

RCNJ



Office of Employee Relations (ER) and Faculty Services

Overview

September 13, 2024



Agenda

- **Mission**
- **Our Purpose**
- **Governance**
- **Office of Employee Relations (ER) Organizational Chart**
- **Office of Employee Relations Overall Responsibilities**
- **Office of Employee Relations Key Duties and Responsibilities**
- **Contact Information**
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Ramapo College of New Jersey

Mission, Vision, Values

Mission: Ramapo College is New Jersey's Public Liberal Arts College, dedicated to providing students a strong foundation for a lifetime of achievement. The College is committed to academic excellence through interdisciplinary and experiential learning, and international and intercultural understanding. Ramapo College emphasizes teaching and individual attention to all students. We promote diversity, inclusiveness, sustainability, student engagement, and community involvement.

Vision: Ramapo College delivers a transformative education in a diverse community dedicated to welcoming and mentoring students who bring with them a range of lived experiences. We will achieve national distinction for developing empathetic problem solvers, ethical change agents, and responsible leaders who make a positive impact and thrive in a changing world.

The Board of Trustees reaffirmed the College mission and adopted a revised vision statement on January 30, 2023.

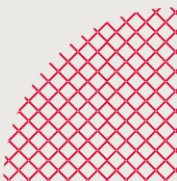
Values: Ramapo College is the Public Liberal Arts College of the state of New Jersey. The work of the College and its members is conducted with integrity. Our values are:

- Teaching, learning, and mentoring—we are actively engaged in and out of the classroom.
- Developing the whole person—we are scholars, we are creators, we are local and global citizens, and we are individuals.
- Respecting each other and our environment—we are an open, inclusive, supportive, and sustainable community.

The Values Statement was approved by the President's Advisory Council on September 26, 2016, and reaffirmed by the Board of Trustees on January 30, 2023.

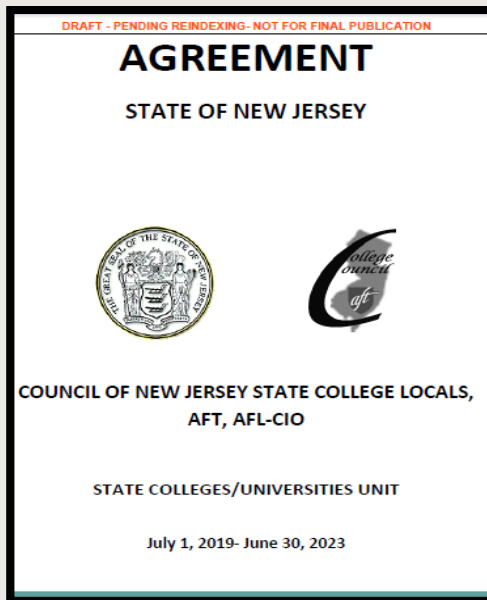
Our Purpose

Meet the needs of the Office of the Provost and the Teaching and Learning Core (TLC) by striving to build trust, professional relationships, and confidence between the Ramapo College of New Jersey Faculty/Professional Staff and the Office of Employee Relations by providing accurate, courteous, and timely customer support

