

KEAN UNIVERSITY

Letter of Agreement 102

It is hereby acknowledged that the Kean University Administration and the Kean Federation of Teachers have conducted discussions regarding the procedure for a Range Adjustment program for faculty.

The understanding reached in the joint discussions and contained in the attached documents entitled **Range Adjustment Program** will be implemented effective April 17, 2000.

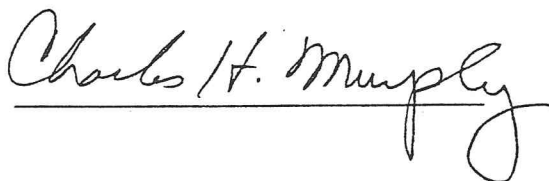
It is further understood that these procedures will stay in effect unless it is determined through discussion between the University and the Kean Federation of Teachers that modification to the procedures should be made.

Kean University

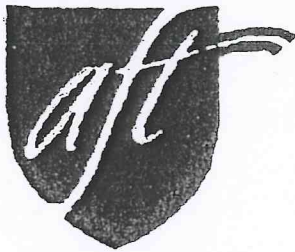
Kean Federation of Teachers



Date: 4-6-00



Attachment



KEAN FEDERATION OF TEACHERS
An Association of Professors, Professional Staff and Librarians
Local 2187, American Federation of Teachers
Kean University, Union, N.J. 07083
Phone 908 527-2122 Fax 908 355-1368

10 October 2000

To: Stephen Kubow, Chair, Senate Election Committee
From: Richard Katz, President, KFT
Re: Election of University Range Adjustment Committee (URAC) members

As per the recommendations of the Senate Election Committee, the KFT agrees, with modifications below, to the recommendations in the 10/2/00 memorandum on the Election of URAC members. A rider incorporating these provisos to the Letter of Agreement on the University Range Adjustment Committee will be added to the existing Letter of Agreement.

1) Terms of Service

- a) The term for members of the URAC is to be two years.
- b) No department chairpersons may be elected to the URAC.
- c) No department may have more than one elected member on the URAC at any given time.
- d) An elected faculty member who has completed a term on the URAC cannot again run for the URAC for a period of time equal to the length of his/her completed term.
- e) When an elected member of the URAC completes his/her term, no one from the same department can be elected to the URAC for a one year period, unless there are no qualified candidates from another department in the concerned school.

2) All members of the URAC must be tenured and at the rank of Assistant Professor or higher.

3) The Professor with the most votes will be elected to the URAC. The Associate Professor or Assistant Professor with the most votes will be elected to the URAC.

3) Terms on the URAC are to be staggered so that one member from each school is elected per year. To accomplish this for the first URAC election, the top overall vote recipient in each school, whether Professor, Associate Professor, or Assistant Professor will serve a two year term, the second highest vote recipient, whether Professor, Associate Professor, or Assistant Professor will serve a one year term.

4) Members of the URAC cannot apply for a Range Adjustment while they are serving on the URAC.

RANGE ADJUSTMENT PROGRAM

I. Purpose

Article XXI Salary And Fringe Benefit Agreement For July 1, 1999 to June 30, 2003 proposed the establishment of a range adjustment program at each College/University where full-time faculty are employed. This document identifies the merit-based criteria established for range adjustments at Kean University and specifies the procedures to be used for the application and the process of review for full-time faculty members applying for range adjustments.

II. Merit-Based Criteria

Full-time faculty members who meet or exceed the merit-based criteria established for range adjustments are eligible to be considered for and may apply for a range adjustment within rank.

Four criteria will be used to assess a candidate's eligibility for a range adjustment: (1) length of service in rank; (2) instructional effectiveness; (3) scholarship; and (4) service.

The candidate will be responsible for providing the documentary evidence that they meet the range adjustment requirements for all four criteria. To meet the length of service requirement, the candidate must complete at least four years in their present rank. To meet the requirements of the remaining three performance criteria, the candidate must display exceptional performance on two criteria and effective performance on the third criteria to be eligible for consideration for a range adjustment.

A listing of the types of evidence to be provided by candidates under each of the performance criteria is provided to serve as guidance in the preparation of application portfolio. The lists are not exhaustive, and the types of evidence listed are not arranged in any hierarchical order.

