

**Memorandum of Understanding
William Paterson University & AFT Local 1796
High School Dual Enrollment (HSDE) Coordinator Compensation**

Preamble

To promote amicable employer–employee relations, the University and the Union agree to the following regarding faculty workload and compensation for the High School Dual Enrollment (HSDE) program at William Paterson University (WP) effective beginning Fall 2026.

Definition and Purpose

High school dual enrollment programs are intended to foster community partnerships between the University and the high schools. With the growth and maturity of HSDE at WP, this Agreement functions to:

- a) Ensure departments can identify sufficient interested and qualified faculty to support HSDE programming, and
- b) Sustain the quality and growth of HSDE offerings while maintaining full alignment with university academic standards.

While HSDE instructors have equivalent qualifications as adjuncts, appropriate oversight by WP faculty remains essential to maintain course integrity and alignment with university academic standards.

All faculty, including NTPs in good standing, are eligible to participate as HSDE Faculty Coordinators. No faculty member shall be assigned HSDE coordination duties without their consent and corresponding compensation under this agreement. Chairs, in consultation with course and dual enrollment coordinators, are responsible for approving high school dual enrollment courses and instructors.

Departments have the flexibility to identify faculty to participate as dual enrollment coordinators. The number of coordinators should be determined by the department's specific needs, and faculty availability, while ensuring compliance with accreditation and academic standards.

Responsibilities

HSDE Coordinators will oversee assigned HSDE courses with the following responsibilities, in consultation with department colleagues as needed:

For new HSDE courses, new instructors (any instructor teaching that specific course for the first time, regardless of prior teaching experience or dual enrollment experience), and instructors due for a 5-year observation:

- Review the instructor's syllabus to ensure that it meets WP departmental standards and fulfills WP course learning objectives and outcomes.
- For a one-semester (half-year) high school course, one class observation and assessment will be required. For a full-year high school course, one high school observation and assessment will be required, and a second follow-up class observation and assessment will be conducted if deemed necessary by the coordinator.

For existing HSDE courses with instructors not due for observation:

- Obtain an updated syllabus and review modifications for alignment with the learning outcomes.
- Annual class observation is not required; however, at least one class observation shall be conducted every five (5) years for each existing Distinct Course Section and shall be compensated as noted below.

HSDE instructors are expected to respond in a timely and professional manner to reasonable requests from HSDE Coordinators. Any challenges should be communicated to the Chair for resolution and, if necessary, escalating to the Academic Affairs staff with oversight of dual enrollment programs. High schools that fail to respond to HSDE coordinator's communication and requests (e.g. providing syllabi, course information) will be put on **probation** and will be required to comply before the subsequent academic year. Failure to comply with and resolve outstanding requests during the probationary period will result in the discontinuation of the HSDE course offering at that school for the subsequent academic year.

Consistent with the responsibilities described above for new and existing courses and instructors, travel reimbursement for up to two (2) site visits per Distinct Course Section, as defined below, in a given Academic Year will be provided at the regular university travel rates and per standard travel approval processes.

Compensation Model

Faculty compensation recognizes both general oversight responsibilities and the variable workload associated with these tasks, calculated according to the following formula:

General Compensation

(Number of Distinct Course Sections * .1) + (Number of Distinct Courses * .025) + (Number of School Districts * .025)

where

- A Distinct Course Section is defined as a unique course–instructor pairing. Multiple sections of the same course taught by the same instructor are counted as one Distinct Course Section.
- The Number of Distinct Courses refers to the number of different course numbers coordinated (e.g., Math 1160, Math 1300, Math 1600), regardless of the number of sections offered.
- The Number of School Districts refers to the total number of participating school districts served.

Example:

Course Number and Name | Section | Instructor | District

- Math 1160 Precalculus | 004 | Thompson | District A *
- Math 1160 Precalculus | 007 | Carroll | District Y *
- Math 1160 Precalculus | 011 | Jackson | District A *
- Math 1300 Elementary Statistics | 001 | Thompson | District A *
- Math 1300 Elementary Statistics | 002 | Thompson | District A X
- Math 1600 Calculus I | 001 | Carroll | District Y *

The two sections of Math 1300 taught by Thompson count as **one** Distinct Course Section because they represent the same course–instructor pairing.

Totals:

- Distinct Course Sections = 5
- Distinct Courses = 3
- School Districts = 2

Compensation:

$$(5 \times 0.10) + (3 \times 0.025) + (2 \times 0.025) = 0.50 + 0.075 + 0.05 = 0.625$$

Required Class Observations and Assessment Compensation

For coordination involving:

- an instructor teaching a **particular course for the first time (i.e., the instructor has not previously taught that course, regardless of their experience teaching other courses or teaching in dual enrollment)**, or
- an instructor due for a five-year observation,

required class observations and assessment will generate additional compensation according to the following formula:

$$(0.25 \times \text{Number of Distinct Course Sections observed in person}) \\ + (0.10 \times \text{Number of Distinct Course Sections observed virtually})$$

For purposes of observation compensation, a **Distinct Course Section** follows the same definition as above (a unique course–instructor pairing). Administration will provide a list of those dual enrollment instructors who are due for observation and specify the modality. The administration will resolve any conflicts to the contrary. A copy of the assessment completed must be submitted to the Dual Enrollment Office within 4 weeks of completing an observation, but no later than June 15th.

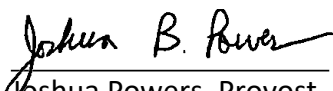
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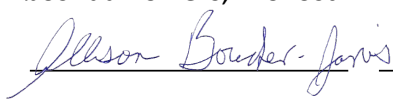
This model of management and compensation will commence Fall 2026 and shall be reviewed every five (5) years to ensure equitable compensation and manageable faculty workload.


This agreement remains in effect unless either party requests to reopen negotiations in May of each year during the agreement, on any procedures related to the agreement. Either of the parties shall notify the other in writing, of its desire to commence negotiations, at the start of the subsequent academic year.

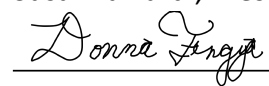
For the William Paterson University

For AFT Local #1796


Joshua Powers, Provost 03/31/2026
Date


Allison Boulder-Jarvis 03/31/2026
Date


Susanna Tardi, President 4/08/2026
Date


Donna Fengya 4/08/2026
Date

Donna Fengya
Co-Vice President for Negotiations