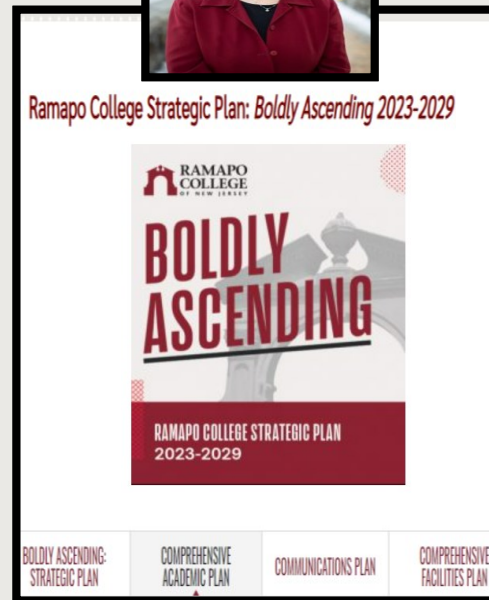


Governance

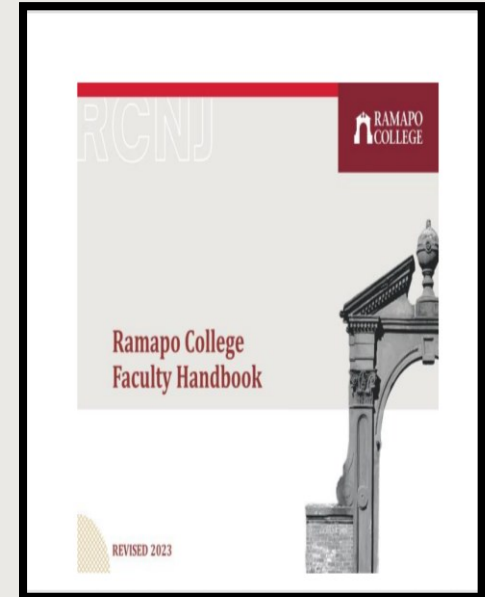
BOARD OF TRUSTEES



**American Federation of Teachers (AFT)
Contract**

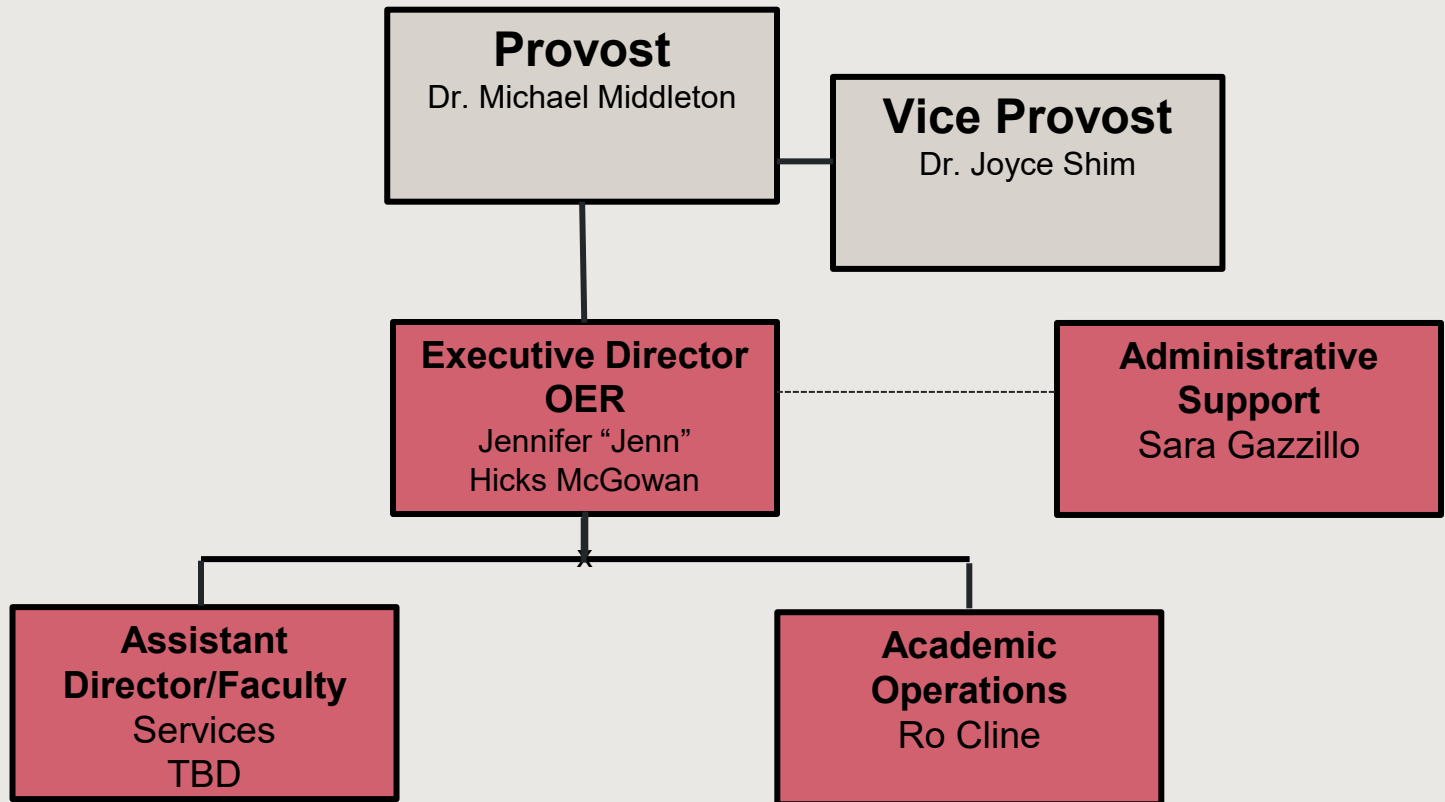


Ramapo College Strategic Plan
- Comprehensive Academic Plan
- Communications Plan
- Comprehensive Facilities Plan

