

RANGE ADJUSTMENT PROGRAM FOR LIBRARIANS

A range adjustment program for full-time librarians is provided for in Article XVII, C of the 2015-2019 Agreement between the State of New Jersey and the Council of State College Locals, AFT, AFL-CIO, State Colleges/Universities Unit.

There shall be a Range Adjustment Program at each College/University where full-time librarians are employed. Full-time librarians who meet or exceed the merit-based criteria established for the range adjustments are eligible to be considered for and may apply for a range adjustment within rank. The merit-based criteria will be established by the College/University and published for the understanding of the affected employees. The procedures for consideration will be negotiated between the College/University and the Local Union. The procedures for consideration utilized in the College/University shall be fairly and equitably applied to all applicants and nominees (p. 27).

The range adjustment program is intended to recognize and reward the accomplishments of full-time librarians. The criteria for eligibility and substantive merit criteria established by the University for evaluating applications for such range adjustments shall be provided in a separate document for informational purposes only.

The University President shall announce the total numbers of range adjustments available for librarians each fiscal year at the same time as the total numbers of range adjustments available for faculty are announced. The final number of range adjustments is contingent on adequate funding. Announcement by the President of the availability of merit-based range adjustment(s) for librarians shall activate the range adjustment and Library Personnel Committee process. Members of the Library Personnel Committee will recuse themselves from the committee if they wish to apply for a range adjustment. A volunteer(s) will be chosen to serve in their place.

When a full-time librarian meets the criteria established by the University for a merit-based Range Adjustment and applies for such an adjustment within rank, the librarian shall prepare an application to include the following material:

1. A current and comprehensive vitae and job description
2. Documentation of the dates on which the librarian received his/her last promotion and any previous range adjustment(s) at NJCU
3. A detailed written statement setting forth the librarian's accomplishments as they relate to the criteria developed and published by the University
4. Any supplemental information or material that is pertinent to the applicant's request for consideration for a merit-based range adjustment

The applicant shall submit the application and any supplemental information/material to the Library Personnel Committee. The application will follow the attached calendar. The Committee shall verify that the applicant is eligible to apply based on the date on which the librarian received his/her last promotion or range adjustment. If the applicant is eligible to apply, the Committee shall then prepare a written evaluation of the applicant's accomplishments as they relate to the criteria developed and

published by the University and make a recommendation as to whether the applicant should be granted a merit-based range adjustment at this time with a copy to the applicant. Documentation and criteria based evaluation of those not recommended is to be similarly provided. If the applicant is deemed ineligible to apply, the application shall be returned to the applicant and no further action will be taken. In such case the Director of the Library shall be copied.

If the applicant has been deemed eligible to apply as set forth above, the Committee shall forward the application, evaluation and recommendation to the Library Director. The Library Director shall either accept the evaluation and recommendation of the Committee or shall perform his/her own evaluation and make a written recommendation.

The Library Director shall forward the application, all the evaluations and recommendations to the Provost with a copy to the applicant. The Provost shall either accept the evaluation and recommendation of the Director or shall perform his/her own evaluation and make a written recommendation and forward such to the President with a copy to the applicant.

The President shall make the final determination as to whether a merit-based range adjustment is warranted at this time. The applicant shall be informed of that decision in writing. A copy of the complete package shall be returned to the applicant(s) at this time.

If the decision of the President is to grant a merit-based range adjustment, the adjustment will be effective July 1 of the next fiscal year for 12 month librarians, or September 1 of the next academic year for 10 month librarians.

Article VII and Article XIV, G of the Statewide Agreement shall apply to librarian range adjustments under the same terms and limitations as such Article applies to promotions.

Calendar for Merit-Based Range Adjustment Program for Librarians

September 13 Announcement of the Availability of Merit-Based Range Adjustment(s) for Librarians

January 31 Submission of Application to Library Personnel Committee

February 28 Library Personnel Committee evaluation/recommendations to Library Director

March 15 Library Director Recommendations to the Provost

March 31 Provost Recommendations to the President

April 15 President's decision to the Library Personnel Committee and to the applicant(s). President forwards recommended Merit-Based Range Adjustment(s) to Board of Trustees which acts upon only those persons recommended for Merit-Based Range Adjustment(s) by the President.

May/June Board of Trustees act on President's recommendation.

June 30 Final decisions made known to all applicants in writing.

UNIVERSITY CRITERIA FOR LIBRARIAN RANGE ADJUSTMENT PROGRAM

NJCU Librarians enhance academic excellence and help students achieve success in keeping with *Transforming Lives: The New Jersey City Strategic Plan 2013-2018* by providing services including, orientations, workshops, research consultations, and the creation of materials and resources. The criteria of effective librarianship/performance, scholarship/professional work, and service flow from the goals of this strategic plan.

CRITERIA

An applicant for a range change must meet the following criteria: an outstanding performance in one of the following areas and a strong performance in the other two. The area of strong performance is chosen by the candidate.

1. A record of performance in the full range of the individual's professional responsibilities -since last promotion or range adjustment-resulting in a positive impact to the department, or a demonstrable record of professional or scholarly work at the local, regional, national and/or international levels performed in Library Sciences or another academic discipline relevant to the work of a librarian.
2. A record of measurable accomplishments/outcomes of a specific nature related to the individual's responsibilities in his/her work unit in support of the achievement of the overall goals and strategic plan of the University.
3. A record of contributions to building an effective work environment that strengthens teamwork, mentors/coaches and supports colleagues, and achieves a service-oriented approach to the work of the unit, or a demonstrable record of service or other contributions that advance the mission of the Library and/or the University as identified in the strategic plan.

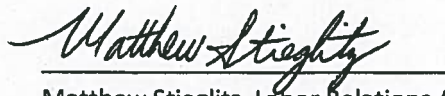
ELIGIBILITY

Full-time librarians who have not been promoted or received a range adjustment within the two years preceding the date of their application are eligible for an upward range adjustment.

Eligible librarians may only apply for the next highest range within their current concurrent academic rank.

A full-time librarian may not be awarded a promotion and a range adjustment in the same academic year.

For the University:

A handwritten signature in black ink, reading "Matthew Stieglitz", written over a horizontal line.

Matthew Stieglitz, Labor Relations Associate
NJCU Office of the President

Date: 10/26/18

For AFT Local 1839

A handwritten signature in blue ink, reading "Barbara Hildner", written over a horizontal line.

Dr. Barbara Hildner, President
AFT Local 1839

Date: 10/30/18