

**MEMORANDUM OF AGREEMENT
FACULTY RANGE ADJUSTMENT PROGRAM POLICY AND PROCEDURE**

In order to promote amicable employee-employer relations, AFT Local 1796 (the Union) and William Paterson University (the University) agree to the substance and form of this agreement.

Article XXI (J)(5) of the State-wide Agreement between the State of New Jersey and the Council of New Jersey State Colleges Locals, AFT, AFL-CIO for July 1, 2023, to June 30, 2027, provides the following:

There shall be a Range Adjustment Program 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 shall be established by the College/University and published for the understanding of affected employees. The procedures for consideration shall be negotiated between the College/University and the Local Union. The procedures for consideration utilized in 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.

The following guidelines, criteria, and procedures have been established by the University for implementation of the range adjustment program for eligible full-time faculty members at William Paterson University.

I. General Guidelines

- A. The president of the University or their designee, after consultation with the Union, shall announce the number of available range adjustments at each rank, on or before October 1st.
- B. Applications shall be submitted online and processed in the spring of each academic year based on the established calendar for the Faculty Range Adjustment Program. The president, after negotiations with AFT, Local 1796, shall develop a calendar setting forth range adjustment procedures which shall be published and distributed annually to all eligible full-time faculty. Candidates shall adhere to the dates set forth in the calendar.
- C. Faculty members interested in applying for range adjustments should review Article XXI (J) (5) of the Statewide Agreement and the Faculty Range Adjustment Program included herein. William Paterson University shall provide copies of the Faculty Range Adjustment Program, the Eligibility List (as provided at the beginning of each academic year) and calendar to all faculty members.
- D. Although the review Committees may request additional information to assist in their evaluation, it is the responsibility of candidates to provide the documentation to support their record of activity in rank or range across the merit-based criteria. Documentation of activity at a prior rank, range or employment activity at William Paterson University, or another organization or institution of higher education shall not be submitted as evidence of meeting the merit-based criteria. The Administration shall provide to the UFRAC a list of applicants, which shall include faculty appointment date and last promotion, range adjustment, or reclassification date(s), if any, and a copy of the Faculty Range Adjustment Program.

- E. The Administration shall post the list and provide the AFT with a copy on the same day. Faculty are responsible for identifying potential list errors to the provost and Union Office.
- F. All range adjustment applications are reviewed online as indicated by the AFT calendar, beginning at the department level and then to the UFRAC.
- G. The DFRAC Chair uploads the department's recommendation letter to the online system for UFRAC review and recommendation. The UFRAC Chair shall upload the Committee's recommendation letters to the online system and inform the provost of their recommendations. After the president's review of applications, the president's recommendation letters shall be uploaded to the online system.
- H. Candidates for range adjustments shall not serve on either their department DFRAC or UFRAC during their candidacies.

II. Faculty Range Adjustment Program - Eligibility

- A. Full-time faculty members who have completed at least four years in their current rank or range, and who have not been promoted or received a range adjustment within the preceding four years shall be eligible to apply for range adjustments.
- B. Promotion from Instructor to Assistant Professor as a result of completion of a terminal degree or equivalency shall not be considered a "promotion" for purposes of this policy. Time at the Instructor rank shall be counted toward completion of the four-year waiting period in rank required to apply for a Faculty Range Adjustment.
- C. A full-time faculty member shall not be awarded a promotion and range adjustment in the same academic year. A faculty member who is awarded a promotion by the president shall withdraw their application for a range adjustment.

III. Faculty Range Adjustment Program Merit-Based Criteria

Evidence of merit-based criteria shall only be included from the last promotion or range adjustment.

- A. To be eligible to apply for a range adjustment within rank, a faculty member shall:
 - 1. meet professional responsibilities,
 - 2. exceed criteria (be exceptional) in teaching, and
 - 3. exceed criteria (be exceptional) in one of the following and meet criteria (be effective) for the other:
 - i. research/scholarship/creative activity
 - ii. Service
- B. In addition to exceptional teaching, the candidate shall identify, in the online application system, the category in which they choose to be considered exceptional (exceeding criteria). For a candidate to be considered as meeting or exceeding criteria, they shall engage in

substantial and continual contribution appropriate to their faculty rank as described in the Appendix A of this Agreement. Candidates are required to substantiate their role(s) and relative contribution(s) and accomplishment(s).

- C. Candidates shall provide documentation of their performance on all three merit-based categories of criteria outlined in III-A, 1-3 above during the previous four years in rank or range.
- D. Evidence of achievement of the merit-based criteria in a prior rank, range or employment activity at WPUNJ, other organization, or institution of higher education shall not be submitted for consideration of a range adjustment.