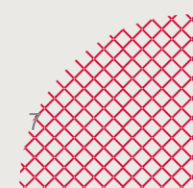


Faculty Handbook

Office of Employee Relations Organizational Chart



Office of Employee Relations Overall Responsibilities

- The Office of Employee Relations is responsible for administering faculty tenure, promotions, career development procedures, the collective bargaining agreement between the College and the American Federation of Teachers (AFT), and other labor relations matters.
 - Additional responsibilities of the office include the administration of disciplinary, reappointment, performance appraisal and professional procedures (PMAT, APAS, and PAR).
 - The office also monitors compliance with the College's policy on Conflict of Interest, Intellectual Property, Code of Professional Responsibility, conducts fact-finding investigations, training and policy development, as well as other policies, statutes, regulations and procedures aimed at improving employee relationships across Ramapo College.
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Office of Employee Relations

Key Duties and Responsibilities

Executive Director “Jenn” Hicks McGowan

AFT Contract (Union) Focus

- Strategically aligns, coordinates, and organizes ER efforts to fully support the College Mission, Vision, and Values including its initiatives and interests
- Reports to and serves as one of the principle advisors to the Provost regarding the AFT Contract. Makes recommendations regarding training, work allocations and problem resolution for AFT Union Members.
- Interprets, facilitates, and complies with the American Federation of Teachers (AFT) Collective Negotiations Agreement (CURRENT CONTRACT).
- Coordinates and collaborates with the College and Union Leadership including, Cabinet of Agents (COA), Faculty Leaders, AFT Leaders, Faculty Assembly (FA); Faculty Assembly Executive Council (FAEC), other Faculty Leaders to include Deans, Directors, Conveners and various Committee Chairs that will positively effectively and efficiently support the Faculty and Professional Staff
- Administers Faculty processes including, Career Development, Promotions, Reappointments, Tenure, Sabbatical, Faculty Scholarship Funding, Professional Leaves, etc. .
- Provides staff assistance and streamlines the business processes practices of the Office of Employee Relations; strives for continuous process improvement
- Serves as the Human Resources Business Partner (HRBP) for the Teaching and Learning Core (TLC). Provides and promotes oversight in the provision of the following areas: Performance Management to include the administration of the Performance Management and Appraisal Tool (PMAT) for Managers; Annual Performance Appraisal System (APAS) processes for AFT and non-AFT unclassified professional

Assistant Director To Be Determined

Faculty Services/Professional Staff Focus

- Supports the Executive Director in all assigned areas
- Conducts Fact Finding Investigations
- Faculty Handbook Revisions
- Faculty Personnel Process Calendar Revisions
- Manages and directs all related AFT staff and faculty personnel processes calendars, administrative and academic regulations, related training sessions, and contractual reporting requirements; participates in the development and implementation of policies and procedures.
- Performs related work, as required, within the context of established College policies, contracts, legal guidelines and procedures and stays abreast of policy and process changes as they occur and ensures compliance.
- Plans, develops, organizes, and supervises staff or programs designed to assist in carrying out the Employee Relations function. Assists in the oversight of the budget and the coordination of activities and projects between People Operations and; Employee Resources, the Teaching and Learning Core (TLC) and other units within the College.
- Support production of offer letters for faculty
- Support production of Faculty Personnel and Professional Staff Letters
- Support BOT products for committee meetings

Academic Operations “Ro” Cline

Adjunct Focus

- Produce, process, track and monitor Adjunct Contracts
- Maintain accurate adjunct/professional staff teaching records
- Process accurate payments for adjuncts and professional staff for all semesters
- Process accurate payments for full-time faculty teaching during Winter/Summer sessions
- Work with various offices regarding adjunct/faculty teaching loads and payments
- Work with POER, Registrar’s Office and Payroll regarding adjuncts, full-time faculty, and payrolls
- Monitor Overload requests and payments
- Support review of Special Payment Requests

Office of Employee Relations Contact Information

Jennifer “Jenn” Hicks McGowan

Interim Executive Director of Employee Relations &
Strategic Initiatives

(201) 684-7566

jhicksmc@ramapo.edu

Roe Cline

Academic Operations Specialist

(201) 684-7527

rcline@ramapo.edu

Employee Relations:

