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### RANGE ADJUSTMENT PROGRAM

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## RANGE ADJUSTMENT PROGRAM

### **Abstract**

#### **Purpose**

Article XXI Salary and Fringe Benefit Agreement for July 1, 2011 to June 30, 2015 proposed the establishment of a range adjustment program at each College/University where full-time faculty are employed. This document identifies the merit-based criteria established for range adjustments at Kean University and specifies the procedures to be used for the application and the process of review for full-time faculty members applying for range adjustments

#### **Keywords**

Range adjustment form, adjustment form

## **RANGE ADJUSTMENT PROGRAM**

### **I. Purpose**

Article XXI Salary and Fringe Benefit Agreement for July 1, 2011 to June 30, 2015 proposed the establishment of a range adjustment program at each College/University where full-time faculty are employed. This document identifies the merit-based criteria established for range adjustments at Kean University and specifies the procedures to be used for the application and the process of review for full-time faculty members applying for range adjustments.

### **II. Merit-Based Criteria**

Full-time tenured faculty members who meet or exceed the merit-based criteria established for range adjustments are eligible to be considered for and may apply for a range adjustment within rank.

Four criteria will be used to assess a candidate's eligibility for a range adjustment: (1) length of service in rank; (2) instructional effectiveness; (3) scholarship; and (4) service.

The candidate will be responsible for providing the documentary evidence that they meet the range adjustment requirements for all four criteria. To meet the length of service requirement, the candidate must complete at least four years in their present rank before the range adjustment goes into effect. To meet the requirements of the remaining three performance criteria, the candidate must display exceptional performance on two criteria and effective performance on the third criteria to be eligible for consideration for a range adjustment.

A listing of the types of evidence to be provided by candidates under each of the performance criteria is provided to serve as guidance in the preparation of application portfolio. The lists are not exhaustive, and the types of evidence listed are not arranged in any hierarchical order.

#### **A. Teaching**

1. Summary of student evaluation of two sections. The School/Departmental ARTP Committee or special committee appointed by the College Dean is responsible for assigning committee members to administer student evaluations of the candidate's classroom teaching ability.

At least two sections should be included representing, if possible, one general course and one advanced course. These evaluations must have been made no earlier than two (2) years prior to September 1<sup>st</sup>

of the academic year in which application for range adjustment is made.

N.B. In cases where the candidate teaches one or more courses outside his/her “home,” or resident department, written classroom observations and/or student evaluations of the “out-of-department” courses(s) may be submitted as part of this application for range adjustment. Arrangements for completion of such material will be made between the school executive director/chairperson of the candidate’s “home” School/Departmental ARTP Committee or special committee appointed by the College Dean and the chairperson of the department in which the candidate is teaching the “out of department” courses.

1a. Entire raw data of student evaluation shall be included in the file.

N.B. School/Department must forward with each candidate’s file a typed or printout summary of student evaluations; mean scores of these evaluations must be provided in every case.

2. Written teaching observations by **two** different members of School/Departmental ARTP Committee or special committee appointed by the College/School Dean. This committee is responsible to observe the candidate’s classroom teaching ability. One observation shall be made by the department chairperson (except in those cases where the chairperson does not participate in deliberations and recommendations), or by the chairperson of the special committee appointed by the College/School Dean.

N.B. In cases where the candidate teaches one or more courses outside her/his “home ,” or resident, school/department, written classroom observations and/or student evaluations of the “out-of-school/department” course(s) may be submitted as part of this application. Arrangements for completion of such material will be made between the chairperson of the candidate’s “home” School/Departmental ARTP Committee or special committee appointed by the College Dean and the executive director/chairperson of the school/department in which the candidate is teaching the “out of department” courses(s). Guidelines on appropriate faculty rank for ARTP or special committee members writing classroom observations must be followed in all cases (i.e. the observer must hold rank equal to or greater than the applicant.)

3. Up-to-date syllabi for courses taught over the past four academic years shall be included in the application.
4. Preparation and delivery of instruction through non-traditional formats, such as distance education or service learning.
5. Development and/or implementation of innovative or special instructional strategies and materials such as lab manuals, etc.
6. Development of programs, minors, certificates and/or courses for General Education Program.
7. Recognition/Awards for excellence in teaching.