IV. Application and Review

- A. Faculty candidates are responsible for notifying the department chair of their intention to apply for a range adjustment.
- B. Candidates shall submit a portfolio to the online system by Feb. 3 that includes the following application requirements:
 - 1. **Summary Statement** listing the candidate's roles, explanations of the accomplishments in each role related to the specifically applicable merit-based criteria and supporting materials if applicable.
 - 2. **Modified Curriculum Vita** (Only information from the last promotion or range adjustment) which shall include name, department, rank, rank date, faculty appointment date, higher education background--degree, year received, granting institution, including date on which terminal degree equivalency was established, if applicable; and academic and professional experience including publications and other creative works, research and scholarly work in progress; student advisors or mentors, professional service related to the discipline, special honors or awards; professional recognition, committee memberships or other university or community special assignments with dates of service indicated.
 - 3. **Peer Observations** which shall include two (2) peer observations within the four (4) most recent semesters prior to application.
 - 4. **Student Opinionnaires** which shall include five (5) opinionnaires from any of the previous three (3) semesters, including winter and summer sessions, but excluding the semester of application. The on-line procedure for distributing and collecting the student opinionnaires for faculty range adjustment shall follow the same procedures as set forth in the Agreement between William Paterson University and AFT Local 1796 Regarding Student Opinionnaires.
 - 5. **Samples of the most recent syllabi** (sample number dependent on number of courses taught), teaching philosophy/methodology, and professional development related to teaching materials submitted in the online portfolio from the last promotion or range adjustment.
 - 6. **Evidence of scholarship, creative-activity and/or grants.**

7. **Evidence of Service to the Department, College, University, Community and/or Profession. In addition, evidence of grants if related to service.**
8. Any additional documentation that a candidate chooses to submit to their online portfolio must occur through the Provost's Office with notification to the Committee members by the Provost's Office. Candidates may add non-required documentation to their online portfolio at any time during the process, up until the president's recommendation.

C. Department Review: Role of Department Faculty Range Adjustment Committee (DFRAC)

1. The DFRAC is an elected committee that includes the department chairperson, whether or not tenured, and at minimum three additional tenured faculty members.
2. In the event that a department has fewer than three tenured members, the department shall recommend additional members to serve on the respective committees to the Faculty Senate to be voted upon for its acceptance. External committee members shall be in a department as closely related to the discipline in the department making the request as possible.
3. A department may establish by-laws requiring that the committees be comprised of at least three tenured faculty members at or above the rank of the candidate only if it is large enough to accommodate this practice without requiring external Committee members.
4. Senate Due Diligence Procedures for External Committee Members:
 - a. The department chairperson in the department with an insufficient number of tenured faculty to serve on a retention and tenure, promotion, or range adjustment Committee shall submit a written request for an external Committee member/s to the Senate Chair and Vice Chair including the following:
 - i. a statement specifying the reason for the external Committee member/s,
 - ii. the name and the department/s of the recommended external faculty member/s, and
 - iii. confirmation of the external faculty member/s willingness to serve on the respective Committee.
 - b. The Senate Chair shall review the request, and if all required information is provided, shall place the request on the subsequent Senate Agenda.
 - c. The Senate shall formally vote on the request.
5. The application for range adjustment is reviewed first by the DFRAC. The DFRAC is responsible for certifying that the candidate is eligible for a salary adjustment review and the portfolio contains the required documentation.
6. The Chair of the Committee in the online process enters the names of the DFRAC Committee. Subsequent to deliberations, only those who participate in deliberations are permitted to vote. Each member of the department Committee must acknowledge participation in the portfolio review process by signing the recommendation letter before the Chair transmits the recommendation to the University Range Adjustment Committee.

Acknowledgement does not constitute the Committee member's approval of the recommendation.

7. The DFRAC shall be responsible for verifying that the candidate has submitted all required documentation. The Chair of the DFRAC shall notify the candidate regarding any missing required documentation and provide 24 hours for them to provide the documentation.
8. DFRAC Committee Chair submits the DFRAC recommendations in alphabetical order to the University Faculty Range Adjustment Committee via the online system in accordance with the calendar.

D. University-level Review: Role of University Faculty Range Adjustment Committee (UFRAC)

1. The UFRAC shall be composed of the following:
 - a. one tenured faculty representative from each college;
 - b. two at large tenured faculty;
 - c. one Union observer (non-voting) appointed by the Union (AFT)
2. Election of the UFRAC shall be governed by the Senate Election procedures.
3. Prior to the provost charging the UFRAC the Administration shall additionally verify that all candidates required materials have been submitted. If candidates are missing required documentation, the Administration shall notify the candidates and allow 24 hours for them to provide the documentation.
4. The provost shall be responsible for charging the UFRAC to reaffirm the number of positions available at each rank and provide the Policy including range adjustment criteria adjustment at each academic rank. The provost and Union observer shall provide clarification on the rules and regulations that the Committee members need to observe.
5. The UFRAC shall elect its own chair who is responsible for all Committee correspondence with the AFT Representative and the Provost's Office.
6. The UFRAC shall base its review upon the information provided in the candidate's portfolio and any information provided to the UFRAC in accordance with this agreement.
7. After considering all applications at each rank, the Committee shall provide the provost and president with an alphabetical list of the recommended individuals, up to or equal to the number of available range adjustments at each rank in accordance with the calendar.
8. The recommendations of the Committee are their respective final decisions.
9. The Chair of the UFRAC shall be responsible for notifying all candidates, in writing, of the Committee's recommendations within 2 working days subsequent to the president's recommendation to the Board of Trustees. The Committee Chair shall notify the Provost's Office when the letters are to be sent.