A. Teaching

1. Student course evaluation ratings in at least two classes taught per academic year during the previous four academic years (required).
2. Peer observation assessments of at least one class per year during the previous four academic years. At least two peer observations over the four-year period must be conducted by the appropriate

department chair (required).

3. Preparation and delivery of instruction through non-traditional formats, such as distance education or service learning.
4. Development and/or implementation of innovative or special instructional strategies and materials such as lab manuals, etc.
5. Development of programs, minors, certificates and/or courses for GELAP.
6. Recognition/Awards for excellence in teaching.

B. Scholarship

1. Refereed publication (articles, monographs, reviews, essays, books).
2. Book chapters, articles, book reviews in nonrefereed disciplinary publications and trade publications.
3. Creative works/activities in the visual or performing arts (an external peer/critic evaluation should accompany the listing or the item will be assessed qualitatively as nonrefereed).
4. Paper presentations (candidates must distinguish refereed and on refereed papers as well as the level of presentation -- local, state, regional, national and/or international).
5. Funded research grants (identify internal and external sources, purpose and amount of funding).
6. Discipline-related journal editor/ associate editor/reviewer.
7. Recognition/Awards for excellence in scholarship (including election or appointment to scholarship societies such as the National Academy of Science).

C. Service to University and Community

1. Advisement (document degree of involvement).
2. Significant involvement in General Education/Learning Assistance Programs (GELAP) development, implementation and/or administration.
3. Major role in strategic planning/program review (department and/or School level) and/or leadership and involvement in institutional or specialized accreditation efforts.
4. Chair or member of School and/or University-wide committees and task forces.
5. Developing and implementing programs to support retention and persistence of students to graduation.
6. Funded service grants such as Department of Education Title II or Project Lead.
7. Community Service includes involvement in activities that reflect and advance the interactive engaged focus of the University vision. The service must be discipline-related such as preparation of an economic impact report for the SBDC by a member of the Economics, Business or Public Administration Departments, developing curriculum for a school district, producing a program for citizens in our service region.
8. Participation in discipline-related or honorary professional associations such *Phi Kappa Phi* in a non-scholarship role such as an elected officer or discipline-interest group chairs.
9. Department Chair, Assistant Chair, Program Coordinator or faculty released to engage in University or community assignments.
10. Developing/implementing technology in academic and/or administrative processes.
11. Recognition/Awards for excellence in community service.

III. Documentation

- A. Candidates are required to provide evidence of meritorious performance on all three performance criteria.
- B. Candidates are required to provide evidence of their performance on all three performance criteria during the previous four years in rank. A candidate may choose to submit evidence of their performance on the three merit-based criteria for their entire length of service in their present rank.
- C. Evidence of performance on the merit-based criteria in a prior rank will not be considered for a range adjustment.
- D. Only completed research, scholarship and/or creative products/activities will be considered under the merit-based scholarship criteria.
- E. A self-report form, signed by the department chair, will be used to document involvement in advisement activities.
- F. Initially, applicants for range adjustments will not have the requisite number of student course evaluations. Accordingly, the course evaluation requirement will be phased in over time (see Table 1). During the first year of implementation, applicants will be required to submit course evaluation ratings for three classes taught during the previous two semesters. During the second year of implementation, course evaluations will be required for four classes taught during the previous two years. In the third year, applicants will be required to submit course evaluations for at least six classes taught during the previous three years.
- G. Initially, applicants will not have the requisite number of peer classroom observations. Accordingly, the classroom observation and assessment requirement will be phased in over time (Table II). During the first year of implementation, applicants will be required to submit two classroom observation assessments with one being conducted by the department chair. During years two and three, applicants will be required to submit a minimum of three and four classroom observation assessments respectively. At least one of the classroom observation assessments must be completed by the department chair each calendar year.
- H. Due to an approved reduced teaching load (sabbatical leave, release time assignment, etc.), a faculty member may not teach the number of courses specified in this document for either student course evaluations

or peer observations. In such cases, the faculty member will be required to submit course evaluations and peer observations for all classes taught during the three-year implementation period.

