

May 7, 2007

UMDNJ OFFICE OF ACADEMIC AFFAIRS

FACULTY AND LIBRARIAN OUT-OF-CYCLE SALARY INCREASES

**Article VIII, Section D, Agreement between UMDNJ and Council of Chapters of
AAUP, July 1, 2004 – June 30, 2009**

The purpose of faculty and librarian out-of-cycle salary increases is to provide a mechanism, beyond normal merit adjustments, for the University to utilize in maintaining competitive and appropriate levels of faculty and librarian compensation. Out-of-cycle salary increases provide base salary adjustments to faculty members or librarians based upon:

- significant internal equity/market considerations
- or
- a significant accomplishment or series of accomplishments which promote the stated missions and strategic goals of the University

Each School and unit at UMDNJ has guidelines and indices of excellence to judge performance in research, teaching, patient care, service and administration. To receive an out-of-cycle salary increase, an AAUP bargaining unit member should demonstrate continued excellent performance in at least several of the missions of the University. In no event may an out-of-cycle salary increase be approved for an individual whose performance is not at least satisfactory.

All requests for out-of-cycle salary increases must be reviewed within the context of the total compensation of the faculty member or librarian. Out-of-cycle increments may be in any amount as long as the maximum of the pertinent salary range is not exceeded.

CRITERIA:

Out-of-cycle salary increases may be given based upon one or both of the following criteria:

1. **Internal Equity/Market:** A faculty member or librarian whose salary is less than others of the same rank at UMDNJ, but whose accomplishments are demonstrably equal or greater, may be given an out-of-cycle salary increase for the purpose of achieving internal equity in compensation. Likewise, a faculty member or librarian whose compensation is significantly below the market for his/her position may be accorded an out-of-cycle salary increase if such is consistent with the faculty member's or librarian's level of performance.

Consideration of out-of-cycle salary increases for either internal equity or market reasons must encompass an assessment of both. The University is not obligated to continue compensation practices which may have resulted in the overcompensation of faculty or librarians merely to maintain parity among staff. Neither should a request for a market-based adjustment be reviewed without due consideration of the impact such an adjustment would have upon compensation relationships internal to the University.

Requests under this criterion should include:

- the individual's C.V.
- letter of recommendation from the Chair, or direct supervisor in the case of librarians.
- data from the department, School and external marketplace substantiating the need for an out-of-cycle increase on the basis of equity. The internal comparative salary data should include names, ranks, dates of hire, FTEs and salaries of pertinent School and department faculty.
- a cover letter making the request from the Dean or University Librarian to the Executive Vice President for Academic and Clinical Affairs, with a copy of the entire package to the Vice President for Academic Affairs.

2. **Achievement:** A faculty member or librarian may be given an out-of-cycle salary increase for accomplishments that demonstrably and substantially exceed the requirements of his/her position. (See Appendix for examples of indicators of achievement.) There should be evidence of continuing performance at an exceptional level since the last promotion or appointment.

Requests under this criterion should include:

- the individual's C.V.
- letter of recommendation from the Chair, or direct supervisor in the case of librarians, detailing the individual's accomplishments upon which the out-of-cycle increase request is based
- salary comparisons with appropriate peers within the department or School
- cover letter from the Dean or University Librarian making the request to the Executive Vice President for Academic and Clinical Affairs, with a copy of the complete package to the Vice President for Academic Affairs

Nominations for out-of-cycle increases via the "alternative procedure" (majority vote of department members, librarians or School of Nursing faculty present at a regularly scheduled meeting) should be sent by the Dean or University Librarian to the Executive Vice President for Academic and Clinical Affairs with or without a supporting recommendation, with a copy to the Vice President for Academic Affairs.

APPENDIX

The following are examples of indicators of excellence for the justification of out-of-cycle base salary increases for faculty and librarians under the criterion of “achievement.” Each of the indicators utilized should be measurable.

INDICATORS OF ACCOMPLISHMENTS IN RESEARCH (FACULTY)

1. Extramural funding for research as P.I., both federal and other sources.
2. Publications in refereed journals, especially the major scholarly journals of the discipline.
3. Grant reviewer for national and international research sponsors.
4. Invitation to present papers at major symposia and meetings.
5. Exceptional contribution to the research of others.
6. Election to prestigious, limited-membership research societies in the discipline.
7. Publication of monographs.
8. Publication of invited review articles or book chapters.
9. Editorship and/or service on the editorial board of major journals.
10. Recognition from peers in the appropriate fields, such as fellowships, honors and awards.
11. Organization or chairing of major symposia, and/or editorship of published conference proceedings.
12. Publication in non-refereed but widely-recognized professional journals.

INDICATORS OF ACCOMPLISHMENTS IN TEACHING (FACULTY)

1. Membership in Master Educators’ Guild.
2. Selection for outstanding teaching recognition awards within the University.
3. National honors and awards for excellence in teaching or educational innovation.
4. Development of effective and innovative educational methodologies and materials.

5. Excellent evaluations of teaching performance by student and/or housestaff surveys, chairperson evaluation, peers and other documentation.
6. Excellent student/housestaff outcomes on examinations, certification, licensure, etc.
7. Publications of acclaimed instructional material.
8. Innovative approaches to evaluate student/housestaff performance.
9. Contribution to new curriculum development; creativity in curriculum design.
10. Special initiative in or development of new courses, innovation in course content or significant revisions of existing courses.
11. Invited presentations, workshops, articles on teaching strategies, teaching effectiveness, educational modalities, curriculum.
12. High acclaim for continuing education activities.
13. Responsibility for extracurricular student scholarly activities.
14. Exceptional participation in student/housestaff counseling.
15. Sponsorship/directorship of independent research of pre-doctoral students, post-doctoral fellows and housestaff.

INDICATORS OF ACCOMPLISHMENTS IN PATIENT CARE (FACULTY)

1. Evidence of excellence in patient care, including patient outcome measures, patient satisfaction and productivity.
2. Major contributions to enhancing the clinical reputation of the University.
3. Development of and/or contributions to University or School clinical centers of excellence.

INDICATORS OF ACCOMPLISHMENTS IN SERVICE (FACULTY AND LIBRARIANS)

1. Major participation in national, regional or state professional organizations.
2. Service on major government commissions, task forces or boards.
3. Service on University, School or department task forces and committees.
4. Exceptional contributions to the community
5. Attraction of significant external development support.

6. Evidence of peer group recognition for exceptional accomplishment.
7. Exceptional contributions to external development efforts.
8. Advisor to student or community organizations.
9. Excellence and proven accomplishments in administrative roles within the School, department or Libraries.

INDICATORS OF ACCOMPLISHMENTS IN LIBRARIANSHIP

1. Introduction of innovative modes of access to scholarly resources.
2. Implementation of technological advances that enhance the utilization of information resources.
3. Receipt of recognition, such as awards, from peers in appropriate fields.
4. Development of customized health informatics services and products.
5. Development of effective and innovative educational content, methodologies and materials.
6. Ability to teach effectively students, faculty and housestaff.
7. Instrumental in integrating scholarly electronic resources into educational curriculum of the schools.
8. Publication in relevant professional journals.
9. Presentation of papers and poster sessions at professional meetings.
10. Active participation in national, state or regional professional organizations.
11. Significant enhancement of the information retrieval skills of faculty, students, housestaff and staff through a variety of educational formats.
12. Fostering collaboration with clinical faculty to improve the quality of patient care.
13. Fostering collaboration with outside companies and organizations to improve access to information.
14. Providing services or products to the general community to enhance their ability to retrieve and interpret health care information.