The William Paterson University of New Jersey
And
AFT Local 1796**

Non-Tenure-Track Teaching Position (NTTP)

This Memorandum of Agreement reached between AFT Local 1796, and William Paterson University memorializes the terms and conditions of employment of the Non-Tenure Track Teaching Position (NTTP) at the University.

This Agreement shall be subject to, and shall not supplant, change, alter or in any way modify the terms and conditions set forth in the 2023-2027 Collective Negotiations Agreement between the State of New Jersey and the Council of New Jersey State College Locals, AFT, AFL-CIO (the “Master Agreement”).

PREAMBLE

William Paterson University values teaching and student learning. In an effort to continue providing William Paterson students with excellent instruction and meaningful learning experiences, the parties hereto agree to the following terms with respect to NTTPs, including titles such as Teaching Specialists, Clinical and/or Instructional Specialists, or Lecturers.

I. Definition

1. NTTPs have the responsibility of teaching and for remaining current in their fields of teaching and expertise. The Administration reserves the right to allow an NTTP to oversee clinical experiences, internships, or to be assigned other duties such as program coordination or advising as part of their workload. Such duties will be specified in their formal employment contract or amended employment contract.
2. NTTPs shall not be eligible to participate in personnel review committees but can participate on search committees as they relate to their instructional responsibilities. They are expected to attend department meetings, hold office hours, and abide by the [Fulfillment of Professional Responsibilities](#) found in the *Faculty and Professional Staff Handbook*. They may also participate in general University affairs and choose to serve on department, college, or University committees related to their teaching or other assigned responsibilities as specified in their contract.
3. NTTPs are encouraged to contribute service to the department, college, and/or the university. Service to the community is also valued. The nature of this service may vary with programmatic needs and NTTP’s interest and expertise.

II. Professional Responsibilities

1. The teaching assignment for an NTTP shall be 30 teaching credit hours for 10-month positions and 36 teaching credit hours for 12-month positions.
2. Ten-month NTTP's will have the flexibility to spread their load over fall, spring, winter, and summer I, in consultation with Chair and with approval of the Dean and Academic Affairs.
3. During the period of instruction, NTTPs shall be present on campus as necessary to perform their assigned responsibilities, as specified by individual contracts,. Any assigned duties performed away from campus require specific approval from the Dean. In such circumstances, the NTTP shall be accessible to students, instructors, and staff through normal, electronic, telephonic, or written modes of communication.

III. Salary

1. In accordance with the minimums set in the Master Agreement, salary ranges for ten (10) month NTTPs are listed below:

NTTP-III (Assistant Teaching Professional)	Ranges 20, 22, 23
NTTP-II (Associate Teaching Professional)	Ranges 24, 26, 27
NTTP-I (Teaching Professional)	Ranges 27, 29, 30

2. In accordance with the minimums set in the Master Agreement, salary ranges for twelve (12) month NTTPs are listed below:

NTTP-III (Assistant Teaching Professional)	Ranges 23, 25, 26
NTTP-II (Associate Teaching Professional)	Ranges 27, 29, 30
NTTP-I (Teaching Professional)	Ranges 30, 32, 33

3. NTTPs are eligible for overload compensation for additional workload assignments, pursuant to Article XII in the State-Union Agreement.
4. NTTPs may apply for promotion should they meet the approved University, College, and Program criteria for promotion to higher ranks.
5. NTTPs shall receive annual across-the-board increases and step increments, pursuant to Article XXI section A, B, C, and D in the Master Agreement.
6. NTTPs hired or issued under another contract prior to the date of this agreement will have their salary adjusted accordingly, effective August 15, 2025. Impacted NTTPs

will receive a one-time, non-precedent-setting equity adjustment AY 25-26. This is separate from Section III.5. above.

7. Vacations should be taken in the same manner in which tenure-track faculty take vacations (spring break, and during winter session and summer session when not teaching) and consistent with the Master Agreement. However, a twelve-month NTTP shall be provided with a minimum of three weeks of time off with no prescribed preparation, grading, or other assigned duties.

IV. Appointments and Reappointments

NTTPs may initially be appointed for one, two or three years similar to faculty in accordance with Article XIII.B.4. The letter of appointment shall state that the NTTP will be subject to a performance review on an annual basis during the first five years of employment. Upon completion of five (5) years of employment within six (6) consecutive years, NTTPs who are reappointed will receive a 3-year, multi-year contract, with subsequent 3-year multi-year contracts upon review and reappointment.

Appointments and reappointments of NTTPs will be based on successful performance of teaching, other assigned duties as specified in their contract, and/or continuing programmatic and operational need.

