

LIBRARIAN RANGE ADJUSTMENT PROGRAM

Agreement

Article XVII of the State-wide Agreement between the State of New Jersey and the Council of New Jersey State Colleges Locals, AFT, AFL-CIO for July 1, 2007 to June 30, 2011, provides in part the following:

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.

The following guidelines, criteria, and procedures have been established by the University to implement the range adjustment program for eligible full-time librarians at William Paterson University.

I. General Guidelines

- A. The President of the University or his/her designee, after consultation with the Union, shall announce the number of range adjustments available for the following Academic Year on or before October 1st of each Academic Year.
- B. Applications will be filed and processed in the spring of each academic year based on the established calendar for the Librarian Range Adjustment Program. The President, after consultation with AFT Local 1796, shall develop a calendar setting forth range adjustment procedures which shall be published and distributed annually to all eligible full-time librarians. Candidates shall adhere to the dates set forth in the calendar.
- C. Librarians interested in applying for range adjustments should review Article XVII of the Statewide Agreement and the Librarian Range Adjustment Program included herein. William Paterson University shall provide copies of the Librarian Range Adjustment Program, the List of Eligibility (as provided at the beginning of each academic year) and calendar to all librarians.
- D. Although the Librarian Range Adjustment Committee (LRAC) may request additional information from the candidate to assist in its evaluation, it is the responsibility of candidates to provide the documentation to support their record of activity in rank or range across the merit-based criteria. Documentation of activity at a prior rank, range or employment activity at William Paterson University, or another organization or institution of higher education shall not be submitted as evidence of meeting the merit-based

criteria. The Administration will provide to the LRAC a list of applicants, which will include librarian appointment date, last promotion and/or range adjustment date(s), if any, and a printed copy of the Librarian Range Adjustment Program.

- E. The Administration will provide a list to all librarians notifying them of their eligibility status. Prior to distribution of such list, the Administration will provide to the Union for its review this list, which will include librarian appointment date, and last promotion and/or range adjustment date(s) if any.
- F. On or before the date set forth in the established calendar, applications must be submitted to the LRAC who will review the portfolios, make recommendations, and transmit the portfolios and recommendations to the Provost and Senior Vice President for Academic Affairs.
- G. Candidates for range adjustments shall not serve on the LRAC during their candidacies.
- H. The names of librarians who receive librarian range adjustments shall be included in information provided by the University to the Library Retention and Promotion Committee.

II. Librarian Range Adjustment Program – Eligibility

- A. Full-time librarians who have completed at least four years in their current rank or range, and who have not been promoted or received a range adjustment within the preceding four years shall be eligible to apply for range adjustments.
- B. A full-time librarian shall not be awarded a promotion and a range adjustment in the same academic year.

III. Librarian Range Adjustment Program Merit-Based Criteria

- A. To be eligible to apply for a range adjustment within rank, a librarian shall:
 - 1. Meet criteria in professional performance [(including teaching bibliographic instruction)],
 - 2. Exceed criteria (be exceptional) in one of the following and meet criteria (be effective) for the other:
 - a. Professional development,
 - b. Library/university/community service.
- B. The candidate shall indicate, on the required form, the category in which s/he considers him/herself to be exceptional (exceed criteria). The criteria are defined in the Faculty/Staff Handbook and the policy on “Retention and Tenure of Library Professionals” and herein (section III-D).

- C. Candidates shall provide documentation of their performance on all three merit-based categories of criteria outlines in III-A above during the previous four years in rank or range, and candidates may choose to submit evidence of their performance on the merit-based criteria for their entire length of service in their present rank or range.

Candidates must demonstrate that they meet criteria in professional performance (including teaching bibliographic instruction). Librarians are evaluated by the LRAC on their effectiveness in their performance of professional responsibilities as outlined in their job description and/or work assignments. Candidates must have two tenured librarians formally evaluate two different librarian instruction classes

Candidates must exceed criteria (be exceptional) in one of the following and meet criteria (be effective) for the other:

- a. Professional development – Scholarly and professional achievement is indicated by relevant course work above and beyond the MLS, scholarly writing, or other related endeavors as applied to the performance of professional library personnel. Professional activities include participation in professional and scholarly organizations, attendance at workshops, conferences and seminars and other related activities.
 - b. Library/university/community service – Contributions include service on committees, special assignments, community service and/or other activities which contribute to the purposes and functions of the University in relation to the community which it serves.
- D. Evidence of achievement of the merit-based criteria in a prior rank, range, or employment activity at WPUNJ, other organization, or institution of higher education shall not be submitted for consideration of a range adjustment.

