RAMAPO COLLEGE OF NEW JERSEY
Frequently Asked Questions (FAQ)
2026-2027 Salary Range Adjustment Program
November 2026

What is the Faculty Salary Range Adjustment Program?
The Faculty Salary Range Adjustment Program is a merit-based program established pursuant to Article XXI, Section J.5 of the CURRENT Agreement between the State of New Jersey and the Council of New Jersey State College Locals (AFT Agreement). It provides eligible full-time tenured faculty members an opportunity to receive a salary range adjustment within their current academic rank based on sustained exceptional and extraordinary performance.

What is the purpose of a Salary Range Adjustment?
The program recognizes superior performance within rank in circumstances where a faculty member's accomplishments warrant recognition beyond the established expectations of their current rank. A Salary Range Adjustment supplements, but does not replace or supersede, the established faculty promotion process.

Who is eligible to apply for a Salary Range Adjustment?
To be eligible, a faculty member must:

- Be a full-time, tenured faculty member.
- Have completed ten (10) years in their current academic rank.
- Demonstrate sustained exceptional and extraordinary performance in Teaching.
- Demonstrate sustained exceptional and extraordinary performance in either Scholarship or Service to the College/Community.
- Demonstrate sustained effective performance in the remaining criterion.

Can I apply during my tenth year in rank?
Yes. A faculty member may submit an application during their tenth year in rank. If awarded, the Salary Range Adjustment becomes effective in the following academic year, after the faculty member has completed ten years in rank.

How do I initiate an application?
Monday, November 23, 2026 (on or before) Tenured full-time faculty members and tenured full-time librarians who wish to apply for a Salary Range Adjustment may do so by submitting a request for nomination consideration to the Dean or their designated representative. **An eligible faculty member may initiate consideration by submitting a request to their Dean. Alternatively, the Dean may nominate a faculty member for consideration. All Salary Range Adjustments awarded must receive the favorable recommendation of the Dean.**

Will an eBinder be created for me for to submit my application?
Yes. Once your Dean has approved your request for consideration and or you have been nominated, please immediately email the Office of Employee Relations (ER) at er@ramapo.edu. **Your Subject Line will be: (enter SCHOOL) PROFESSOR (INSERT NAME) 2026-2027 SALARY RANGE ADJUSTMENT eBINDER REQUEST . Please allow 24-48 business hours to process your request.**

When are applications due for AY 2026-2027?
Monday, December 07, 2026 (on or before)
Applicant submits application to the Unit/Library Personnel Committee (UPC) and the Dean.

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Do I need to resubmit my application if I have already started the process with my Dean and my Unit Personnel Committee?
No, if you have already received approval from your Dean and you have submitted your application to your UPC during AY 2026-2027 you do not need to resubmit. Please ensure that you check with Employee Relations if you have any concerns in this area.

May I submit an application during their tenth year in rank?
Yes. A faculty member may submit an application during their tenth year in rank. If awarded, the Salary Range Adjustment becomes effective in the following academic year, after the faculty member has completed ten years in rank.

What criteria are used to evaluate applications?
Four criteria are considered:

- Length of Service in Rank
- Teaching
- Scholarship
- Service to the College/Community

How are Teaching, Scholarship, and Service are evaluated?
Teaching, Scholarship, and Service are evaluated in accordance with the guidelines established in the College's Promotion Criteria and Guidelines for Nontraditional Scholarship, as applicable.

What does "Sustained Exceptional and Extraordinary Performance" mean?
Sustained Exceptional and Extraordinary Performance refers to a level of performance that is above and beyond the requirements and expectations normally associated with the faculty member's academic rank, as described in the College's promotion criteria.
This level of performance must be demonstrated over a four (4) year period.

What does "Sustained Effective Performance" mean?
Sustained Effective Performance refers to the quality of performance normally associated with the faculty member's academic rank, as described in the College's promotion criteria.
This level of performance must also be demonstrated over a four (4) year period.

Must I demonstrate exceptional performance in all three performance categories?
No. An applicant must demonstrate:
Sustained Exceptional and Extraordinary Performance in Teaching;
Sustained Exceptional and Extraordinary Performance in either Scholarship or Service to the College/Community; and Sustained Effective Performance in the remaining category.

How does a Salary Range Adjustment differ from a promotion?
A promotion advances a faculty member to a higher academic rank. A Salary Range Adjustment recognizes superior merit-based performance within the faculty member's existing academic rank. The Salary Range Adjustment Program is intended to supplement the promotion process, not replace it.