IV. Process for Review of Applicants

- A. The Office of the President in consultation with KFT will establish the calendar for review of applicants for a range adjustment.
- B. Applicants eligible for range adjustment consideration will submit their portfolio to their department chair. If the candidate is a Department Chair, the portfolio is to be submitted to the School Dean.
- C. The Department ARTP Committee will forward the candidate's completed application form to the University Range Adjustment Committee (URAC). A listing of all candidates for range adjustments will be provided to the Deans by the URAC chairperson.
- D. URAC will review the candidates' portfolios in terms of the merit-based criteria and rank order applicants comparatively in terms of the three performance criteria. Length of service in rank may be applied as a criteria to rank candidates only in those cases in which two or more candidates' records are judged to be the same across the three performance criteria.
- E. The Chair of the University Range Adjustment Committee will forward to the Provost/VPAA a rank-ordered list of candidates for range adjustments. The Provost/VPAA may consult with the appropriate Deans regarding specific candidates and either endorse the list submitted by URAC or submit an alternate list to the President. If an alternate list is submitted to the President, the Provost will attach the list submitted by the Range Adjustment Committee and provide a rationale for the difference in range adjustment assessments.
- F. The President will make the final recommendation on range adjustments to the Board of Trustees for final action.

V. Determination of Award Recipients and Number of Range Adjustments

- A. Applicants for range adjustments will be evaluated against performance criteria and rank-ordered on a comparative basis across the three criteria.

- B. A full-time faculty member will not be awarded a promotion and range adjustment in the same academic year.
- C. A full-time faculty member receiving a range adjustment award must complete four years in the range before applying for either a promotion or another range adjustment.
- D. The number of range adjustment awards will be determined annually by the President.
- E. Award recipients will have their salary adjusted upward by two ranges, e.g. Associate Range 26 to Range 28.

ACADEMIC ADVISEMENT SELF-EVALUATION FORM

The Academic Advisement Self-Evaluation Form will be used by faculty members applying for a range adjustment who wish to document contributions to University service by selecting the academic advisement criterion. Applicants must complete the Form in its entirety, affix their signature to the Form, and then obtain the signature of the Department Chair. The faculty member must include the Form in the application materials.

1. How do I assess the completeness and accuracy of my knowledge of college graduation requirements, the course schedule, and policies and procedures governing registration for majors in my field?
 - a. Knowledge is complete and accurate
 - b. Knowledge is somewhat complete and accurate
 - c. Needs improvement
2. How do I assess the completeness and accuracy of my knowledge of the academic programs for which I serve as advisor?
 - a. Knowledge is complete and accurate
 - b. Knowledge is somewhat complete and accurate
 - c. Need significant improvement
3. To what extent do I communicate to student advisees accurate, relevant information about general education requirements, course requirements, and academic program requirements?
 - a. Consistently communicate accurate information
 - b. Communication of accurate information is somewhat consistent
 - c. Need significant improvement
4. To what extent do I take responsibility for learning about changes in policies or procedures and applying these accurately when advising students?
 - a. Changes are applied immediately
 - b. Sometimes not familiar enough with changes to apply them
 - c. Need significant improvement
5. To what extent do I willingly take on advisement assignments as needed?
 - a. Consistently take on assignments
 - b. Somewhat consistent in taking on assignments
 - c. Do not typically take on assignments as needed
6. To what extent do I understand and utilize available background information about the strengths and limitations of students during the advisement process?
 - a. Always seek out and utilize the information
 - b. Sometimes utilize the information
 - c. Never utilize the information
7. How do many hours per week during a semester do I devote to advisement of students (include all forms of advisement, e.g., academic, student organization advisor, registration advisement, group advisement, etc)?
 - a. One to three hours
 - b. Four to five hours
 - c. Six or more hours
8. How many students do you advise typically during a semester (considering all forms of advisement)?
 - a. One to ten students
 - b. Eleven to thirty students
 - c. Thirty or more students
9. Other advisement activities: _____

