

**Kean University**  
**Range Adjustment Review Calendar**  
**Academic Year 2017-2018**

<b>Activity</b>	<b>To be completed on or before</b>
1. Candidate notifies the School/Department ARTP Committee of his/her intent to apply for a Range Adjustment and submits their portfolio.	Jan. 5, 2018 (Fri.)
2. ARTP Committee certifies that the candidate is eligible for a range adjustment review, the portfolio contains the required documents and rank orders applicants, as required by guidelines.	Jan. 12, 2018 (Fri.)
3. A candidate may appeal in writing a finding that they are not eligible for a range adjustment review.	Jan. 19, 2018 (Fri.)
4. School/Department ARTP Committee must respond in writing to any appeal and forward to the University Range Adjustment Committee (URAC) the following: (a) list of eligible candidates; (b) certification of required documents; (c) rank ordering of candidates; (d) appeal correspondence; and (e) candidates' portfolios.	Jan. 26, 2018 (Fri.)
5. The URAC reviews the candidates' portfolios, rank orders the candidates as required by policy, and notifies the candidates of its decision.	Feb. 23, 2018 (Fri.)
6. Candidates not recommended by the URAC for a range adjustment may submit a written appeal to the URAC on substantive grounds.*	Mar. 2, 2018 (Fri.)
7. The URAC responds to the appeal in writing and forwards to the VPAA a list of recommended candidates in rank order, as required.	Mar. 9, 2018 (Fri.)
8. The VPAA reviews the candidates' portfolios and the recommendations of the URAC, notifies the candidates of his/her recommendation and forwards a list of recommended candidates to the President.	Mar. 16, 2018 (Fri.)
9. A candidate not recommended by the Provost/Vice President for a range adjustment may file a written appeal to the VPAA on substantive grounds.*	Mar. 23, 2018 (Fri.)
10. The Provost/Vice President responds to the substantive appeal in writing and forwards the recommended list of candidates to the President.	Mar. 29, 2018 (Thurs.)

11. The President sends the candidates written notification of intent to recommend or not recommend a range adjustment to the Board of Trustees. Apr. 6, 2018 (Fri.)
12. Candidates not recommended for a range adjustment by the President may file a written appeal to the President on substantive grounds.\* Apr. 13, 2018 (Fri.)
13. The President responds to the substantive appeals in writing. Apr. 20, 2018 (Fri.)
14. The President forwards range adjustment recommendations to the Board of Trustees for official action. May 7, 2018 (Mon.)

\*Candidates cannot appeal the rank order assigned by the ARTP, the URAC or the Provost/Vice President. Cases involving alleged procedural violation, discriminatory treatment or denial of academic freedom are to be handled under the Agreement grievance procedure.