E. Review by the President or Designee

1. The president and/or designee shall attend a UFRAC meeting to hear the Committee's reasoning regarding the candidates, and to request clarifications.
2. The president shall recommend the candidates eligible for range adjustment at each rank. If the president's recommendations differ from those of the UFRAC, the president and/or designee shall meet with the Committee and provide reasons.
3. The president shall notify all candidates of the president's recommendations to the Board of Trustees in accordance with the calendar.
4. Claims of violation of procedure by any UFRAC or DFRAC Committee shall be reported to the president of the College/University by the individual grievant within fourteen (14) days from the date on which such claimed violation took place or fourteen (14) days from the date on which the individual grievant should have reasonably known of its occurrence. In the event of failure to report the occurrence within such fourteen (14) day period, the matter may not be raised in any later grievance contesting the validity of such Committee's recommendation or any action based thereon.

V. Board of Trustees

- A. The Board of Trustees shall receive in writing the president's list of recommended candidates for range adjustments.
- B. The candidates shall be notified by the president of the University about the Board of Trustees' range adjustment decisions.
- C. The range adjustment decision of the Board of Trustees is final and not subject to appeal.

VI. Implementation

- A. A faculty member granted a range adjustment shall be placed on the first salary step of the new range which provides a higher salary than their current step in their current range and moved to the next higher step in the new range, as described in Article XXII, Section C.
- B. Faculty granted a range change shall move to the next higher range within rank as provided by the Agreement between the State and the Council of New Jersey State College Locals, AFT, AFL-CIO.

This agreement remains in effect unless either party requests to reopen negotiations in May of each year during the agreement, on any procedures related to the agreement. Either of the parties shall notify the other in writing, of its desire to commence negotiations, at the start of the subsequent academic year.

For the University:

John B. Rives
Date: 7-15-2024

Alison Bouter-Johns
Date: 7/22/24

For AFT Local 1796:

Susanna Tardi
Date: 7/23/24

Donna Feagyo
Date: 7/24/24

APPENDIX A

Criteria for Range Adjustment by Rank

Assistant Rank:

Teaching

Evidence of excellence in teaching is demonstrated by overall high peer and student evaluations and pedagogical commitment. Curriculum development is a plus but not required.

Scholarship

Evidence of excellence in scholarship or creative activity beyond what is required for retention in the respective department. Grant activity a plus, but not required*.

Service

Evidence of excellence in service—Department service annually beyond what is required for retention in the respective department. Service at college, or university, community, and/or profession levels is a plus but not required. Faculty and student mentoring and grant activity are a plus, but not required*

Associate Rank:

Teaching

Excellence in teaching requires overall high and sustained teaching performance demonstrated by peer and student evaluations, pedagogical commitment, and either course development or teaching innovation, and either teaching mentorship of other faculty or other activities in support of teaching excellence at the university (e.g., teaching focused workshop presenter).

Scholarship

Excellence in Scholarship--Demonstrated and sustained record of research, scholarship, and creative activity at any level--the regional, national, or international level. Grant activity is a plus, but is not required.*

Service

Excellence in Service—Continuous service at the department and one other level: college or university. Grant development and/or participation, and Service at the community or profession level are a plus but not required. Faculty and student mentoring and grant activity are a plus, but are not required.*

Full Professor Rank:

Teaching

Excellence in teaching requires overall high and sustained teaching performance demonstrated by peer and student evaluations, pedagogical commitment, course development, and teaching innovation, and either teaching mentorship of other faculty or other activities in support of teaching excellence at the university (e.g., teaching focused workshop presenter).

Scholarship

Excellence in scholarship--Demonstrated, substantial, and sustained record of research, scholarship, and creative activity. Grant activity is a plus, but is not required.*

Service

Excellence in Service—Continuous service at the department, and one other level: college or university with the additional requirement of having served in one or more leadership roles. Grant development and/or participation, and Service at the community or profession level are a plus but not required. Faculty and student mentoring and grant activity a plus, but is not required.*

*Grant activity can be related to both scholarship and service or only one category. It is the candidate's responsibility to specify and document the category.

Notes:

“Meet criteria” means that the candidate has provided proof of basic participation/performance in the areas in which they are not required or claiming to be excellent.