Signature of Faculty Member _____

Signature of Department Chair _____

Kean University
Range Adjustment Review Calendar
Academic Year 2000-2001

Activity	To be completed on or before
1. Distribution by the Provost of the Range Adjustment Calendar to all full-time faculty.	Apr. 17, 2000
2. Candidate notifies the Department ARTP Committee of his/her intent to apply for a range adjustment and submits his/her portfolio.	Jan. 16, 2001
3. ARTP Committee certifies that the candidate is eligible for a range adjustment review, the portfolio contains the required documents and rank orders applicants, as required by guidelines.	Jan. 23, 2001
4. A candidate may appeal in writing a finding that he/she is not eligible for a range adjustment review.	Jan. 30, 2001
5. Department ARTP Committee must respond in writing to any appeal and forward to the University Range Adjustment Committee (URAC) the following: (a) list of eligible candidates; (b) certification of required documents; (c) rank ordered candidates, when required; (d) appeal correspondence; and (e) candidate's portfolios.	Feb. 9, 2001
6. URAC reviews the candidates' portfolios, rank orders the candidates as required by policy, and notifies the candidates of its decision.	Mar. 2, 2001
7. Candidates not recommended by the URAC for a range adjustment may submit a written appeal to the URAC on substantive grounds. *	Mar. 9, 2001
8. URAC responds to the appeal in writing and forwards to the Provost/VPAA a list of recommended candidates in rank order, as required.	Mar 23, 2001
9. Provost reviews the candidates' portfolios and the recommendations of the URAC, notifies the candidates of his/her recommendation and forwards a list of recommended candidates to the President.	Apr. 4, 2001
10. A candidate not recommended by the Provost for a	Apr. 11, 2001

range adjustment may file a written appeal to the Provost on substantive grounds. *

11. Provost responds to the substantive appeal in writing and forwards the recommended list of candidates to the President. Apr. 20, 2001
12. President sends the candidates written notification of intent to recommend or not recommend a range adjustment to the Board of Trustees. Apr. 27, 2001
13. Candidate not recommended for a range adjustment by the Provost may file a written appeal to the President on substantive grounds. * May 4, 2001
14. President responds to the substantive appeals in writing and forwards his/her range adjustment recommendations to the Board of Trustees for official action. May 15, 2001

* Candidates cannot appeal to the rank order assigned by the ARTP, URAC, and cases involving procedural violation, discriminatory treatment or denial of academic freedom are to be handled under the *Agreement* grievance procedure.

RANGE ADJUSTMENT GUIDELINES

The policy and procedures for range adjustments at Kean University as a faculty member are specified in three documents: (1) current *Agreement Between the State of New Jersey and the Council of New Jersey State College Locals, NJSFT-AFT*, (2) *University Range Adjustment Program* and (3) *Range Adjustment Guidelines*. Copies of these documents are provided to all full-time faculty at Kean University. It is recommended that all candidates for range adjustment consideration read these three documents prior to submitting their application for review.

General Guidelines:

1. A calendar of range adjustment activities will be published and distributed annually to full-time faculty. The candidate is expected to adhere to the dates set forth in the calendar.
2. Full-time faculty members whose qualifications meet or exceed the merit-based criteria requirements for a range adjustment as set forth in the *University Range Adjustment Program* are eligible for range adjustment consideration.
3. Any full-time faculty member who has been at least four years in their present rank may submit an application for range adjustment, together with written substantiation to the claim for a range adjustment, on or before the date set forth in the promotional calendar.
4. The application for range adjustment will be submitted using the format specified in the *Range Adjustment Application Form* document, including all required supporting materials.
5. All range adjustment applications are reviewed initially at the department level. Applications must be submitted to the appropriate Department ARTP Committee for review, recommendation and subsequent transmittal to the University Range Adjustment Committee (URAC).
6. The ARTP Chair forwards his/her recommendation to the University Range Adjustment Committee. Candidates for range adjustment who do not meet the time-in-rank or documentation requirements shall not be forwarded to or reviewed by URAC.
7. An applicant for a range adjustment may not serve on either the ARTP Committee or URAC during their candidacy.

Application Form [Required Materials]:

1. The range adjustment portfolio must be arranged in the format designated by the *Range Adjustment Application Form* document. Because the review

is in part a comparative evaluation, it is essential that reviewers at all levels are provided with the candidates' materials in the same organizational format.

