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RANGE ADJUSTMENT GUIDELINES

The policy and procedures for range adjustments at Kean University as a faculty member are specified in four documents: (1) current *Agreement* Between the State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT, (2) University Range Adjustment Program, (3) Range Adjustment Guidelines and (4) Range Adjustment Application Form. Copies of these documents are provided to all full-time faculty at Kean University. It is recommended that all candidates for range adjustment consideration read these four documents prior to submitting their application for review.

General Guidelines:

1. A calendar of range adjustment activities will be published and distributed annually to full-time faculty. The candidate is expected to adhere to the dates set forth in the calendar.
2. Full-time faculty members whose qualifications meet or exceed the merit-based criteria requirements for a range adjustment as set forth in the *University Range Adjustment Program* are eligible for range adjustment consideration.
3. Any full-time tenured faculty member who has completed at least four years in their present rank may submit an application for range adjustment, together with written substantiation to the claim for a range adjustment, on or before the date set forth in the adopted calendar.
4. The application for range adjustment will be submitted using the format specified in the *Range Adjustment Application Form* document, including all required supporting materials.
5. All range adjustment applications are reviewed initially at the school/department level. Applications must be submitted to the appropriate school/department ARTP Committee for review recommendation and subsequent transmittal to the University Range Adjustment Committee (URAC).
6. The ARTP Chair forwards the application and the Committee's recommendation to the University Range Adjustment Committee. Candidates for range adjustment who do not meet the time-in-rank or documentation requirements shall not be forwarded to or reviewed by URAC.
7. An applicant for a range adjustment shall not serve on either the ARTP Committee or URAC during their candidacy.

Application Form [Required Materials]:

1. The range adjustment portfolio must be arranged in the format designated by the *Range Adjustment Application Form* document. Because the review is in part a comparative evaluation, it is essential that reviewers at all levels are provided with the candidates' materials in the same organizational format.
2. Although the review committees may request additional information to assist in their evaluation, it is the responsibility of the candidate to provide the documentation to support their record of activity in rank across the three merit-based criteria at Kean University.
3. In the section on *Teaching Effectiveness*, the file must contain two observations by peers and student course evaluations. Whenever possible, faculty will be required to submit at least two student course evaluations over the previous two years in rank. These evaluations should be dated no earlier than two years prior to the first day of the academic year (September 1) in which application for Range Adjustment is made.
 - A. The School Executive Director/Department Chair is responsible for assigning members to observe a candidate's classroom teaching.
 - B. Each member observation must be: (1) signed by the faculty member making the observation; (2) indicate the observation date; and (3) be initialed by the candidate.
4. In the section on *Scholarship*, candidates should provide full documentation for all listed scholarly activities, e.g., copies of books, articles, paper presentations, artistic presentations, tapes of performances or photographs of paintings and artistic renderings. When available, external evaluations of scholarly contributions such as reviews by art critics should be submitted to assist the department and university-level reviewers. Only completed activities are to be listed.
5. Candidates and ARTP Chair must sign the *Range Adjustment Application Form* before it is forwarded to the University Range Adjustment Committee.

Department Review Level:

1. The application for range adjustment is reviewed first by the ARTP. The ARTP is responsible for certifying that the candidate is eligible for a salary adjustment review and the portfolio contains the required documentation.
2. In the case of a candidate found not to be eligible for a range adjustment, the candidate's range adjustment dossier must be forwarded by the ARTP to the URAC with the reason(s) for the ineligibility.
3. A candidate for a range adjustment shall not be a member of the ARTP during the process of reviewing range adjustment applicants.

University-Level Review:

1. A candidate shall have access to his/her dossier and may add material to the application, which must be added before the URAC deliberations begin while it is in the possession of the URAC (except during a Committee session) in accordance with local University and *Agreement* procedures governing personnel files.
2. The President or his/her designee shall inform the URAC of the number of range adjustments available at the various ranks prior to the URAC making its recommendations.
3. The URAC bases its review primarily upon the information provided in the candidate's dossier. However, if the candidate wishes to appear before the URAC, he/she may make an appointment to appear before the URAC prior to its recommendation and at a time in accordance with the assessment calendar.
4. The procedures used by the URAC for making its range adjustment recommendations are as follows:
 - A. Based on consideration of the merit-based criteria requirements, the URAC draws up a list of candidates eligible for range adjustment.
 - B. If there are ten or fewer candidates recommended by the ARTP Committee, they are given a priority order from one to ten.
 - C. If there are more than ten applicants recommended by the ARTP Committee, the top one-third or top ten whichever is greater of the recommended group of candidates are given a priority ranking. Applicants not listed in the top ten or one-third of eligible candidates will not be ranked.
 - D. The URAC chair shall communicate in writing to each candidate the following: (1) eligible for range adjustment review; (2) if eligible, whether placed in the top ten or one-third of candidates; and (3) if placed in the top one-third, the numerical ranking.
5. The URAC shall be composed of ten elected faculty members. Each academic college/school shall elect two tenured members with at least one from each college/school being a full professor. A KFT observer will be appointed by the President of KFT. The URAC shall elect its own chair who is responsible for all committee meetings and correspondence as required by the guidelines and program documents

VPAA Review

- A. The URAC shall forward to the VPAA a list of the

candidates recommended for a range adjustment in rank order.

- B. The VPAA shall review each candidate's portfolio, consult with the appropriate College Dean, and send to the President a list of candidates recommended for range adjustments.
- C. If the VPAA's recommendations differ from those of the URAC, he/she shall send to the President and the URAC list, as well as his/her own, and the reason(s) for the differences.

Presidential Review:

- A. The President shall review the candidate's dossiers, including recommendations from the Department ARTP Committee, URAC, and VPAA.
- B. The President's recommendation(s) for range adjustments shall be sent in writing simultaneously to the candidates, appropriate School Executive Director/Department Chair, Dean, VPAA, and Chair of the URAC.

Board of Trustees:

- A. The Board of Trustees shall receive in writing the President's list of recommended candidates for range adjustments by a date consistent with the calendar.
- B. The candidate's shall be notified by the President of the Board's range adjustment decision by a date consistent with the calendar.

Grievances and Appeals:

- A. Any applicant who wants to file a grievance (procedural, discriminatory claim or denial of academic freedom) regarding his or her application for a range adjustment should follow the procedures set forth in the *Agreement*.
- B. A candidate may file a substantive appeal at the departmental, URAC, VPAA, or presidential levels of review. All appeals must be written and submitted on or before the appeal dates published in the calendar of range adjustment activities.
- C. Candidates may not appeal their rank order or placement in the top one-third by the Department ARTP

Committee, the University Range Adjustment Committee or VPAA.

- D. The President's response to candidates' appeals will occur before the list of recommended applicants for range adjustments is sent to the Board of Trustees for final action.
- E. The range adjustment decision of the Board of Trustees is final and not subject to appeal.

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