

**Kean University
Range Adjustment Application Form**

Name _____ Department _____

Current Rank _____ Appointment Date _____

Date of Last Promotion _____ Date of Last Range Adjustment _____

ARTP Certification

_____ Verification that the candidate is eligible for Range Adjustment consideration.

_____ Verification that the candidate's Portfolio is arranged according to the format designated for a Range Adjustment Application.

_____ Verification that the candidate has provided supporting documentation for activities across the three merit-based criteria.

_____ Verification that in cases of more than one candidate from the same department, the candidate was ranked in priority order based on the merit-based criteria.

_____ Verification that the candidate received in writing the ARTP's Range Adjustment recommendation.

Decision: Affirmative _____ Negative _____

Department Chair _____ Date _____
(signature)

Candidate _____ Date _____
(signature)

University Range Adjustment Committee Recommendation (URAC)

Decision: Affirmative _____ Negative _____

_____ Verification that candidate and Department Chair have been notified in writing regarding the URAC Range Adjustment recommendation.

Range Adjustment Committee Chair _____ Date _____
(signature)

Provost Recommendation

Decision: Affirmative _____ Negative _____

Provost _____ Date _____
(signature)

Presidential Recommendation

Decision: Affirmative _____ Negative _____ Date _____

President _____ Date _____
(signature)

Range Adjustment Form
CANDIDATE ACKNOWLEDGMENT SECTION

The University Range Adjustment Committee shall not consider an Application for Range Adjustment until the Candidate has signed the Acknowledgement Section.

This document is signed following the department level (ARTP) review of the candidate's portfolio. The candidate's signature acknowledges that the specific actions mentioned have been taken, and the candidate is aware of all rights and responsibilities indicated below.

This is to certify that the Range Adjustment candidate:

1. was notified by the university of the criteria and procedures for application for a Range Adjustment, as required by the Range Adjustment Program and Guidelines;
2. was shown all peer observations signed by the faculty and/or Dean observers;
3. has seen the student evaluations and summary sheets;
4. has seen all material included in his/her Portfolio;
5. has received written notification of the ARTP's recommendation;
6. is aware of the right to file a grievance (procedural, discriminatory claim, or denial of academic freedom) regarding his/her application for a Range Adjustment;
7. is aware of the right to appeal, in writing, the Range Adjustment recommendation of the ARTP Committee, URAC, Provost, or President and is aware that responses to appeals will be provided to the candidate in writing; and
8. certifies that the information presented in the candidate's portfolio is complete and accurate.

Signature of Candidate _____ Date _____

GUIDELINES FOR ORGANIZING AND PRESENTING PORTFOLIO

IMPORTANT: The candidate is expected to follow these guidelines for organizing and presenting the Range Adjustment Portfolio. To undertake a comparative evaluation, it is essential that reviewers be provided with candidates' materials in the same organizational format. Candidates who do not arrange their Portfolios in this required format will not be considered for a Range Adjustment.

Format:

- The Portfolio should be bound using a three-ringed binder (any color or size). The Range Adjustment Application Form should be the first page of the Portfolio.
- The candidate must include a Table of Contents (with page numbers) placed directly after the Range Adjustment Application.
- The Portfolio should be divided into three (3) sections according to the criteria listed on the following pages: Teaching, Scholarship, and Service to University and Community. Any dividers may be used as long as they are appropriately labeled and visible to reviewers.

Documentation:

- Do not list a document or activity in more than one section or within the same section in different places, unless necessary.
- Authored or edited books and other materials should be submitted in forms amenable to review. If materials submitted will not fit in a binder, they should be referenced in the binder and included in the submission as a clearly labeled attachment.
- Copies of awards, articles, or book chapters should be submitted along with copies of any prefatory, explanatory material such as a Table of Contents.
- Candidates who are submitting evidence of performances or projects that do not fit into the traditional scholarship format (e.g., art projects) may submit them in any appropriate format. For example, a candidate can submit photographs of paintings or CDs of musical performances.
- When documenting a paper presentation, the candidate should submit a copy of the paper delivered and not submit the entire conference program (a copy of the page on which your presentation appears will suffice; prefatory material may be copied and submitted).
- Upon completion of the Portfolio, the Chair of the ARTP Committee should review its contents for completeness before it is reviewed by the Committee.

Range Adjustment Criteria

The documentation is to be provided in four (4) sections in the following order:

- A. Teaching Effectiveness
- B. Scholarship
- C. Service - University and Community
- D. Up-to-date Curriculum Vitae

- A. Teaching Effectiveness: as demonstrated by such evidence as evaluation by students and colleagues, development of new teaching materials and courses, etc.
 - *1. Student Evaluations (at least two classes taught during the current or previous two academic years; submit summary sheets as well as raw data of student evaluations and comments; a minimum of two four summary sheets should be included).
 - *2. Written teaching observations by three different members of School/Departmental ARTP Committee or special committee appointed by the College/School Dean. This committee is responsible to observe the candidate's classroom teaching ability. One observation shall be made by the department chairperson (except in those cases where the chairperson does not participate in deliberations and recommendations), or by the chairperson of the special committee appointed by the College/School Dean.
 - 3. Most up-to-date syllabi for courses taught over the past four academic years.
 - 4. Instructionally-Related Activities (preparation and delivery of instruction through non-traditional formats; development of courses, programs, teaching materials, instructional strategies, etc.)
 - 5. Development and/or implementation of innovative or special instructional strategies and materials such as lab manuals, etc.
 - 6. Development of programs, minors certificates and/or courses for the General Education Program.
 - 7. Awards for Excellence in Teaching (awards earned on-or off campus within the evaluation period at the time of application).

- B. *Scholarship*: as demonstrated by refereed publications (articles, chapters, book reviews, etc.), books, creative works/activities, paper presentations, funded research grants, journal editing/reviewing, awards, etc. *
1. Publications (articles, monographs, reviews, essays, book chapters, and books; cite in a standard format, including any co-authors, title, journal, publisher, volume, and date and page numbers)
 2. Presentations (distinguish between refereed and non-refereed papers as well as level of presentation – local, state, regional, national, international; - professional papers, workshops, speeches)
 3. Artistic Exhibits/Performances (an external peer/critic evaluation should accompany these documents; include title/topic, location, date)
 4. Funded Research Grants (identify internal and external sources, purpose and amount of funding)
 5. Other Completed Scholarly Activities (title, brief description, and date)
 6. Awards for Excellence in Scholarship (awards earned on- or off-campus within the evaluation period at the time of application)
- * Candidates should not list or include for review any publication or activity that has not been published, presented, accepted, or displayed.

Service - University and Community: as demonstrated by such activities as advisement, participation in college governance, improvement of departmental, divisional, and all-college programs, service to students, service to the college/community and discipline-related or university professional organizations, etc.

1. Advisement (completion of Advisement Self-Evaluation Forms by the Chair and candidate; no other documentation should be submitted, e.g., personal letters from students or colleagues)
2. University Committees (distinguish between departmental, College, and University. Name the Committee, year, and position; no other documentation needed)
3. Other On-Campus Service (brief description and dates)
4. Community Service (distinguish between discipline-related and University-related service; brief description and dates; no other documentation needed)
5. Other Service-Related Activities
6. Awards for Excellence in Service (awards earned on- or off-campus within the evaluation period at the time of application)

Questions regarding completion of the Range Adjustment Application should be forwarded to the Chair.