

Memorandum of Agreement #51
The College of New Jersey - Multiple Range Adjustments for Faculty
(Nov 2000)

I. Purpose

This policy establishes the criteria and process by which the President may adjust the salary range of faculty in recognition of sustained meritorious work performance and exceptional contributions made to The College of New Jersey campus community. (*The State – Union Agreement Article XXI.J.4*)

The addition of multiple ranges is meant to supplement, not supplant, the existing promotions process. For full professors who currently have no opportunity for promotion to a higher range, it provides a means whereby sustained outstanding performance can be rewarded. For tenured assistant and associate professors, it allows for the recognition of deserving faculty who, due to special circumstances, do not meet the criteria for promotion.

In addition to implementing multiple range adjustments for tenured and non-tenured faculty, and separate from this policy, "The College may, at its discretion, hire faculty at any step of any salary range associated with any academic rank." (*Article XXI.J.2*)

II. Criteria for Multiple Range Adjustments

Consistent with its mission, The College acknowledges the primacy of teaching in its evaluation process, while also valuing highly scholarship and service. Therefore, it is expected that all applicants for multiple range adjustments demonstrate outstanding accomplishments in areas related to teaching.

A. Market-Based Criteria (*Tenured and Non-Tenured Faculty*)

The College may, at its discretion, increase the salary of any faculty member to any step of any range associated with his/her academic rank in response to a bona fide offer of employment or when it believes a bona fide offer of employment could be imminent because of recent achievements and/or other factors. (*Article XXI.J.3*)

B. Performance-Based Criteria (*Tenured Faculty*)

Multiple ranges may be assigned to tenured faculty at any rank based on sustained meritorious work performance and exceptional contributions to The College of New Jersey general campus community. Meritorious work performance in this context shall be defined as exceptional accomplishment above and beyond the normal requirements and expectations associated with the candidate's rank as referenced in The College's promotions criteria.

1. Tenured Professors

The College may assign a tenured faculty member to a higher range within the rank of Professor based on sustained meritorious work performance and achievement in teaching, scholarship, and service. Meritorious work performance and achievement shall be defined in this context as extraordinary or exceptional accomplishment, above and beyond the normal requirements and expectations associated with the applicant's rank, subsequent to her/his promotion to full Professor. Evidence of meritorious achievement shall be documented in part using the materials submitted by the candidate through the Career Development Assessment (post-tenure review).

2. Tenured Assistant and Associate Professors

Sustained meritorious work performance at the rank of assistant and associate professor is normally recognized through the process of promotion to the next rank. In certain instances, however, applicants may not qualify for promotion to the next rank despite exceptional work performance. In instances where an applicant demonstrates sustained meritorious performance in the areas of teaching and service but, (a) lacks the appropriate terminal degree, or (b) initiated employment prior to the establishment of the current criteria and standards for scholarly productivity and has not been involved in scholarly programs leading to publication for a significant time period, the applicant shall be responsible for describing or explaining why the adjustment should be awarded.

Meritorious work performance and achievement in the above context shall be defined as extraordinary or exceptional accomplishment above and beyond the normal requirements and expectations associated with the applicant's current rank, particularly in the areas of teaching and service, and subsequent to appointment to her/his current rank. Evidence of meritorious achievement shall be documented in part using the materials submitted by the applicant through the Career Development Assessment process (post-tenure review).

III. Application Procedures for Market-Based Range Adjustments

- A. All requests for market-based multiple range adjustments are to be submitted to the appropriate dean, and must be accompanied by supporting documentation.
- B. The Dean will prepare her/his recommendation and submit all requests and supporting documentation to the Provost. The applicant will receive a copy of the Dean's recommendation. The Provost will then prepare a recommendation for the President. The applicant will receive a copy of the Provost's statement of concurrence/non-concurrence.
- C. The President shall notify applicants within sixty (60) days of submission of the request if a market-based multiple range adjustment has been awarded. The President's decision shall be final. If a market-based multiple range adjustment is awarded, it shall normally be implemented the immediately following September 1 (for 10-month faculty) or July 1 (for 12-month faculty).

IV. Application Procedures for Performance-Based Adjustments

- A. Tenured faculty must apply for multiple range adjustments by April 15 of a given year.
- B. A written application must be submitted to the candidate's departmental/school Assessment Committee no later than April 15 setting forth justification for the multiple range adjustment. All applications must be accompanied by the materials specified in the Career Development Assessment process. The application must provide compelling evidence of a record of sustained meritorious work performance and achievement as defined in the criteria above. The application and subsequent recommendations shall be transmitted through the stages of the review process to the President. An applicant may withdraw her/his application at any point in the process without prejudice by submitting a letter to her/his Dean.

**In fiscal year 2000-2001 applications may additionally be submitted by January 8, 2001 for a September 1, 2000 effective date.*

- C. The Assessment Committee shall evaluate the applicant against the applicable criteria and issue a single written assessment and recommendation to the Dean. A copy of the written assessment and recommendation shall be issued simultaneously to the applicant by the committee chairperson. The assessment shall indicate how the application and materials demonstrate that the candidate meets or fails to meet the applicable criteria. The deliberations of the Assessment Committee shall be kept strictly confidential by its members. The resulting assessment and recommendation shall not include minority or dissenting opinions, nor shall any such opinions be communicated by any means to applicants.
- D. The Dean shall review each of the application documents as well as the assessment and recommendation of the Assessment Committee. Based on a review of these documents and her/his independent assessment, the Dean shall prepare a written statement indicating concurrence or non-concurrence with the Assessment Committee's assessments and recommendation, and shall issue a corresponding recommendation to the Provost. A copy of the Dean's written statement and recommendation shall be issued simultaneously to the applicant.
- E. The Provost shall review the application documents in addition to the assessments and recommendations submitted by the Assessment Committee and the Dean. The Provost shall prepare a written statement indicating concurrence or non-concurrence with the Assessment Committee's and Dean's assessments and recommendations, and shall issue a corresponding recommendation to the President. A copy of the Provost's written statement and recommendation shall be issued simultaneously to the applicant.
- F. The applicant shall have opportunity to submit a written response to the assessment and recommendation issued at each stage in the process noted above. Such a response must be received by the next-level officer within five days of receipt of the assessment and recommendation. If received within the specified timeline, the applicant's response will be reviewed and taken into account by the next-level officer and shall become a part of the application packet.
- G. Applicants will be notified by the President by June 15 as to whether or not a performance-based multiple range adjustment has been awarded. In the event that the President overrules a positive recommendation by the Provost,

she/he will provide a written statement to the applicant indicating the reasons for non-concurrence. The President's decision is final. If awarded, the effective date of the assignment shall be the immediately following September 1 (for 10-month faculty) or July 1 (for 12-month faculty). Applicants awarded multiple range adjustments shall be moved to the next highest range corresponding to their rank. (For ten-month faculty the applicable range adjustments by rank shall include: Assistant Professors - range 24 or 25; Associate Professor- range 28 or 29; Full Professor- range 32, 33 or above.)

- H. Faculty awarded performance-based multiple range adjustments shall have their new salaries determined by applying the procedure prescribed in Article XXII. C. 1. of the State-Union Agreement.
- I. A timetable specifying deadlines for the above referenced procedure will be established and mutually agreed upon by AFT Local 2364 and authorized officers of The College of New Jersey.
- J. This process shall be reviewed 2 years after the signing date and, subsequently, at any time requested by either party.

Ralph Edelbach Date
President, AFT Local 2364

Robert Drake Date
Associate Vice President for Human Resources

Stephen Briggs Date
Provost and Vice President for Academic Affairs