1. Pursuant to Article VII.E.1 of the State-Union Agreement, matters pertaining to appointment or non-reappointment shall be grievable under this agreement only upon the basis of claimed violations involving discriminatory treatment in violation of Article II, or denial of academic freedom in violation of Article V. In all such cases the burden of proof shall be upon the grievant. In no case may an arbitrator recommend the appointment or reappointment of a grievant. Rather, where appropriate, the remedy shall be to remand the matter to the proper level of the involved College/University for reconsideration of the matter and elimination of defects in the procedural process or elimination of impropriety in the decision making. The decision of the University is final.
2. Written notices of non-reappointments shall be made in accordance with the Master Agreement and the mutually agreed upon calendars.
3. Ten-month NTTPs are employed from August 15-June 15. Twelve-month NTTPs are employed from August 15 – August 14. During non-AY periods, NTTPs are expected to engage in teaching preparation, office-hour coverage, and matters related to their professional responsibilities and status as a university and state employee consistent with TT faculty expectations. The University reserves the right to require involvement in reasonable professional development activities related to pedagogy as provided for all instructional personnel, and if applicable, related to non-teaching assignments specified in their contract.

4. Procedures for Appointments and Assignments
 - a. Approval to hire NTTPs will be done through the normal proposal and budgetary process subject to final approval of the Provost and President.
 - b. The Administration will inform the AFT each year regarding the number of NTTPs employed to ensure the total number of NTTPs remains at or below the limit allowed by the Master Agreement.

5. Criteria for Evaluation

The criteria for evaluation of NTTPs will be based on the terms of individual contract(s) and criteria recommended by the Faculty Senate and adopted by the University.

6. Procedures for Evaluation and Reappointment
 - a. NTTPs will be reviewed annually for the first five years of employment and subsequently reviewed in accordance with established calendars and procedures.
 - b. NTTPs will undergo evaluations and reappointment in accordance with the normal evaluation and reappointment cycle within existing procedures for full-time faculty. The following documentation must be submitted to evidence meeting the criteria for reappointment:
 - i. Curriculum vitae
 - ii. Previous year recommendations by the departmental review committee
 - iii. Personal Statement/Summary Reflection on teaching and other assigned duties (if applicable), as well as any professional development pursued/achieved.
 - iv. Statement of Teaching Philosophy
 - v. Peer Teaching Evaluations
 - vi. Student Opinionnaires
 - vii. Syllabi (of courses taught during contract period)/Semester Workload Forms
 - viii. Curriculum development artifacts, teaching artifacts, teaching skill artifacts, or other developed materials
 - ix. Other materials as may be relevant to assessing performance or contribution to department.

Department Review Committees through the Chair, and Deans, upload their respective summary evaluation and recommendation following their separate and sequential reviews. NTTP faculty may view and respond to recommendations and comments from the committee and the dean.

V. Procedures for Promotion

1. NTTPs whose qualifications meet or exceed the requirements for a higher rank shall be eligible for promotional consideration to that rank according to criteria recommended by the Faculty Senate and adopted by the University. New salaries shall be computed pursuant to Article XXII, Section C.1 in the Master Agreement..

2. An eligible full-time NTTP may make written application for promotional consideration from NTTP III to NTTP II beginning in their 6th year, to take effect in their 7th year. An

eligible full-time NTTP may make written application for promotional consideration from NTTP II to NTTP I beginning in their 10th year, to take effect in their 11th year.

3. An eligible full-time NTTP may make written application for promotional consideration following the same timeline and process for full-time tenure track faculty pursuing promotion. Promotion for the NTTP includes advancement from NTTP III to NTTP II and for NTTP II to NTTP I. An NTTP cannot receive promotion and range adjustment in the same year.

VI. Procedures for Range Adjustment

1. To be eligible for a range adjustment a full-time NTTP must be at least in their fourth year at rank and/or range and have not been promoted or received a range adjustment within the preceding four years.
2. NTTPs whose qualifications meet or exceed the requirements shall be eligible for a range adjustment according to criteria recommended by the Faculty Senate and adopted by the University.
3. An eligible full-time NTTP may make written application for consideration for range adjustment following the same timeline and process for full-time tenure track faculty pursuing range adjustment.
4. New salaries shall be computed pursuant to Article XXII, Section C.1 in the Master Agreement.

VII. NTTPs who Transition to Tenure-track lines.

At the discretion of the University, current NTTPs may be credited for years of service towards tenure unless their initial contract provides otherwise. NTTPs, who are hired as a tenure-track professor after this agreement, will be notified in writing at the time of hire whether years of service will be credited towards tenure.

VIII. Term of Agreement

This agreement shall remain in full force and effect from this date forward, unless modified by changes in the master agreement. Subject to changes in the master agreement, this local agreement shall automatically renew unless either party gives the other party written notice by June 30 to terminate, modify, or amend this agreement.

For William Paterson University

John B. Pover

Date: 03/31/2026

Allison Boulder-Jarvis

Date: 03/31/2026

For AFT Local #1796

Susanna Tardi

Date: 4/08/2026

Donna Fraga

Date: 4/08/2026