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Can I receive Salary Range Adjustment and a promotion in the same academic year?
No. A faculty member cannot receive a Salary Range Adjustment and a promotion during the same academic year.

If I receive a Salary Range Adjustment, when may I next apply for promotion?
A faculty member who receives a Salary Range Adjustment must complete two (2) years in the adjusted range before applying for promotion.

If I receive a Salary Range Adjustment, when may I apply for another adjustment?
A faculty member who receives a Salary Range Adjustment is not eligible to reapply until they have served ten (10) years in rank in the adjusted range.

Where do I submit my application?
Applications should be submitted to the faculty member's Dean in accordance with the applicable Salary Range Adjustment procedures and established submission deadlines.

What happens after I submit my application?
The review process depends on the applicant's academic rank.
For Assistant and Associate Professors:

1. The Dean forwards the application to the Unit Personnel Committee for review and recommendation.
2. The Unit Personnel Committee evaluates the application against the merit-based criteria and forwards its recommendation to the Dean.
3. The Dean reviews the application and committee recommendation.
4. If the Dean recommends approval, the application is forwarded to the Provost/Vice President for Teaching, Learning, and Growth for review and recommendation to the President.

The review process depends on the applicant's academic rank. Continued from page 4.
For Full Professors:

1. The Dean forwards the application to the Unit Personnel Committee for review and recommendation.
2. The Unit Personnel Committee forwards its recommendation to the Unit Council.
3. The Unit Council reviews the application and Unit Personnel Committee recommendation, votes positively or negatively, and forwards its recommendation to the Dean.
4. The Dean reviews the application and recommendations. If the Dean recommends approval, the application is forwarded to the All-College Promotions Committee.
5. The All-College Promotions Committee reviews the application and prior recommendations and forwards its recommendation to the Provost/Vice President for Teaching, Learning, and Growth.
6. The Provost/Vice President for Teaching, Learning, and Growth reviews the application and makes a recommendation to the President.

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What materials must be included in my application?
The application must include:

- A current curriculum vitae (CV).
- A concise cover letter identifying the faculty member's accomplishments in relation to the applicable Salary Range Adjustment criteria.
- Any additional supporting materials the faculty member wishes to submit that are directly relevant to the assessment of their accomplishments.

Who makes the final decision?
The President makes the final (recommendation) decision to the Board of Trustees on all Salary Range Adjustment applications. The President may consult with the Provost/Vice President for Teaching, Learning, and Growth and others before making a final determination. NOTE: The Board of Trustees is the final approval authority.

Does a favorable recommendation from my Dean guarantee an adjustment?
No. A favorable recommendation from the Dean is a required part of the process but does not guarantee approval. Applications proceed through the applicable review and recommendation process, with the President making the final decision.

Are Salary Range Adjustments guaranteed each year?
No. The number of Salary Range Adjustments awarded in any fiscal year is subject to budgetary considerations and limitations as determined by the College President and the Board of Trustees.

When does an approved Salary Range Adjustment become effective?
Approved Salary Range Adjustments become effective on September 1 of the following academic year. For example, an adjustment approved during the 2026–2027 academic year becomes **effective September 1, 2027.**

How does a Salary Range Adjustment affect my salary range?
A faculty member receiving an adjustment moves to the next salary range within their current academic rank. For example:
An Associate Professor currently at Range 26 would move to Range 28.
An Associate Professor currently at Range 28 would move to Range 29.
The adjustment does not change the faculty member's academic rank.

Does applying for a Salary Range Adjustment affect my eligibility for promotion if I am not selected?
The program establishes a restriction on receiving both a Salary Range Adjustment and a promotion in the same academic year. The two-year waiting period before applying for promotion specifically applies to faculty members who receive a Salary Range Adjustment. Faculty members who are not selected should consult the applicable AFT Agreement and College procedures regarding promotion eligibility.

Where can I obtain additional information?
Faculty members should consult:
ER Webpage **Office of Employee Relations (ER) Webpage**
where you will find:

- Current AFT Contract: Article XXI, Section J.5 of the current AFT Agreement.
- Faculty Handbook 9.0 Promotions
- 2026-2027 Salary Range Adjustment Calendar
- 2026-2027 Salary Range Adjustment Program
- 2026-2027 Salary Range Adjustment Guidelines

NOTE: Questions regarding the application process may be directed to the Office of Employee Relations or the faculty member's Dean.

This FAQ is intended to provide general guidance regarding the Faculty Salary Range Adjustment Program. In the event of any inconsistency, the current AFT Agreement and the College's adopted Salary Range Adjustment Program shall govern.