2. Although the review committees may request additional information to assist in their evaluation, it is the responsibility of the candidate to provide the documentation to support their record of activity in rank across the three merit-based criteria at Kean University. Documentation of activity at a prior rank or employment activity at another organization or institution of higher education while not in rank shall not be submitted as evidence of meeting the three merit-based criteria.
3. In the section on *Teaching Effectiveness*, the file must contain current statements of observation by peers and student course evaluations. Whenever possible, faculty will be required to submit at least two (2) student course evaluations per year over the previous four years in rank. The faculty must also submit at least one peer observation assessment per year over the previous four years in rank.
 - A. The Department Chair is responsible for assigning members to observe a candidate's classroom teaching.
 - B. Each member observation must be: (1) signed by the faculty member making the observation; (2) indicate the observation date; and (3) be initialed by the candidate.
4. In the section on *Scholarship*, candidates should provide documentation for all listed scholarly activities. For example, copies of books, articles, paper presentations. In the case of artistic presentations, tapes of performances or photographs of paintings and artistic renderings. When available, external evaluations of scholarly contributions such as reviews by art critics should be submitted to assist the department and university-level reviewers. Only completed activities are to be listed.
5. Candidates and ARTP Chair must sign the *Range Adjustment Application Form* prior to the application being forwarded to the University Range Adjustment Committee.

Department Review Level:

1. The application for range adjustment is reviewed first by the ARTP. The ARTP is responsible for certifying that the candidate is eligible for a salary adjustment review and the portfolio contains the required documentation.
2. The ARTP shall submit its recommendations in writing to the University Range Adjustment Committee.
 - A. In the case of more than one candidate from the same department, the ARTP shall list the candidates in priority

order on the basis of the merit-based criteria. No ties among the candidates are permitted.

- B. In the case of a candidate found not to be eligible for a range adjustment, the candidate's range adjustment dossier must be forwarded by the ARTP to the URAC with the reason(s) for the negative recommendation to the URAC.
3. A candidate for a range adjustment may not be a member of the ARTP during the process of reviewing range adjustment applicants.

University-level Review:

- 1. A candidate may have access to his/her dossier while it is in the possession of the URAC (except during a Committee session) in accordance with University and *Agreement* procedures governing personnel files.
- 2. The President or his/her designee shall inform the URAC of the number of range adjustments available at the various ranks prior to the URAC making its range adjustment recommendations.
- 3. The URAC bases its review primarily upon the information provided in the candidates dossier. However, if the candidate wishes to appear before the URAC, he/she may make an appointment to appear before the URAC prior to their recommendation and at a time in accordance with the assessment calendar.
- 4. The procedures used by the URAC for making its range adjustment recommendations are as follows:
 - A. Based on consideration of the merit-based criteria requirements, the URAC draws up a list of candidates eligible for range adjustment.
 - B. If there are ten or fewer candidates recommended by the ARTPs for range adjustment, they are given a priority order from one to ten.
 - C. If there are more than ten applicants recommended by the ARTPs for range adjustment, the top one-third or top ten whichever is greater of the recommended group of candidates are given a priority ranking. Applicants not listed in the top ten or one-third of eligible candidates will not be ranked.
 - D. The URAC chair shall communicate in writing to each candidate the following: (1) eligible for range adjustment review; (2) if eligible, whether placed in the top ten or one-third of candidates; and (3) if placed in the top one-third,

the numerical ranking.

5. The URAC shall be composed of eight elected faculty members. Each academic school shall elect two members with at least one from each school being a professor. A KFT observer will be appointed by the President of KFT. The URAC shall elect its own chair who is responsible for all committee correspondence as required by the guidelines and program documents

Provost/VPAA Review

- A. The URAC shall forward to the Provost a list of the candidates recommended for a range adjustment in rank order.
- B. The Provost shall review each candidate's portfolio, consult with the appropriate School Dean, and send to the President a list of candidates recommended for range adjustments.
- C. If the Provost's recommendations differ from those of the URAC, he/she shall send to the President the URAC recommendation list, as well as his/her own and the reason(s) for the differences.

Presidential Review:

- A. The President shall review the candidate's dossiers, including recommendations from the Department ARTP, University Range Adjustment Committee and Provost.
- B. The President recommendation(s) for range adjustments shall be sent in writing to the candidates, appropriate Department Chair, Dean, Provost and Chair of the URAC.

Board of Trustees:

- A. The Board of Trustee shall receive in writing the President's list of recommended candidates for range adjustments.
- B. The candidate's shall be notified by the President of the Board's range adjustment decision.

