

## **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:

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.

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.

**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 ensure 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.

Evidence of incorporation of technology as an integral part of course work and which enhances student learning.