IV. Procedures

Candidates shall develop a portfolio that includes the required Librarian Range Adjustment Application Checklist, a curriculum vitae, evidence of the quality of professional performance in the primary job assignment, including two peer observations of bibliographic instruction sessions, completed during the designated time within the current rank (as per the Checklist), the librarian's professional service record, a cover letter indicating the candidates' accomplishments related to the specifically applicable merit-based criteria, and supporting materials and documentation the candidate chooses to submit to the LRAC chair.

A. Librarian Range Adjustment Committee Review: Role of the LRAC

1. The LRAC shall be composed of the following:

- a. Two tenured librarians from Access and Information Services
- b. Two tenured librarians from Resource Management/Library Information Systems
- c. One at-large tenured librarian
- d. One Union observer (nonvoting) appointed by the Union (AFT)

In the event that either group in 1a. or 1b. above cannot provide one tenured librarian to the LRAC, sufficient members will be elected at large so that the LRAC membership will remain at five.

2. Election of the LRAC shall be accomplished by the normal process of election within the professional library staff.
3. The LRAC shall elect its own chair who is responsible for all committee correspondence and a report documenting the committee process which shall be submitted to the President of the University and to the Union (AFT).
4. A candidate may have access to his/her portfolio while it is in the possession of the LRAC except during a Committee session.
5. The LRAC shall base its review upon the information provided in the candidate's portfolio and any information provided to the LRAC in accordance with this policy.

B. Review by the Provost and Senior Vice President for Academic Affairs

1. The LRAC shall forward to the Provost a list of the candidates recommended for range adjustments equal to the number of available range adjustments.
2. The Provost shall review the candidates' portfolios and meet with the LRAC to discuss the recommendations. The Provost shall send to the President a list of candidates recommended for range adjustments, equal to the number of available range adjustments, with copies to the LRAC and the Director of the Library.
3. If the Provost recommendations differ from those of the LRAC, he/she shall send to the President, to the Director of the Library, and to the chairperson of the LRAC and the LRAC recommendation list, as well as his/her own, and give reason(s) for the difference(s).

C. Presidential Review

1. The President shall review the candidates' portfolios and the recommendations submitted by the Provost and the LRAC in making his/her decisions in the matter of range adjustments.

2. In the event of a difference between the recommendations to be made by the President and those that he/she has received from the LRAC, he/she or his/her designee shall meet with the LRAC and shall discuss his/her recommendations, before submitting the recommendations to the Board of Trustees.
3. Claims of violation of procedures by the LRAC must be reported to the President of the College/University by the individual grievant within fourteen (14) days from the date on which such claimed violation took place or fourteen (14) days from the date on which the individual grievant should have reasonably known of its occurrence. In the event of failure to report the occurrence within such fourteen (14) day period, the matter may not be raised in any later grievance contesting the validity of such committee's recommendation or any action based thereon.

V. Board of Trustees

- A. The Board of Trustees shall receive in writing the President's list of recommended candidates for range adjustments.
- B. The candidates shall be notified by the President of the University about the Board of Trustees' range adjustment decisions.
- C. The range adjustment decision of the Board of Trustees is final and not subject to appeal.

VI. Implementation

- A. The President shall announce by October 1 of each Academic Year that the program remains in effect, the number of range changes to be awarded with an effective date of the first day of the following Academic Year.
- B. A librarian granted an upward range adjustment shall be placed on the first salary step of the new range which provides a higher salary than his or her current step in his or her current range and moved to the next higher step in the new range, as described in Article XXII, Section C.
- C. The Administration and the AFT may request to reopen negotiations regarding issues limited to the Upward Range Adjustment process in May of each year during the agreement on any procedures related to the agreement. Either of the parties shall notify the other in writing, of its desire to commence negotiations, at least 30 days prior to the start of such negotiations. The spring process will not commence until negotiations are completed.

VII. Process for 2007-2008 and 2008-2009 Academic Years

The first elected Librarian Range Adjustment Committee (LRAC) will recommend the range adjustment recipient/s for both the 2007-2008 and 2008-2009 Academic Years. If multiple awards are provided for the 2007-

2008 Academic Year, based on the number of awards provided by the Administration, the highest ranking recommended candidates equal to the number of available awards for the 2007-2008 cycle will be awarded a range adjustment retroactive to July 1, 2008. Subsequent awards in any Academic Year will become effective at the commencement of the next Fiscal Year (i.e., July 1, 2009, for the 2008-2009 cycle).