



# KEAN

## RANGE ADJUSTMENT PROGRAM

### I. Purpose

This document identifies the merit-based criteria established for range adjustments at Kean University and specifies the procedures to be used for the application and the process of review for full-time faculty members applying for range adjustments as per [Letter of Agreement #102](#) and procedural clarifications from the KFT communicated on February 13, 2023.

### II. Merit-Based Criteria

Full-time tenured 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.

Four criteria will be used to assess a candidate's eligibility for a range adjustment:

(1) length of service in rank; (2) instructional effectiveness; (3) scholarship; and (4) service.

The candidate will be responsible for providing the documentary evidence that they meet the range adjustment requirements for all four criteria. To meet the length of service requirement, the candidate must have completed at least four years in their present rank. An applicant currently in the fourth year within rank is therefore not eligible. Because the eligibility rules create a potential conflict for untenured faculty, they are ineligible to apply for range adjustment. Additionally, any applicant who receives a range adjustment must complete four years in the range before applying for promotion or another range adjustment.

To meet the requirements of the remaining three performance criteria, the candidate must display exceptional performance on two criteria and effective performance on the third criteria to be eligible for consideration for a range adjustment.

A listing of the types of evidence to be provided by candidates under each of the performance criteria is provided to serve as guidance in the preparation of the application portfolio. The lists are not exhaustive, and the types of evidence listed are not arranged in any hierarchical order.

## A. Teaching

- Student course evaluation ratings in at least two classes taught per academic year during the previous four academic years<sup>1</sup>.
- Written peer teaching observations by two different members of the Departmental ARTP Committee or special committee appointed by the Dean<sup>2</sup>. This committee is responsible for observing the candidate's classroom teaching ability. One observation shall be made by the department chairperson (except in those cases where the chairperson does not participate in deliberations and recommendations), or by the chairperson of the special committee appointed by the Dean. Guidelines on appropriate faculty rank for ARTP or special committee members writing classroom observations must be followed in all cases (i.e. the observer must hold rank equal to or greater than the applicant.)
- Up-to-date syllabi for courses taught over the past four academic years shall be included in the application.
- Preparation and delivery of instruction through non-traditional formats, such as distance education or service learning.
- Development and/or implementation of innovative or special instructional strategies and materials such as lab manuals, etc.
- Development of programs, minors, certificates and/or courses for General Education Program.
- Recognition/Awards for excellence in teaching.

## B. Scholarship

- Refereed publications (articles, monographs, reviews, essays, books).
- Book chapters, articles, book reviews in nonrefereed disciplinary publications and trade publications.
- Creative works/activities in the visual or performing arts (an external peer/critic evaluation should accompany the listing or the item will be assessed qualitatively as nonrefereed).
- Paper presentations (candidates must distinguish refereed and non-refereed papers as well as the level of presentation -- local, state, regional, national and/or international).
- Funded research grants (identify internal and external sources, purpose and amount of funding).
- Discipline-related journal editor/associate editor/reviewer.
- Recognition/Awards for excellence in scholarship (including election or appointment to scholarship societies such as the National Academy of Science).

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<sup>1</sup> In cases where the candidate teaches one or more courses outside their "home" department, written classroom observations and/or student evaluations of the "out-of-department" courses(s) may be submitted as part of this application for range adjustment. Arrangements for completion of such material will be made between the chairperson of the candidate's "home" Departmental ARTP Committee or special committee appointed by the Dean and the chairperson of the department in which the candidate is teaching the "out of department" courses.

<sup>2</sup> At least two sections should be included representing, if possible, one general course and one advanced course. These evaluations must have been made no earlier than two (2) years prior to September 1st of the academic year in which application for range adjustment is made.

### C. Service to University and Community

- Advisement (document degree of involvement).
- Significant involvement in General Education development, implementation and/or administration.
- Major role in strategic planning/program review (school/department and/or College level) and/or leadership and involvement in institutional or specialized accreditation efforts.
- Chair or member of College/School and/or University-wide committees and task forces.
- Developing and implementing programs to support retention and persistence of students to graduation.
- Funded service grants such as Department of Education Title II or Project Lead.
- Community Service includes involvement in activities that reflect and advance the interactive engaged focus of the University vision. The service must be discipline-related such as preparation of an economic impact report for the SBDC by a member of the Economics, Business or Public Administration Departments, developing curriculum for a College district, producing a program for citizens in our service region.
- Participation in discipline-related or honorary professional associations such Phi Kappa Phi in a non-scholarship role such as an elected officer or discipline-interest group chairs.
- Department Chair, Assistant Chair, Program Coordinator or faculty released to engage in University or community assignments.
- Developing/implementing technology in academic and/or administrative processes.
- Recognition/Awards for excellence in community service.

### III. Documentation

- A. Candidates are required to provide evidence of meritorious performance on all three performance criteria.
- B. Candidates are required to provide evidence of their performance on all three performance criteria during the previous four years in rank. A candidate may choose to submit evidence of their performance on the three merit-based criteria for their entire length of service in their present rank.
- C. Evidence of performance on the merit-based criteria in a prior rank will not be considered for a range adjustment.
- D. Only completed research, scholarship and/or creative products/activities will be considered under the merit-based scholarship criteria.
- E. A self-report form, signed by the department chair, will be used to document involvement in advisement activities.

### IV. Process for Review of Applicants

- A. The Office of the President in consultation with the KFT will establish the calendar for review of applicants for a range adjustment.
- B. Applicants eligible for range adjustment consideration will submit their portfolio to their department chair. If the candidate is a Department Chair, the portfolio is to be submitted to the Dean.

- C. The Department ARTP Committee will forward the candidate's completed application to the University Range Adjustment Committee (URAC). A listing of all candidates for range adjustments will be provided to the Deans by the URAC chairperson.
- D. URAC will review the candidates' portfolios in terms of the merit-based criteria and rank order applicants comparatively in terms of the three performance criteria. Length of service in rank may be applied as a criterion to rank candidates only in those cases in which two or more candidates' records are judged to be the same across the three performance criteria.
- E. The URAC will notify individual candidates of the committee's recommendations.
- F. The Chair of the URAC will forward to the Provost/VPAA a rank-ordered list of candidates for range adjustments. The Provost/VPAA may consult with the appropriate Deans regarding specific candidates and either endorse the list submitted by URAC or submit an alternate list to the President. If an alternate list is submitted to the President, the Provost/VPAA will attach the list submitted by the Range Adjustment Committee and provide a rationale for the difference in range adjustment assessments.
- G. The Provost/VPAA will notify the candidate of the recommendation.
- H. The President will make the final recommendation on range adjustments to the Board of Trustees for final action and will notify the candidate of the recommendation.
- I. A candidate not recommended for Range Adjustment by the President may file a written appeal to the President on substantive grounds.

## V. Determination of Award Recipients and Number of Range Adjustments

- A. Applicants for range adjustments will be evaluated against performance criteria and rank-ordered on a comparative basis across the three criteria.
- B. A full-time faculty member will not be awarded a promotion and range adjustment in the same academic year.
- C. A full-time faculty member receiving a range adjustment award must complete four years in the range before applying for either a promotion or another range adjustment.
- D. The number of range adjustment awards will be determined annually by the President.
- E. Award recipients will have their salary adjusted upward by two ranges, e.g. Associate Range 26 to Range 28 to the lowest step representing an increase in the salary schedule applicable to the date the range adjustment takes effect.

*Updated 12/4/2023*