

## RANGE ADJUSTMENT PROGRAM FOR FULL-TIME LIBRARIANS

### CRITERIA

*An applicant for a range change must meet ALL of the following criteria:*

- 1. Excellent performance in the full range of the individual's professional responsibilities over a significant period of time.*
- 2. Extraordinary and measurable accomplishments/outcomes of a specific nature related to the individual's professional responsibilities in his/her work unit in support of the achievement of the overall goals of the Library and the University.*
- 3. Significant contributions to building an effective work environment that strengthens teamwork, mentor/coaches and supports colleagues, and achieves a service-oriented approach to the work of the department, the Library and/or for the University.*

### ELIGIBILITY

*Full-time librarians who have completed three years in their current concurrent academic rank/title or range and who have not been promoted or received a range change adjustment within the three 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.*

### APPLICATION

A full-time librarian may apply for a range adjustment within concurrent academic rank by submitting a request for consideration to the Chair of the Library Personnel Advisory Committee (LPAC). Applications must be made on the forms provided by the Dean of Library Services which have been mutually agreed to by the Union and the University.

The application for a range adjustment shall first be reviewed by the LPAC which is responsible for certifying that the candidate is eligible for a range adjustment review. To determine that eligibility, the chairperson of the LPAC shall obtain from the VPHR the following information for the individual candidate: date of last promotion, date of last range change, and current salary range. If the LPAC determines that the candidate is not eligible, the candidate shall be notified in writing and his/her candidacy will be withdrawn.

The application shall include a current curriculum vitae, a concise cover letter indicating the librarian's accomplishments related to the criteria established by the University for this program and any additional materials the librarian wishes to submit that provide evidence of those accomplishments.

Evidence submitted for meeting the criteria shall be limited to accomplishments since the last promotion or last range adjustment.

Evidence from a prior concurrent academic rank or title at Montclair State University, or prior employment at another organization or institution of higher education shall not be submitted as evidence of meeting the criteria.

Applications may be filed and processed at any point in the fiscal year that the candidate believes he/she has met the criteria as long as the conditions set forth under the Eligibility section of this document have been met. Applications received within 90 calendar days of the end of the fiscal year will not be processed until the succeeding fiscal year.

## REVIEW PROCESS

### LPAC REVIEW

The LPAC shall serve as the initial reviewer of all personnel processes set forth above. The LPAC shall review the application and all materials submitted by the candidate to determine whether or not the candidate meets the criteria established for the specific personnel action under consideration. The LPAC shall then prepare a written evaluation which addresses the degree to which the candidate meets each of the relevant criteria and either recommend or not recommend the candidate.

The LPAC shall forward its recommendation and written evaluation to the candidate. The candidate may make a written response to the LPAC within five working days of receiving the LPAC's recommendation.

The LPAC shall forward to the Dean of Library Services the candidate's application, associated materials, final written evaluation and recommendation, and any response to the evaluation and recommendation.

### DEAN'S REVIEW

The Dean shall prepare a written evaluation of each candidate and either recommend or not recommend the candidate for the specified personnel action. The Dean shall forward his/her evaluation and recommendation to the candidate. The candidate may make a written response to the Dean within five working days of receiving the Dean's evaluation and recommendation.

The Dean shall forward to the Provost the candidate's application, associated documents, final written evaluation and recommendation, and any response to the evaluation and recommendation.

#### PROVOST'S REVIEW

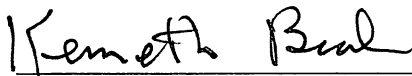
The Provost shall either recommend or not recommend the candidate for the specified personnel action and forward the recommendation to the President and the candidate.

#### PRESIDENTIAL REVIEW

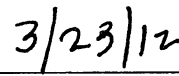
The President shall review the candidate's application file and shall notify the candidate in writing as to whether or not she/he has approved the specified personnel action.

#### SIDE LETTER OF AGREEMENT

Full time librarians who are eligible to apply for a range change and who believe they meet the criteria may apply by May 1, 2012 and indicate on their application whether they are applying for a range change to be effective July 1 of 2008, 2009 or 2010. Applications will be considered with respect to whether they meet the criteria for that specific timeframe



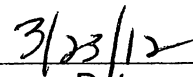
For the Union



Date



For the University



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