

Range Adjustment Program Procedures
January 2021

New Jersey.

A range adjustment program will be established at each College/University except Thomas Edison State College. 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 /P/183 q(00)e WB/F 10/10/21 mQ 01/P/183 q(00)e

3. A full-time faculty member who has achieved the academic rank of professor and who has demonstrated extraordinary accomplishments applicable to the criteria for promotion as set forth in the NJCU Procedures/Guidelines/Criteria for Promotion during the period following promotion to professor or a range adjustment within the academic rank of professor.

The President shall inform the full-time faculty (Campus Wide Committee on Range Adjustments for Faculty) of the total number of range adjustments available for the University. The number of range

adjustments made in any fiscal year shall be subject to budget considerations and limitations as determined by the President.

Procedures for Consideration for a Range Adjustment within Academic Rank

1. A full-time faculty member who wishes to apply for a merit-based range adjustment within academic rank must send an intent-email to Promotion-Interfolio@njcu.edu.

The intent-email must include:

The subject line: ðRange Adjustment- Faculty Name- Fall43ö

First and Last Name of the candidate

P co g"qh'vj g"ecpf kf cvgø'f gr ctvo gpv

The faculty can submit their intent-email till Jan 29, 2021 (12:00 pm, noon). The application deadline is Jan 31, 2021 (11:59 pm). The Interfolio (Range Adjustment cases) will be open to the faculty within 48 hours after receiving their intent-email. **No paper-based application will be processed. All communications during the review process will be carried out via the Interfolio platform.**

2. Chvgt'vj g'cr r ñecvqp"j cu"dggp"tgegkxgf "cpf "tgxkgy gf "d{ 'vj g'cr r ñecpva'F gcp. 'vj g'F gcp'y kni' hqty ctf 'vj g'lpf kxf wcnu'cr r ñecvqp'y kj "gxcnecvqp"cpf "tgeqo o gpf cvqp'hqt'tcpi g" adjustment to the Vice President for Academic Affairs within thirty (30) days of the closing date for receipt of all applications, with a copy to the applicant

7. The President shall notify the faculty member by April 15, via Interfolio, as to whether or not a merit based range adjustment has been awarded, and if awarded, the amount of the range adjustment. The decision of the President is final. If awarded, the adjustment shall be the

APPENDIX A

CAMPUS WIDE COMMITTEE ON RANGE ADJUSTMENTS FOR FACULTY

Composition

The campus wide committee shall consist of five (5) full-time faculty members. No more than two (2) members from any one college shall be appointed to the committee. In order to assure equitable representation of the three colleges, the Union President shall appoint three (3) members and the University President or his/her designee shall appoint two (2) members to the committee. The Presidents shall consult with each other before making their appointments.

Faculty chosen for the campus wide committee shall not hold membership during their terms on the committed on the university wide committee (UPC) for faculty promotions. Committee members shall not be candidates/applicants for range adjustments during their committee service.

Terms of Appointment

Committee members shall be appointed for a term of three (3) years except for the first year of the term, one committee member shall be appointed for a two-year term, and three for three-year terms. For the initial three-year appointments, one member shall be selected from each college. Committee members shall not be appointed for two consecutive terms.

Merit-Based Range Adjustments For Full-time Faculty

Fall 2021 Calendar

Important Note: A full-time faculty member who wishes to apply for a merit-based range adjustment within academic rank must send an intent-email to Promotion-Interfolio@njcu.edu.

The intent-email must include:

Vj g'uwdlgevhpg<ōTcpi g'Cf l wuo gpv Faculty Name-Fall21.ö

First and Last Name of the candidate

P co g"qh'vj g'ecpf kf cvgø'f gr ctwo gpv

The faculty can submit their intent-email till Jan 29, 2021 (12:00 pm, noon).

The application deadline is Jan 31, 2021 (11:59 pm).

The Interfolio (Range Adjustment cases) will be open to the faculty within 48 hours after receiving their intent-email.

No paper-based application will be processed.

All communications during the review process will be carried out via the Interfolio platform.

January 31

Submission of Application for a merit-based adjustment within academic rank by using the Interfolio platform. The application cases will be available to the appropriate Dean and the Campus-wide Committee on Range Adjustments

February 28

Dean and Committee recommendation/evaluation to Vice President for Academic Affairs with copies to the applicant

March 31

Xleg'Rtgukf gpvø'u'tgeqo o gpf cvkqp'vq'vj g'Rtgukf gpv'y kj 'cn e-copy to the applicant

April 15

Rtgukf gpvø'u'f gekukqp'vq'vj g applicant

The decision of the President made known to the candidate via Interfolio.

The decision of the President is final.