**B. Scholarship**

1. Refereed publication (articles, monographs, reviews, essays, books).
2. Book chapters, articles, book reviews in nonrefereed disciplinary publications and trade publications.
3. Creative works/activities in the visual or performing arts (an external peer/critic evaluation should accompany the listing or the item will be assessed qualitatively as nonrefereed).
4. Paper presentations (candidates must distinguish refereed and on refereed papers as well as the level of presentation -- local, state, regional, national and/or international).
5. Funded research grants (identify internal and external sources, purpose and amount of funding).
6. Discipline-related journal editor/associate editor/reviewer.
7. Recognition/Awards for excellence in scholarship (including election or appointment to scholarship societies such as the National Academy of Science).

**C. Service to University and Community**

1. Advisement (document degree of involvement).
2. Significant involvement in General Education development,

implementation and/or administration.

3. Major role in strategic planning/program review (school/department and/or College level) and/or leadership and involvement in institutional or specialized accreditation efforts.
4. Chair or member of College/School and/or University-wide committees and task forces.
5. Developing and implementing programs to support retention and persistence of students to graduation.
6. Funded service grants such as Department of Education Title II or Project Lead.
7. Community Service includes involvement in activities that reflect and advance the interactive engaged focus of the University vision. The service must be discipline-related such as preparation of an economic impact report for the SBDC by a member of the Economics, Business or Public Administration Departments, developing curriculum for a College district, producing a program for citizens in our service region.
8. Participation in discipline-related or honorary professional associations such *Phi Kappa Phi* in a non-scholarship role such as an elected officer or discipline-interest group chairs.
9. Department Chair, Assistant Chair, Program Coordinator or faculty released to engage in University or community assignments.
10. Developing/implementing technology in academic and/or administrative processes.
11. Recognition/Awards for excellence in community service.

**D. Up-to-date Curriculum Vitae**

1. Most updated curriculum vitae.

**III. Documentation**

- A. Candidates are required to provide evidence of meritorious performance on all three performance criteria.

- B. Evidence of performance on the merit-based criteria in a prior rank will not be considered for a range adjustment.
- C. Only completed research, scholarship and/or creative products/activities will be considered under the merit-based scholarship criteria.
- D. A self-report form, signed by the department chair, will be used to document involvement in advisement activities.

#### **IV. Process for Review of Applicants**

- A. The Office of the President in consultation with KFT will establish the calendar for review of applicants for a range adjustment.
- B. Applicants eligible for range adjustment consideration will submit their portfolio to their department chair. If the candidate is a Department Chair, the portfolio is to be submitted to the College Dean.
- C. The School/Department ARTP Committee will forward the candidate's completed application form to the University Range Adjustment Committee (URAC). A listing of all candidates for range adjustments will be provided to the Deans by the URAC chairperson.
- D. URAC will review the candidates' portfolios in terms of the merit-based criteria and rank order applicants comparatively in terms of the three performance criteria. Length of service in rank may be applied as a criterion to rank candidates only in those cases in which two or more candidates' records are judged to be the same across the three performance criteria.
- E. The URAC will notify individual candidates of the committee's recommendations.
- F. The Chair of the University Range Adjustment Committee will forward to the VPAA a rank-ordered list of candidates for range adjustments. The VPAA may consult with the appropriate Deans regarding specific candidates and either endorse the list submitted by URAC or submit an alternate list to the President. If an alternate list is submitted to the President, the Vice President will attach the list submitted by the Range Adjustment Committee and provide a rationale for the alternate list to the President and the URAC chair.
- G. The VPAA will notify the candidate of his/her recommendation.
- H. The President will make the final recommendation on range adjustments to

the Board of Trustees for final action and will notify the candidate of his/her recommendation.

- I. A candidate not recommended for Range Adjustment by the President may file a written appeal to the President on substantive grounds.

**V. Determination of Award Recipients and Number of Range Adjustments**

- A. Applicants for range adjustments will be evaluated against performance criteria and rank-ordered on a comparative basis across the three criteria.
- B. A full-time faculty member will not be awarded a promotion and range adjustment in the same academic year.
- C. A full-time faculty member receiving a range adjustment award must have completed at least three years in the range before applying for either a promotion or another range adjustment.
- D. The number of range adjustment awards will be determined annually by the President.
- E. Award recipients will have their salary adjusted upward by two ranges, e.g. Associate Range 26 to Range 28 to the lowest step representing an increase in the salary schedule applicable to the date the range adjustment takes effect.

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