Grievances and Appeals:

- A. Any applicant who wants to file a grievance (procedural, discriminatory claim or denial of academic freedom) regarding his or her application for a range adjustment should follow the procedures set forth in the *Agreement*.
- B. A candidate may file a substantive appeal at the departmental, URAC Provost, or presidential levels of review. All appeals must be written and submitted on or before the appeal dates published in the calendar of range adjustment activities.
- C. Candidates may not appeal their rank order or placement in the top one-third by the Department ARTP Committee, the University Range Adjustment Committee or Provost.
- D. The President's response to candidates' appeals will occur before the list of recommended applicants for range adjustments is sent to the Board of Trustees for final action.
- E. The range adjustment decision of the Board of Trustees is final and not subject to appeal.

Name _____ Department _____

Current Rank _____ Appointment Date _____

Date of Last Promotion _____ Date of Last Range Adjustment _____

Department Chair _____ Date _____
(signature)

Candidate _____ Date _____
(signature)

Range Adjustment Committee Chair _____ Date _____
(signature)

Provost _____ Date _____
(signature)

President _____ Date _____
(signature)

Range Adjustment Form
CANDIDATE ACKNOWLEDGMENT SECTION

The University Range Adjustment Committee shall not consider an Application for Range Adjustment until the Candidate has signed the Acknowledgement Section.

This document is signed following the department level (ARTP) review of the candidate's portfolio. The candidate's signature acknowledges that the specific actions mentioned have been taken, and the candidate is aware of all rights and responsibilities indicated below.

This is to certify that the Range Adjustment candidate:

1. was notified by the university of the criteria and procedures for application for a Range Adjustment, as required by the Range Adjustment Program and Guidelines;
2. was shown all peer observations signed by the faculty and/or Dean observers;
3. has seen the student evaluations and summary sheets;
4. has seen all material included in his/her Portfolio;
5. has received written notification of the ARTP's recommendation;
6. is aware of the right to file a grievance (procedural, discriminatory claim, or denial of academic freedom) regarding his/her application for a Range Adjustment;
7. is aware of the right to appeal, in writing, the Range Adjustment recommendation of the ARTP Committee, URAC, Provost, or president and is aware that responses to appeals will be provided to the candidate in writing; and
8. certifies that the information presented in the candidate's portfolio is complete and accurate.

Signature of Candidate _____ Date _____

GUIDELINES FOR ORGANIZING AND PRESENTING PORTFOLIO

IMPORTANT: The candidate is expected to follow these guidelines for organizing and presenting the Range Adjustment Portfolio. To undertake a comparative evaluation, it is essential that reviewers be provided with candidates' materials in the same organizational format. Candidates who do not arrange their Portfolios in this required format will not be considered for a Range Adjustment.

Format:

- The Portfolio should be bound using a three-ringed binder (any color or size). The Range Adjustment Application Form should be the first page of the Portfolio.
- The candidate must include a Table of Contents (with page numbers) placed directly after the Range Adjustment Application.
- The Portfolio should be divided into three (3) sections according to the criteria listed on the following pages: Teaching, Scholarship, and Service to University and Community. Any dividers may be used as long as they are appropriately labeled and visible to reviewers.

Documentation:

- Do not list a document or activity in more than one section or within the same section in different places, unless necessary.
- The candidate should not list any activity occurring prior to employment at Kean University.
- The candidate should not list any activity occurring either prior to his/her last promotion or Range Adjustment.
- Authored or edited books should be submitted in a plastic cover that is placed in the three-ringed binder. The candidate should not submit an entire book or journal if he/she has only one entry in the publication. When a candidate is a journal editor (not a reviewer or editorial board member), only one copy of the journal should be submitted in the same manner as the books mentioned above.
- Copies of awards, articles, or book chapters should be submitted along with copies of any prefatory, explanatory material such as a Table of Contents.
- Candidates who are submitting evidence of performances or projects that do not fit into the traditional scholarship format (e.g., art projects) may submit them in any appropriate format. For example, a candidate can submit photographs of paintings or CDs of musical performances.
- When documenting a paper presentation, the candidate should submit a copy of the paper delivered and not submit the entire conference program (a copy of the page on which your presentation appears will suffice; prefatory material may be copied and submitted).
- Upon completion of the Portfolio, the candidate should have the ARTP review its contents for accuracy and inclusiveness.

