SALARY RANGE ADJUSTMENT PROGRAM

Ramapo College of New Jersey
Salary Range Adjustment Program for Librarians

MERIT BASED CRITERIA

Article XVII Librarians Section, C. Concurrent Academic Rank and Range Adjustment of the CURRENT AFT Agreement provides for a Salary Range Adjustment Program for full-time librarians who meet or exceed the merit-based criteria established for the range adjustments within concurrent rank. This document sets forth the Salary Range Adjustment Program adopted pursuant to that Agreement.

It is understood that merit-based range adjustments will not replace or supersede the established promotion process for members of the faculty/librarians but will supplement the established promotion process in the unusual case where superior performance within rank is deemed worthy of a Salary Range Adjustment. Librarians that have been awarded a Salary Range Adjustment shall not be eligible to reapply until after they have served ten (10) years in rank in the adjusted range.

Four criteria will be used to assess a candidate's eligibility for a Salary Range Adjustment:

1. Length of Service in Rank
2. Teaching/Librarianship
3. Scholarship
4. Service to the College/Community

The criteria of Teaching/Librarianship, Scholarship, and Service shall be evaluated and assessed in accordance with the guidelines set forth in the College's Promotion Criteria, and the Guideline for Nontraditional Scholarship.

In order to qualify for a Salary Range Adjustment, the applicant must be a tenured full-time librarian in rank for ten (10) years, demonstrate sustained exceptional and extraordinary performance in Teaching/Librarianship, sustained exceptional and extraordinary performance in one of the other two criteria set forth above, (i.e. Scholarship or Service to College/Community), and sustained effective performance in the remaining criteria category. With respect to length in service, an applicant may apply for a range adjustment in his/her tenth year in rank, said adjustment if awarded to become effective in year eleven.

Sustained Exceptional and Extraordinary Performance is described as that level of performance which is above and beyond the requirements and expectations normally associated with the candidate's rank as referenced in the College's promotion criteria over a four (4) year period.

Sustained Effective Performance means quality performance normally associated with the candidate's rank as referenced in the College's promotion criteria over a four (4) year period.

The number of adjustments made in any fiscal year shall be subject to budget consideration and limitations as determined by the College President and the College Board of Trustees. Range Adjustments shall become effective on July 1, of the following fiscal year**.** *For example, range adjustments approved in the 2026-2027 academic year shall become effective on September 1, 2027.*

PROCEDURE FOR CONSIDERATION FOR A RANGE ADJUSTMENT (LIBRARIANS)

A tenured full-time librarian who wishes to apply for a merit-based range adjustment within rank may do so by submitting a request for consideration to the Dean of the Library or the Dean of the Library may nominate a librarian. All range adjustments granted must be upon the favorable recommendation of the Dean of the Library. A candidate may not be awarded a range adjustment and a promotion in the same academic year. A library faculty member receiving a range adjustment award must complete two years in the range before applying for a promotion. Applications are to be submitted in compliance with the applicable range adjustment procedures as outlined below.

The request shall include current curriculum vitae, a concise cover letter indicating the library faculty member's accomplishments related to the specifically applicable criteria, and any additional materials the library faculty member wishes to submit that are directly relevant to an assessment of those accomplishments.

For all library faculty ranks, the Dean of the Library must forward the application to the Library/Unit Personnel Committee for consideration and review. The Library/Unit Personnel Committee shall review the application for compliance with the merit-based criteria outlined above and shall make its recommendation to the Dean of the Library if the candidate is at a **Librarian II (Assistant Professor in the Library) or a Librarian I (Associate Professor in the Library) rank**. If the candidate is an **Assistant Director (Professor in the Library)** rank, the Library Personnel Committee shall make its recommendation to the Unit Council.

The Unit Council shall review the recommendation of the Library/Unit Personnel Committee, vote positively or negatively on the **Assistant Director (Professor in the Library)** application, and forward its recommendation to the Dean of the Library.

The Dean of the Library will review the applicant's package, and the recommendations of the Library/Unit Personnel Committee and the Unit Council, where applicable, to determine whether the applicant meets the merit-based criteria. If the Dean of the Library recommends the candidate for a Salary Range Adjustment, and the candidate is at a Librarian II (Assistant Professor in the Library) or Librarian I (Associate Professor in the Library) rank, the Dean of the Library shall forward his/her recommendation to the *Provost/Vice President for Teaching, Learning, and Growth*, for his/her review and recommendation to the President.

If the Dean of the Library recommends the candidate for a Salary Range Adjustment and the candidate is an Assistant Director (Professor in the Library), the Dean of the Library's recommendation shall be made to the All-College Promotions Committee. The All-College Promotions Committee shall consider the candidate's application, the recommendations of the Library Personnel Committee, Unit Council and the Ramapo College Librarian, and after its review, shall forward its recommendation to the *Provost/Vice President for Teaching, Learning, and Growth.*

Upon review of the applicant's package and all other prior recommendations, the *Provost/Vice President for Teaching, Learning, and Growth.* shall make a recommendation to the President.

The President makes the final decision. The President may consult with the *Provost/Vice President for Teaching, Learning, and Growth* and any others before making a final decision.

Award recipients will have their salary adjusted to the next range within rank. For example, a Librarian II (Assistant) at Range 22 would be adjusted to Range 24; a Librarian I (Associate) at Range 26 would be adjusted to Range 28.

Adopted: February 14, 2001 **(NOTE: *Updated for Administrative Implementation Period AY 2026-2027*)**

PROCEDURE FOR CONSIDERATION FOR A RANGE ADJUSTMENT (LIBRARIANS) (Cont.

In accordance with the CURRENT AFT Contract 2023-2027, ARTICLE XVII LIBRARIANS, Item C.

C. Concurrent Academic Rank and Range Adjustment:

For Purpose of the Librarian range adjustments the following ranges shall be utilized:

		10 Month	12 Month
State College/University Payroll Title	Concurrent Academic Rank	Ranges	Ranges
Assistant Director of the Library	Professor in the Library	30, 32 & 33	33 & 35
Librarian I	Associate Professor in the Library	26, 28 & 29	29, 31 & 32
Librarian II	Assistant Professor in the Library	22, 24 & 25	25, 27 & 28
Librarian III	Instructor in the Library	18, 20 & 21	21, 22 & 23