<https://www.ramapo.edu/er/>

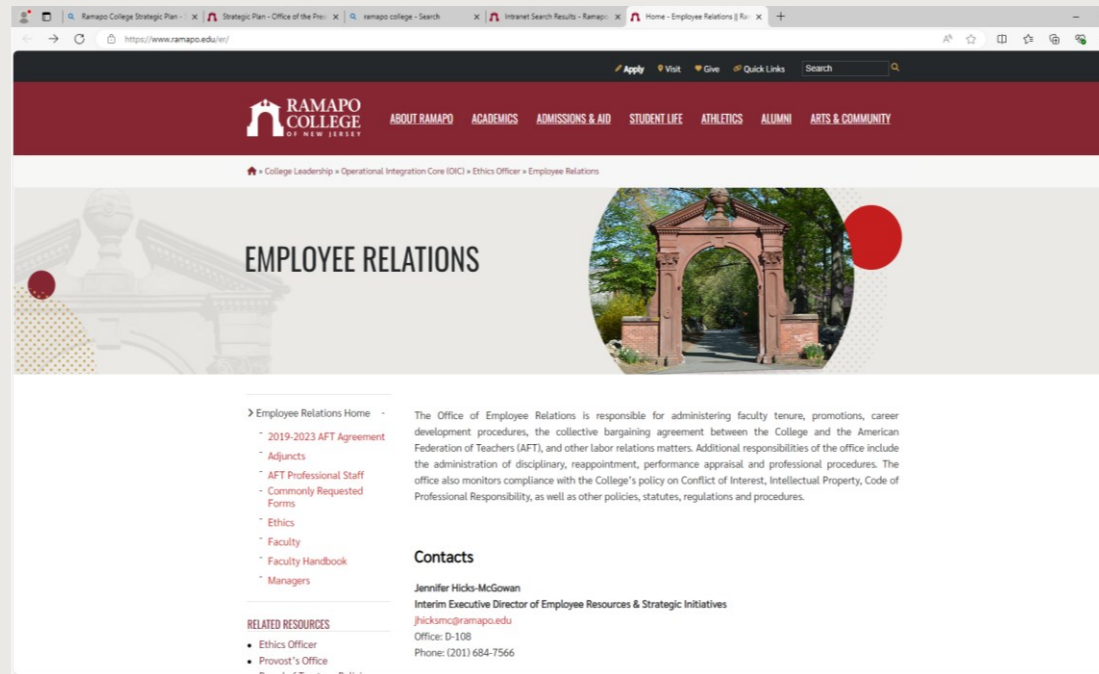
201-684-7566

ER@ramapo.edu

Hours of Operation

- **Fall/Spring** - Monday – Friday
8:30 am - 4:30 pm
- **Summer** - Monday – Thursday
8:00 am - 5:15 pm
(Closed on Fridays)

Employee Relations Website



The screenshot shows a web browser displaying the Ramapo College Employee Relations website. The browser tabs include 'Ramapo College Strategic Plan', 'Strategic Plan - Office of the President', 'ramapo college - Search', 'Intranet Search Results - Ramapo', and 'Home - Employee Relations'. The URL in the address bar is 'https://www.ramapo.edu/er/'.

The website header features the Ramapo College logo and navigation links: ABOUT RAMAPO, ACADEMICS, ADMISSIONS & AID, STUDENT LIFE, ATHLETICS, ALUMNI, and ARTS & COMMUNITY. Below the header is a breadcrumb trail: Home > College Leadership > Operational Integration Core (OIC) > Ethics Officer > Employee Relations.

The main content area has a large heading 'EMPLOYEE RELATIONS' and a circular image of a stone archway. Below this, there is a section for 'Employee Relations Home' with a list of links: 2019-2023 AFT Agreement, Adjuncts, AFT Professional Staff, Commonly Requested Forms, Ethics, Faculty, Faculty Handbook, and Managers.

There is also a 'RELATED RESOURCES' section with links to 'Ethics Officer' and 'Provost's Office'. A 'Contacts' section provides information for Jennifer Hicks-McGowan, Interim Executive Director of Employee Resources & Strategic Initiatives, including her email (jhicksmc@ramapo.edu), office (D-108), and phone number ((201) 684-7566).

The office description states: 'The Office of Employee Relations is responsible for administering faculty tenure, promotions, career development procedures, the collective bargaining agreement between the College and the American Federation of Teachers (AFT), and other labor relations matters. Additional responsibilities of the office include the administration of disciplinary, reappointment, performance appraisal and professional procedures. The office also monitors compliance with the College's policy on Conflict of Interest, Intellectual Property, Code of Professional Responsibility, as well as other policies, statutes, regulations and procedures.'

[Home - Employee Relations || Ramapo College of New Jersey](https://www.ramapo.edu/er/)

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