

## Memorandum of Agreement # 84

### The College of New Jersey - Multiple Range Adjustments for Librarians

(April 8, 2009)

In order to promote amicable employer-employee relations, Local 2364, AFT ("the Union") and The College of New Jersey ("the College") hereby agree to implement a multiple range adjustment program for librarians at The College of New Jersey.

#### I. Purpose

This agreement establishes the criteria and process by which the President may adjust the salary range of librarians, either in response to an offer or anticipated offer of employment (*The State-Union Agreement Article XXI.J.1.b.*), or in recognition of sustained meritorious work performance and exceptional contributions made to The College of New Jersey campus community (*The State-Union Agreement Article XVII.C.*).

The addition of multiple ranges is meant to supplement, not supplant, the existing promotions process. For persons who have attained the rank of Assistant Director of the Library or Librarian I, and do not have the opportunity for promotion to a higher rank, it provides a means whereby sustained outstanding performance can be rewarded. For tenured librarians at the rank of Librarian II and Librarian III, it allows for the recognition of deserving librarians who, due to special circumstances, do not meet the criteria for promotion.

In addition to implementing multiple range adjustments for tenured and non-tenured librarians, the College may, at its discretion, hire librarians at any step of any salary range associated with any academic rank.

#### II. Criteria for Multiple Range Adjustments

Consistent with its mission, the College acknowledges the primacy of librarianship 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 librarianship.

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

The College may, at its discretion, increase the salary of any librarian 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.

##### B. Performance-Based Criteria (*Tenured Librarians*)

Multiple ranges may be assigned to tenured librarians 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 Assistant Director of the Library (Professor in the Library) and Librarian I (Associate Professor in the Library)

The College may assign a tenured librarian to a higher range within the rank of Assistant Director of the Library or Librarian I based on sustained meritorious work performance and achievement in librarianship, 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 Assistant Director of the Library or Librarian I. Evidence of meritorious achievement shall be documented by the applicant, in part, through submission of relevant materials as described in the Career Development Assessment process (post-tenure review).

2. Tenured Librarian III (Instructor in the Library) and Librarian II (Assistant Professor in the Library)

Sustained meritorious work performance at the rank of Librarian III or Librarian II 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 librarianship and service but is otherwise not qualified for promotion to the next rank, 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 librarianship and service, and subsequent to appointment to her/his current rank. Evidence of meritorious achievement shall be documented by the applicant, in part, through submission of relevant materials as described in the Career Development Assessment process (post-tenure review).

### III. Market-Based Range Adjustment Process

- A. All requests for market-based multiple range adjustments are to be submitted to the 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 librarians) or July 1 (for 12-month librarians).

### IV. Performance-Based Range Adjustment Process

- A. Tenured librarians must follow the time line agreed to by the Union and the College.
- B. A written application must be submitted to the candidate's Assessment Committee, setting forth justification for the multiple range adjustment. All applications must be accompanied by the relevant materials described 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.

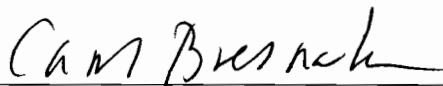
The Assessment Committee is generally the Library Promotion and Reappointment Committee (PRC). However, at the request of the applicant or a decision of the PRC, an Assessment Committee may comprise a subset of the PRC or some other reasonable configuration of members, including persons from departments outside the Library. The candidate will have the opportunity to resolve any concerns about the composition of the Assessment Committee in accordance with the time line agreed to by the Union and the College. An applicant for range adjustment cannot serve on the Assessment Committee that is reviewing his/her range adjustment.

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.

- 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

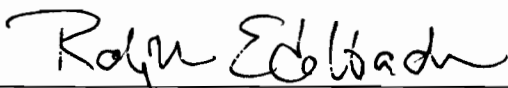
not include minority or dissenting opinions, nor shall any such opinions be communicated by any means to applicants.

- 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. The Dean shall simultaneously provide the written statement and recommendation 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. The Provost shall simultaneously provide the written statement and recommendation to the applicant.
- F. The applicant shall have the 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 business 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 the specified date 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 librarians) or July 1 (for 12-month librarians). Applicants awarded multiple range adjustments shall be moved to the next highest range corresponding to their rank. For 12-month librarians the applicable range adjustments by rank shall include: Librarian III range 23, Librarian II range 27 and 28, Librarian I range 31 and 32, and Assistant Director of the Library range 33 and 35; for 10-month librarians the applicable range adjustments by rank shall include: Librarian III range 20 and 21, Librarian II range 24 and 25, Librarian I range 28 and 29, and Assistant Director of the Library range 30, 32 and 33. (*The State-Union Agreement Article XVII. C.*)
- H. Librarians 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 Local 2364, AFT and The College of New Jersey.
- J. This process shall be reviewed at any time requested by either party.



Carol Bresnahan, *Provost and Executive Vice President*

Date: 4/10/09



Ralph Edelbach, *President, TCNJFT, Local 2364, AFT*

Date: 4/10/09

**Spring 2009 Schedule for Librarian Performance-Based Range Adjustment Program**

| <i>Steps</i> | <i>Dates</i> | <i>Activity</i>   |
|--------------|--------------|---|
| 1            | Wed. Apr 15  | Librarian provides written notification to the Dean of intention to submit application in order to ensure the library Assessment Commitment (AC) is constituted and may also suggest a member or members from outside the library for service on the AC |
| 2            | Fri. Apr. 17 | Applicant informed of composition of AC   |
| 3            | Tue. Apr. 21 | Applicant notifies Dean in writing of concerns about composition of AC and may also suggest a member or members from outside the library for service on the AC  |
| 4            | Fri. Apr. 24 | Concerns resolved over composition of AC  |
| 5            | Mon. May 4   | Deadline for submission of application to library AC  |
| 6            | Mon. May 18  | Report of AC submitted to Dean and applicant  |
| 7            | Tue. May 26  | Deadline for written response, if any, by applicant to AC report  |
| 8            | Mon. Jun. 1  | Recommendation of Dean submitted to Provost and applicant   |
| 9            | Mon. Jun 8   | Deadline for written response, if any, by applicant to Dean's recommendation  |
| 10           | Mon. Jun 15  | Recommendation of Provost to President and applicant  |
| 11           | Mon. Jun 22  | Deadline for a written response, if any, by applicant to Provost's recommendation   |
| 12           | Mon. Jun 29  | Applicant notified of decision by President   |