SALARY RANGE ADJUSTMENT PROGRAM

Ramapo College of New Jersey
Salary Range Adjustment Program for Faculty

MERIT BASED CRITERIA

Article XXI, Section J.5 of the CURRENT AFT Agreement provides for a Salary Range Adjustment program for full-time faculty members who meet or exceed the merit-based criteria established for range adjustments within 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 but will supplement the established promotion process in the unusual case where superior performance within rank is deemed worthy of a Salary Range Adjustment. Faculty 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
3. Scholarship
4. Service to the College/Community

The criteria of Teaching, 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 full-time tenured faculty member in rank for ten (10) years, demonstrate sustained exceptional and extraordinary performance in Teaching, 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 Salary 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 of 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 Salary Range Adjustments made in any fiscal year shall be subject to budgetary consideration and limitations as determined by the College President and the College Board of Trustees. Salary Range Adjustments shall become effective on September 1, of the following academic year. *For example, Salary Range Adjustments approved in the 2026-2027 academic year shall become effective on September 1, 2027.*

PROCEDURE FOR CONSIDERATION FOR A RANGE ADJUSTMENT

A tenured full-time faculty member who wishes to apply for a Salary Range Adjustment within rank based on merit, may do so by submitting a request for consideration to the Dean, or the Dean may nominate a faculty member. All Salary Range Adjustments granted must be upon the favorable recommendation of the Dean. A candidate may not be awarded a Salary Range Adjustment and a Promotion in the same academic year. A faculty member receiving a Salary Range Adjustment award must complete two (2) years in the range before applying for Promotion. Applications are to be submitted in compliance with the applicable Salary 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 faculty ranks, the Dean must forward the application to the Unit Personnel Committee for consideration and review. The Unit Personnel Committee shall review the application for compliance with the merit-based criteria outlined above and shall make its recommendation to the Dean if the candidate is an **Assistant or Associate Professor**. If the candidate is a **Full Professor**, the Unit Personnel Committee shall make its recommendation to the Unit Council.

The Unit Council shall review the recommendation of the Unit Personnel Committee, vote positively or negatively on the **Full Professor** candidate's application, and forward its recommendation to the Dean.

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

If the Dean recommends the candidate for a Salary Range Adjustment and the candidate is a Full Professor, the Dean's recommendation shall be made to the All-College Promotions Committee. The All-College Promotions Committee shall consider the candidate's application, the recommendations or the Unit Personnel Committee, Unit Council and the Dean, 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, an Associate Professor at Range 26 would be adjusted to Range 28. A Full professor at Range 30 would be adjusted to Range 32.

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

PROCEDURE FOR CONSIDERATION FOR A RANGE ADJUSTMENT (Cont.)

In accordance with the CURRENT AFT Contract 2023-2027, J.1: ***(for reference)***

J. 1. The salary ranges for the 10-month faculty titles listed below will be as follows:

Instructor	Ranges 18, 20 and 21
Assistant Professor	Ranges 22, 24, 25 and X
Associate Professor	Ranges 26, 28, 29 and X
Full Professor	Ranges 30, 32, 33 and X

The salary ranges for the 12-month faculty titles listed below will be as follows:

Instructor	Ranges 21, 22 and 23
Assistant Professor	Ranges 25, 27, 28 and X
Associate Professor	Ranges 29, 31, 32 and X
Full Professor	Ranges 33, 35 and X