RANGE ADJUSTMENT CRITERIA

The documentation is to be provided in three (3) sections in the following order:

- A. Teaching Effectiveness
- B. Scholarship
- C. Service – University and Community

- A. *Teaching Effectiveness*: as demonstrated by such evidence as evaluation by students and colleagues, development of new teaching materials and courses, etc.
- *1. Student Evaluations (at least two classes taught per semester during the previous eight academic semesters; submit only a summary sheet for student reaction sheets and student comments; a minimum of 16 summary sheets should be included)
- *2. Statement of Observers (peer reviews of at least two classes per year during the previous eight semesters; at least two peer observations over the four-year period must be conducted by the appropriate School Dean; a minimum of 8 peer observations should be included)
- 3. Instructionally-Related Activities (preparation and delivery of instruction through non-traditional formats; development of courses, programs, teaching materials, instructional strategies, etc.)
- 4. Awards for Excellence in Teaching (awards earned on- or off-campus within the evaluation period at the time of application)
- * During the initial three-year phase-in period for Range Adjustments, please refer to the Tables of Implementation Requirements, in the document entitled “Range Adjustment Program,” for required number of student and observer evaluations.

- B. *Scholarship*: as demonstrated by refereed publications (articles, chapters, book reviews, etc.), books, creative works/activities, paper presentations, funded research grants, journal editing/reviewing, awards, etc. *
1. Publications (articles, monographs, reviews, essays, book chapters, and books; cite in a standard format, including any co-authors, title, journal, publisher, volume, and date and page numbers)
 2. Presentations (distinguish between refereed and non-refereed papers as well as level of presentation – local, state, regional, national, international; - professional papers, workshops, speeches)
 3. Artistic Exhibits/Performances (an external peer/critic evaluation should accompany these documents; include title/topic, location, date)
 4. Funded Research Grants (identify internal and external sources, purpose and amount of funding)
 5. Other Completed Scholarly Activities (title, brief description, and date)
 6. Awards for Excellence in Scholarship (awards earned on- or off-campus within the evaluation period at the time of application)

* Candidates should not list or include for review any publication or activity that has not been published, presented, accepted, or displayed.

- C. *Service - University and Community*: as demonstrated by such activities as advisement, participation in college governance, improvement of departmental, divisional, and all-college programs, service to students, service to the college/community and discipline-related or university professional organizations, etc.
1. Advisement (completion of Advisement Self-Evaluation Forms by the Chair and candidate; no other documentation should be submitted, e.g., personal letters from students or colleagues)
 2. University Committees (distinguish between departmental, School, and University. Name the Committee, year, and position; no other documentation needed)
 3. Other On-Campus Service (brief description and dates)
 4. Community Service (distinguish between discipline-related and University-related service; brief description and dates; no other documentation needed)
 5. Other Service-Related Activities
 6. Awards for Excellence in Service (awards earned on- or off-campus within the evaluation period at the time of application)

Questions regarding completion of the Range Adjustment Application should be forwarded to the Chair.

Table I
Implementation of Student Course Evaluation Requirements

<u>Year</u>	<u>Time Period</u>	<u>Calendar Year</u>	<u>Semester(s)</u>	<u>No. Evaluations Required*</u>
1	2000-2001	2000	Spring 2000 thru Fall 2000	At least three evaluations with a minimum of one per semester
2	2000-2002	2001	Spring 2000 thru Fall 2001	At least four evaluations with a minimum of two per calendar year
3	2000-2003	2002	Spring 2000 thru Fall 2002	At least six class evaluations during the three-year period with a minimum of two per calendar year

*The number of student course evaluations is the minimal required.

Table II
Implementation of Peer Observation Requirements

<u>Year</u>	<u>Time Period</u>	<u>Semester(s)</u>	<u>No. Observations Required*</u>
1	2000-2001	Spring 2000 thru Fall 2000	2
2	2000-2002	Spring 2000 thru Fall 2001	At least three with a minimum of one per calendar year
3	2000-2003	Spring 2000 thru Fall 2002	At least four with a minimum of one per calendar year

*one of the peer observations each year must be completed by a Department Chair. The number of observations listed is the minimal requirement.