

**GUIDELINES**  
**RANGE ADJUSTMENT PROGRAM, MEMBERS OF THE FACULTY**  
**ROWAN UNIVERSITY**

Article XXI of the master contract provides for range adjustments for full-time members of the faculty who meet or exceed the merit-based criteria as established by the University. It is understood that merit-based range adjustments will not replace or supersede the established promotion process for members of the faculty. Faculty who are eligible for promotion and/or who believe they meet the criteria for promotion must pursue that avenue for advancement. However, members of the faculty who may not be eligible for promotion (i.e., lack of a terminal degree, etc.) and who meet or exceed the criteria as established by the University may be eligible for consideration for range adjustments.

Examples of criteria that will be considered when evaluating faculty for merit-based range adjustments include: a demonstrable record of extraordinary performance over a sustained period of time in the areas of teaching, scholarship and service; an established, demonstrable record of prominence in one's discipline at the regional, national and/or international levels as recognized by peers in the discipline; a significant, measurable contribution(s) that is instrumental in advancing the mission of the University as identified in the articulated goals of the University

**PROCEDURES FOR CONSIDERATION FOR MERIT-BASED RANGE ADJUSTMENTS**

Faculty who wish to be considered for a merit-based range adjustment must send a request for consideration to their Dean **no later than December 15**. Included in this request must be the following:

- 1) A complete vitae
- 2) A letter detailing the accomplishments of the faculty member and how he/she feels these accomplishments meet or exceed one or more of the criteria above
- 3) Any supplemental information or material that is pertinent to the applicant's request for consideration

After reviewing the request, the Dean will forward his/her recommendation to the Provost of the University. The Provost will, in turn, consult with the President regarding the request and the Dean's recommendation. The President will make the final determination whether or not the merit-based adjustment is granted. If requested, the faculty member will be provided a copy of any/all recommendations from the Dean and Provost on his/her request. In addition, faculty have the right to provide written comment to the Dean, Provost, or President at any point in the review process. Faculty may withdraw their request at anytime during the process. Final determinations on range adjustments will be made by February 15. If granted, merit-based adjustments will take effect the following September 1.