

Procedures Established for Merit-Based Range Adjustment Program for Full-Time Members of the Faculty

Range Adjustment Program for Full-Time Members of the Faculty at The Richard Stockton College of New Jersey

Criteria and Procedures Established in Accordance With Article XXI(J)(4) of the Agreement Between the State of New Jersey and Council of New Jersey State College Locals, AFT, AFL-CIO (State Colleges/Universities Unit) 1999-2003

(June 8, 2000)

Article XXI(J)(4) of the State-wide Agreement between the State of New Jersey and the Council of New Jersey State College Locals, AFT, AFL-CIO provided as follows:

A range adjustment program will be established at each College/University where full-time faculty are employed. Full-time 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. The merit-based criteria will be established by the College/University and published for the understanding of affected employees. The procedures for consideration will be negotiated between the College/University and the Local UNION. The procedures for consideration utilized at the College/University, if universally applicable, or in a division, department or similar unit in which the faculty member is employed, shall be fairly and equitably applied to all applicants and nominees.

Criteria Established by the College for Range Adjustment Program

As required by the above article, the President of the College hereby establishes the following criteria for implementation of the range adjustment program for full-time members of the faculty at Richard Stockton College of New Jersey who have not received a promotion or a range adjustment within the prior six calendar years:

Any member of the full-time faculty (as defined in the AFT Contract) who is below the rank of Professor, but who does not satisfy the objective criteria for promotion or is at the rank of Professor may apply for a merit-based range adjustment within rank if he or she has satisfied all of the College's expectations regarding his or her responsibilities at the College and meets or exceeds the following criteria:

The merit-based range adjustment program is not intended to replace or supersede the established promotion process for members of the faculty, but is intended to supplement the established promotions process in the unusual case where an individual faculty member does not meet the objective criteria for promotion to another, higher rank, or who is at the Professor rank, and who for reasons of superior performance within rank is deemed worthy of a range adjustment within his or her rank. In addition to the above, the faculty member:

1. Must presently exhibit and have consistently demonstrated over a significant period of time extraordinary and superior quality of performance in teaching and either or both of the following areas: professional service and scholarly/creative activity.
2. Must presently exhibit and have consistently demonstrated over a significant period of time a cooperative effort to achieve the goals and objectives of the College.
3. Must have acted in a professional capacity which brings credit to himself or herself, the College and to his or her professional field.

Negotiated Procedure

Any full-time faculty member who believes that he or she can demonstrate that he or she has met or exceeded the criteria set forth above may apply for a performance-based range adjustment in accordance with the following procedures:

1. The faculty member shall prepare and submit his or her file, prepare and submit a letter of application and adhere to the Personnel Process approved by the Board of Trustees (9/27/99) for personnel actions, except that the consideration of such applications shall occur during the Spring Semester in each Academic Year.
2. The application file shall contain a complete written statement demonstrating how the employee believes he or she has met or exceeded each of the criteria set forth above.
3. The applicant shall be responsible for the completeness of the file and shall insure that all information which he or she placed in the file for consideration is true and accurate.
4. Each application will be considered on its own individual merits, and not in comparison with other applications which may be submitted for consideration. ...
5. If the President of the College approves the application, he or she will make a positive recommendation to the Board of Trustees. Range Adjustment Program June 8, 2000 Page Three
6. Each positive recommendation for a range adjustment made by the President to the Board of Trustees under this program will be for a two range adjustment.
7. If approved by the Board of Trustees, the merit-based range adjustment within rank will be effective at the beginning of the Fall semester following the action by the Board.
8. The deadline for submission of applications and all actions subsequent shall be established and published in the "Personnel Action Calendar" which shall be promulgated on or before October 1 of each academic year.