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**Memorandum of Agreement #51**  
**The College of New Jersey**  
**Multiple Range Adjustments for Faculty**

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**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

52 criteria and standards for scholarly productivity and has not been involved in scholarly  
53 programs leading to publication for a significant time period, the applicant shall be  
54 responsible for describing or explaining why the adjustment should be awarded.

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

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### 62 **III. Application Procedures for Market-Based Range Adjustments**

- 63 A. All requests for market-based multiple range adjustments are to be submitted to the  
64 appropriate dean, and must be accompanied by supporting documentation.
- 65 B. The Dean will prepare her/his recommendation and submit all requests and supporting  
66 documentation to the Provost. The applicant will receive a copy of the Dean's  
67 recommendation. The Provost will then prepare a recommendation for the President. The  
68 applicant will receive a copy of the Provost's statement of concurrence/non-concurrence.
- 69 C. The President shall notify applicants within sixty (60) days of submission of the request if a  
70 market-based multiple range adjustment has been awarded. The President's decision shall  
71 be final. If a market-based multiple range adjustment is awarded, it shall normally be  
72 implemented the immediately following September 1 (for 10-month faculty) or July 1 (for  
73 12-month faculty).

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### 75 **IV. Application Procedures for Performance-Based Adjustments**

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

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87 *\*In fiscal year 2000-2001 applications may additionally be submitted during the*  
88 *month of December for a September 1, 2000 effective date.*

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- 90 C. The Assessment Committee shall evaluate the applicant against the applicable criteria and  
91 issue a single written assessment and recommendation to the Dean. A copy of the written  
92 assessment and recommendation shall be issued simultaneously to the applicant by the  
93 committee chairperson. The assessment shall indicate how the application and materials  
94 demonstrate that the candidate meets or fails to meet the applicable criteria. The  
95 deliberations of the Assessment Committee shall be kept strictly confidential by its  
96 members. The resulting assessment and recommendation shall not include minority or  
97 dissenting opinions, nor shall any such opinions be communicated by any means to  
98 applicants.

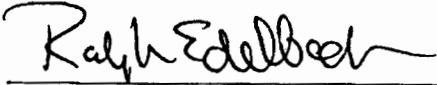
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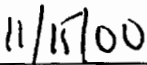
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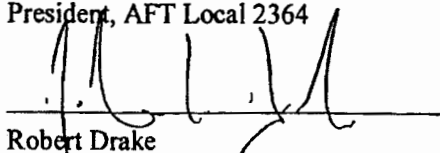
- 102 D. The Dean shall review each of the application documents as well as the assessment and  
103 recommendation of the Assessment Committee. Based on a review of these documents and  
104 her/his independent assessment, the Dean shall prepare a written statement indicating  
105 concurrence or non-concurrence with the Assessment Committee's assessments and  
106 recommendation, and shall issue a corresponding recommendation to the Provost. A copy  
107 of the Dean's written statement and recommendation shall be issued simultaneously to the  
108 applicant.
- 109 E. The Provost shall review the application documents in addition to the assessments and  
110 recommendations submitted by the Assessment Committee and the Dean. The Provost  
111 shall prepare a written statement indicating concurrence or non-concurrence with the  
112 Assessment Committee's and Dean's assessments and recommendations, and shall issue a  
113 corresponding recommendation to the President. A copy of the Provost's written statement  
114 and recommendation shall be issued simultaneously to the applicant.
- 115 F. The applicant shall have opportunity to submit a written response to the assessment and  
116 recommendation issued at each stage in the process noted above. Such a response must be  
117 received by the next-level officer within five days of receipt of the assessment and  
118 recommendation. If received within the specified timeline, the applicant's response will be  
119 reviewed and taken into account by the next-level officer and shall become a part of the  
120 application packet.
- 121 G. Applicants will be notified by the President by June 15 as to whether or not a performance-  
122 based multiple range adjustment has been awarded. In the event that the President  
123 overrules a positive recommendation by the Provost, she/he will provide a written  
124 statement to the applicant indicating the reasons for non-concurrence. The President's  
125 decision is final. If awarded, the effective date of the assignment shall be the immediately  
126 following September 1 (for 10-month faculty) or July 1 (for 12-month faculty). Applicants  
127 awarded multiple range adjustments shall be moved to the next highest range  
128 corresponding to their rank. (For ten-month faculty the applicable range adjustments by  
129 rank shall include: Assistant Professors - range 24 or 25; Associate Professor- range 28 or  
130 29; Full Professor- range 32, 33 or above.)
- 131 H. Faculty awarded performance-based multiple range adjustments shall have their new  
132 salaries determined by applying the procedure prescribed in Article XXII. C. 1. of the  
133 State-Union Agreement.
- 134 I. A timetable specifying deadlines for the above referenced procedure will be established and  
135 mutually agreed upon by AFT Local 2364 and authorized officers of The College of New  
136 Jersey.
- 137 J. This process shall be reviewed 2 years after the signing date and, subsequently, at any time  
138 requested by either party.

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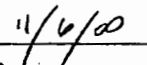


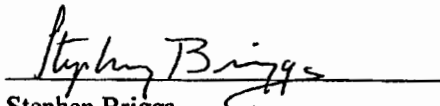
Ralph Edelbach  
President, AFT Local 2364

  
Date

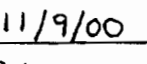


Robert Drake  
Associate Vice President for Human Resources

  
Date

  
Stephen Briggs

Provost and Vice President for Academic Affairs

  
Date