

Memorandum of Agreement
between Montclair State University (the University) and AFT Local 1904 (the Local)
regarding the Faculty Range Adjustment Program

Whereas, for the purposes of efficiency and planning, the University seeks to adopt a fixed, annual timeline for the submission of Faculty Range Adjustment applications effective starting with the 2025-2026 academic year;

Whereas, in the interest of pay equity and to provide greater flexibility in compensation progression, the Local seeks to allow faculty to apply for movement to a higher salary range in their current rank;

Now, therefore, the Parties agree as follows:

1. Agreements in Place

The terms, conditions, and procedures for the Faculty Range Adjustment Program are specified by Article XXI.J.5 [SALARY AND FRINGE BENEFIT AGREEMENT] of the State-wide Agreement, and Section 5 [RANGE ADJUSTMENT PROGRAM] of the Local Selected Procedures Agreement (LSPA).

2. Range Eligibility and Established Timeline

The Parties agree to change Section 5.2.2 of the LSPA effective September 1, 2025 in order to allow faculty to apply to be moved to a higher range in their current rank.

5.2.2 "Eligible faculty members may only apply for the next highest range in their current rank as specified in 5.1.1."

Proposed New Language for 5.2.2: Starting September 1, 2025 eligible faculty members may apply to any higher range in their current rank, including range X.

The Parties agree to change Section 5.3.5 of the LSPA effective September 1, 2025 to allow for the submission of applications using an established timeline.

5.3.5 "Starting March 10, 2003 applications may be filed and processed at any point in the academic year that the candidate believes he/she has met one of the criteria as long as the conditions in 5.2.2 above have been met. Applications received within 90 calendar days of the end of the spring semester will not be processed until the succeeding academic year."

Proposed New Language for 5.3.5: Starting July 1, 2025 applications may be filed and processed by the established deadline posted in the Administrative Calendar if the candidate has met the criteria outlined in 5.2.1.

3. Application Review Levels

Applications shall be submitted for review on February 10 each year. This deadline will be included in the Administrative Calendar. The University will propose a corresponding timeline for the levels of review and consult with the Local prior to finalization and posting.

Review levels are as follows:

The candidate's application is submitted to Department Chair/ADF and Chair of DFRAC/SFRAC.

The DFRAC/SFRAC's written evaluation and recommendation shall be sent to each candidate within ten (10) business days.

A written appeal by the candidate shall be sent to the DFRAC/SFRAC, if necessary, within five (5) business days.

A written response by DFRAC/SFRAC to the candidate shall be sent within five (5) business days.

The DFRAC/SFRAC shall forward each candidate's file to the Department Chair/ADF.

The Department Chairperson's/ADF's written evaluation and recommendation shall be forwarded to each candidate within ten (10) business days.

A written appeal by the candidate shall be sent to the Department Chairperson/ADF, if necessary, within five (5) business days.

A written response by the Department Chairperson/ADF shall be sent to the candidate within five (5) business days.

The Department Chairperson shall forward each candidate's file to the Dean. In academic units without a department chairperson, the ADF shall forward each candidate's file to the School Director or, in schools without a director, to the appropriate Dean.

The School Director's written evaluation and recommendation shall be sent to each candidate within five (5) business days.

A written appeal by the candidate shall be sent to the School Director, if necessary, within five (5) business days.

A written response by the School Director shall be sent to the candidate within five (5) business days.

The School Director shall forward each candidate file to the Dean.

The Dean's written evaluation and recommendation shall be sent to each candidate within five (5) business days.

A written appeal by the candidate shall be sent to the Dean, if necessary, within five (5) business days.

A written response by the Dean shall be sent to the candidate within five (5) business days.

The Dean shall forward each candidate's file to the VPAA.

The VPAA's written evaluation and recommendation shall be sent to each candidate within fifteen (15) business days.

A written appeal by the candidate shall be sent to the VPAA, if necessary, within five (5) business days.

A written response by the VPAA shall be sent to the candidate within five (5) business days.

The VPAA shall forward each candidate's file to the President.

The President shall inform each candidate of their recommendation within ten (10) business days.

4. **Effective Date for Range Adjustment**

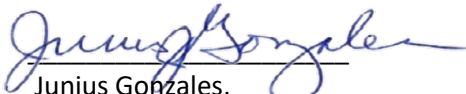
The range adjustment for successful applications shall take effect in the following academic year on September 1st for ten-month faculty and July 1st for twelve-month faculty.

5. **Preservation of Existing Agreements**

This Agreement does not otherwise alter nor supersede other agreements between the State of NJ and the Council of NJ State College Locals, nor any agreements between the University and the Local, including the Local Selected Procedures Agreement.


In witness whereof, the representatives of the University Administration and AFT Local 1904 have acknowledged their understanding of this Letter of Agreement and affix their signatures below.

On behalf of the University


Junius Gonzales,
Provost and Senior VPAA

Date: 06-30-25

On behalf of AFT Local 1904


Hugh Curnutt, VP for Negotiations

Date: 6/27/25