



# KEAN

## RANGE ADJUSTMENT

Application Calendar for Academic Year 2024-2025  
(for Range Adjustments effective AY 2025-2026)

<b>RANGE ADJUSTMENT Activity</b>	<b>To be Completed on or Before</b>
1. Eligible faculty member <sup>1</sup> notifies in writing the Department Chairperson of their intent to apply for a range adjustment and requests a Range Adjustment case packet <sup>2</sup> .	Dec. 16, 2024 (Mon.)
2. Candidate submits their Range Adjustment Portfolio to the Department ARTP Committee.	Jan. 6, 2025 (Mon.)
3. Department ARTP Committee certifies that the candidate is eligible for a range adjustment review and that the portfolio contains the required documents. Department ARTP Committee reviews materials, rank orders applicants, and sends written notification to the candidate, as required by guidelines.	Jan. 24, 2025 (Fri.)
4. Candidate may appeal in writing a finding that they are not eligible for a range adjustment review.	Jan. 31, 2025 (Fri.)
5. Department ARTP Committee must respond in writing to any appeal and forward to the University Range Adjustment Committee (URAC) the following: List of eligible candidates, certification of required documents, rank ordering of candidates, appeal correspondence, candidates' portfolios.	Feb. 7, 2025 (Fri.)
6. The URAC reviews the candidates' portfolios, rank orders the candidates as required by policy, and notifies the candidates of its decision.	Feb. 21, 2025 (Fri.)
7. Candidates not recommended by the URAC for a range adjustment may submit a written appeal to the URAC on substantive grounds <sup>3</sup> .	Feb. 28, 2025 (Fri.)
8. The URAC responds to the appeal in writing and forwards to the Provost/SVPAA a list of recommended candidates in rank order.	Mar. 7, 2025 (Fri.)

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<sup>1</sup> A full-time faculty member who recently received a promotion or range adjustment award must complete four years in the rank or range before applying for another promotion or range adjustment. Untenured faculty are not eligible to apply for range adjustment.

<sup>2</sup> Range adjustment applications are submitted electronically via *Interfolio*. Email [interfolio@kean.edu](mailto:interfolio@kean.edu) to request a case packet.

<sup>3</sup> Candidates cannot appeal the rank order assigned by the ARTP, the URAC or the Provost/Senior Vice President. Cases involving alleged procedural violation, discriminatory treatment or denial of academic freedom are to be handled under the current AGREEMENT's Grievance Procedure (Article VII).

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| 9. The Provost/SVPAA reviews the candidates' portfolios and the recommendations of the URAC. The Provost/SVPAA forwards a list of recommended candidates to the President, and notifies the candidates of the decision. | Mar. 17, 2025 (Mon.)  |
| 10. Candidates not recommended by the Provost/SVPAA for a range adjustment may submit a written appeal to the Provost/SVPAA on substantive grounds <sup>3</sup> .   | Mar. 21, 2025 (Fri.)  |
| 11. The Provost/SVPAA responds to the substantive appeal in writing and forwards the final recommended list of candidates to the President.   | Mar. 26, 2025 (Wed.)  |
| 12. The President sends the candidates written notification of intent to recommend or not recommend a range adjustment to the Board of Trustees.  | April 7, 2025 (Mon.)  |
| 13. Candidates not recommended by the President for a range adjustment may file a written appeal to the President on substantive grounds <sup>3</sup>   | April 11, 2025 (Fri.) |
| 14. The President responds to the substantive appeals in writing.   | April 16, 2025 (Wed.) |
| 15. The President forwards range adjustment recommendations to the Board of Trustees for official action.   | May 5, 2025 (Mon.)    |