SALARY RANGE ADJUSTMENT GUIDELINES

Ramapo College of New Jersey
Guidelines for Salary Range Adjustment Program for Faculty

To facilitate the effective implementation for the Salary Range Adjustment Program and to provide additional guidance to candidates who wish to apply for and adjustment under the Program, the Union and the Office of Employee Relations, working with the School Deans offer these guidelines. These guidelines do not replace, but are to be read in conjunction with, the Salary Range Adjustment Program for the Faculty Policy and Range Adjustment Calendar.

I. The annual Salary Range Adjustment Calendar calls for the submission of application by a specified date. The candidate must submit an application by that date which includes the following:

   A. A current Ramapo Format curriculum vitae.

   B. A concise cover letter, not to exceed five (5) pages at ten-point font, indicating the candidate's accomplishments over the proceeding four (4) year period related to the Salary Range Adjustment merit based criteria. In the letter the candidate must specify how he/she has achieved **Sustained Exceptional and Extraordinary Performance** in Teaching and in one other area, either Scholarship or Service to College/Community. Further the candidate must indicate how he/she has demonstrated **Sustained Effective Performance** in the other area of evaluation the candidate is obliged to clearly and concisely make a credible case for how he/she has met these standards for Salary Range Adjustment.

   C. Since **Sustained Exceptional and Extraordinary Performance** in Teaching is required for the award of a Salary Range Adjustment, the candidate must also submit documentation of Teaching Effectiveness, which must include:

      1. Student Opinion Summaries

      2. Peer and/or Dean evaluation of effective teaching

      3. Self-evaluation

      4. Course outlines and materials, a documentary record of teaching activities including but not limited to course syllabi, papers or project assignments, quizzes, evaluation materials or processes used, etc.

      5. Additional materials that the candidate wishes to submit that demonstrates that the candidate meets the Salary Range Adjustment merit based criteria within the states four (4) year period.

   Please note that applications which do not include A, B, and C above can not be considered.

II. As noted in the Promotion Criteria, it is the candidate's responsibility to endure completeness of the Salary Range Adjustment application. Achievement shall be supported by documentation. It is the candidate's responsibility to ensure that written documentation exists for all claims of accomplishment. Hearsay and undocumented claims or achievement can not be accepted.

III. Upon receipt of the candidate's application by the Unit Personnel Committee, the Committee shall review the application and after its discussion, determine if additional information not already included in the application is needed from the candidate. If such information is needed, the candidate shall be notified and given a reasonable opportunity to produce additional information in accordance with the Calendar.

IV. The candidate shall not have the right to submit additional information beyond the Unit Personnel Committee level of review.

V. The following guidelines provide useful ways in which to think about assessing **Sustained Exceptional and Extraordinary Performance**. It is understood that these guidelines are not all inclusive. A faculty member is free to submit, and a reviewer is free to consider, written information not contained in the guidelines which demonstrates **Sustained Exception and Extraordinary Performance** in teaching and one other Salary Range Adjustment merit based criteria. Satisfaction of one or more of the below guidelines does not guarantee or require that an applicant be recommended for a Salary Range Adjustment.

Guidelines for Assistant Professor

In assessing whether an Assistant Professor has sustained Exceptional and Extraordinary Performance which is above and beyond the requirements and expectations normally associated with the rank of Assistant Professor, those reviewing the candidate's application may consider whether the **candidate meets or exceeds the level of performance required as an Associate Professor** in teaching and one other Salary Range Adjustment merit based criterion.

Guidelines for Associate Professor

In assessing whether an Associate Professor has sustained Exceptional and Extraordinary Performance which is above and beyond the requirements and expectations normally associated with the rank of Associate Professor, those reviewing the candidate's application may consider whether the **candidate meets or exceeds the level of performance required of a Full Professor** in teaching and one other Salary Range Adjustment merit based criterion.

Guidelines for Full Professor

In assessing whether an Associate Professor has sustained Exceptional and Extraordinary Performance which is above and beyond the requirements and expectations normally associated with the rank of Associate Professor, those reviewing the candidate's application may consider the following:

TEACHING

- Course syllabi that reflects the mission of the College.
- Evidence of exceptional breath/depth of teaching.
- Evidence of exceptional curriculum design – not just course development.
- Evidence of incorporation of experiential learning and/or real world applications or courses.
- Evidence of incorporation of exceptional variety of teaching strategies which enhance student learning.

- Evidence of incorporation of technology as an integral part of course work and which enhances student learning.
- Evidence of mentoring of students beyond what is expected.
- Awards for excellence in teaching.

SCHOLARSHIP

- Evidence of sustained position as a leader in a field; validated by external sources.
- Evidence for organizing events and/or conferences in a field.
- Evidence for exceptional linkages between scholarship and student learning.
- Evidence for exceptional linkages between scholarship and the mission of College.
- Evidence for selection as an editor of a major journal or review board in a field.
- Evidence of being awarded grants – with information on the level of the competitiveness of the process.
- Evidence of media recognition.
- Evidence of recognition by the legislature – Sate or Federal.
- Awards for excellence in scholarship.

SERVICE TO COLLEGE AND COMMUNITY

- Evidence for exceptional leadership in the College Community – not just being the chair of several committees.
- Evidence for active leadership roles in professional organizational showing linkages to student learning and mission of the College.
- Evidence for active leadership roles in community organizations showing linkages to student learning and the mission of the College.
- Evidence of being awarded grants – with information on the level of competitiveness of the process.
- Evidence for the development of a new program of study at the College.