

FACULTY COMPENSATION PROGRAM (FCP) INSTRUCTIONS

University Libraries

[excerpted from the July 1, 2007 – June 30, 2011 University - AAUP-AFT Collective Bargaining Agreement, Article VIII]

PART TWO: FACULTY COMPENSATION PROGRAM (herein "FCP")

I. Criteria

To the extent of funds available as set forth in PART ONE, Sections II, III and IV of this Article VIII for the fiscal years identified therein, regular and enhanced salary increases will be awarded to faculty members, including those who have demonstrated recent and continuing excellence based on one or more of the criteria of librarianship, scholarship, and service. In addition, enhanced salary increases may be awarded to faculty members whose current compensation warrants special consideration on the basis of academic or professional contributions in comparison with compensation of colleagues of similar achievement in the department or discipline at large.

II. Eligibility

Faculty members who meet all the requirements listed below shall receive regular salary increases and are eligible for consideration for enhanced salary increases:

1. The faculty member has an appointment at Rutgers at the time of consideration for a salary increase and during the year for which the salary increase is made; and
2. All faculty members serving in a full-time position as of the second payroll in October and who continue to serve in such position through the following July 1, or who have served three years in a part-time position as of July, shall be eligible for consideration for an enhanced salary increase; and
3. With respect to a faculty member in his or her terminal year at Rutgers during the effective date of the salary increase, a regular increase shall be awarded but the faculty member is not eligible for an enhanced salary increase.

III. Allocation of Funds

Funds available for enhanced salary increases pursuant to the FCP will be allocated to the three geographic areas of the University (Camden, Newark and New Brunswick) based on the proportion of the total faculty in each of the three areas, except that 5% of the total funds available in 2008-2009, 5% of the funds available for enhanced salary increases in 2009-2010 and 5% of the funds available for enhanced salary increases in 2010-2011 shall be allocated to the President's reserve for distribution as specified in VI. 9. below.

IV. Size of Salary Increase

A salary increase pursuant to the FCP will be awarded as follows:

2008-2009: There shall be no regular salary increases. The total pool of funds set forth in PART ONE Section II shall be available for enhanced salary increases. The amount of an enhanced salary increase, if any, that may be awarded shall be at least 1% of the faculty member's salary as of June 30, 2008 or \$500, whichever is less. The total salary increase a faculty member may receive is an enhanced salary increase of up to 9%.

2009-2010: The pool of funds as set forth in PART ONE Section III shall be available for regular and enhanced salary increases. All eligible faculty members shall receive

a regular salary increase of 2.75%. In addition, eligible faculty members may receive an enhanced salary increase. The amount of an enhanced salary increase, if any, that may be awarded shall be at least 1% of the faculty member's salary as of June 30, 2009 or \$500, whichever is less. The total salary increase a faculty member may receive is the regular salary increase of 2.75% plus an enhanced salary increase of up to 13.75% for a total possible salary increase of 16.5%. [emphasis added]

2010-2011: The pool of funds as set forth in PART ONE Section IV shall be available for regular and enhanced salary increases. All eligible faculty members shall receive a regular salary increase of 2.75%. In addition, eligible faculty members may receive an enhanced salary increase. The amount of an enhanced salary increase, if any, that may be awarded shall be at least 1% of the faculty member's salary as of June 30, 2010 or \$500, whichever is less. The total salary increase a faculty member may receive is the regular salary increase of 2.75% plus an enhanced salary increase of up to 13.75% for a total possible salary increase of 16.5%.

V. Announcement of Application of the Criteria

To ensure equitable treatment for their members, library units must formulate a statement of their own specific criteria for an enhanced salary increase and the application of them within the framework of the general criteria set forth in Section I. above. The tenured faculty of the library unit shall formulate and promulgate to the library unit such a statement prior to the commencement of the process for consideration for award of salary increases specified below.

VI. Consideration for Award of an enhanced salary increase:

1. Consideration for awards of enhanced salary increases shall be conducted in accordance with the following schedule:

- a. for awards effective July 1, 2008, consideration will begin during the fall 2007 academic term;
 - b. for awards effective July 1, 2009, consideration will begin during the fall 2008 academic term;
 - c. for awards effective July 1, 2010, consideration will begin during the fall 2009 academic term.
2. The library unit director shall announce twenty (20) days in advance that the Peer Evaluation Committees will be considering eligible faculty members for enhanced salary increases and that eligible faculty members are invited to submit relevant materials for consideration.
 3. Library units with four or more tenured members shall elect a Peer Evaluation Committee of at least three members, composed of tenured members of the library unit. In library units with fewer than four tenured members, all the tenured members shall constitute the Peer Evaluation Committee. In departments without tenured members, there shall be no Peer Evaluation Committee.

Nominations for the Committee may be made by any tenured member of the library unit. Elections to the Committee shall be by secret ballot of all full-time members of the library unit holding the rank of Librarian III or above who are not in their terminal year. The library unit director shall convene, but shall not participate in the deliberations of the Committee.

4. The university librarian shall provide guidance to the library unit directors concerning the funds available (stated in dollars or a meaningful range of dollars) from which the library unit or the Peer Evaluation Committee may make recommendations for enhanced salary increases pursuant to the FCP.

The Peer Evaluation Committee shall meet to evaluate all members of the library unit who are not members of the Committee, who are eligible for consideration for an enhanced salary increase pursuant to the FCP. The Committee shall determine, from among those faculty members considered, those who it will recommend for an enhanced salary increase, in accordance with the criteria set forth in PART TWO Section I. above. The Committee shall prepare a summary statement of its evaluation for each member of the library unit it recommends and shall indicate which one or more of those criteria is the basis for its recommendation.

5. Subsequent to completing the evaluation process set forth in 4. above, the Peer Evaluation Committee, at its option, may make recommendations to the library unit director, within the guidelines set forth in Section IV. above, concerning the size of the enhanced salary increase for those individuals whom the Committee has recommended for receipt of such an increase. If the Committee chooses to make such recommendations, the library unit director shall provide to the Committee, in confidence, the salary for each individual recommended by the Committee for an enhanced salary increase.
6. After the deliberations of the Peer Evaluation Committee are complete, the library unit director may either (a) endorse the Committee's recommendations, incorporating the names of the members of the Committee whom the library unit director judges meet the criteria for an enhanced salary increase, or (b) prepare an independent list of all of those faculty members in the library unit who, in the judgment of the director, should receive an enhanced salary increase. In addition, the library unit director shall review the salaries of members of the library unit and shall make recommendations, within the guidelines set forth in Section IV. above, as to the size of the enhanced salary increase for individuals on his/her list. For each faculty member the library unit director recommends, he/she shall indicate which one or more of the criteria set forth in PART TWO Section I above is the basis for his/her recommendation. The library unit director will then forward his/her recommendations and those of the Peer Evaluation Committee to the university librarian with justification and appropriate documentation. The library unit director will also forward with these recommendations the statement of the library unit, as specified in PART TWO Section V. above, although the statement shall not be binding on the university librarian in her deliberations.
7. Upon receipt of the nominees from each of the library unit directors within the Libraries, the university librarian shall formulate a list of nominees from among those proposed by the library units and including other faculty members not proposed by the library units who, in the judgment of the university librarian, are qualified, according to the criteria specified in PART TWO Section I above, for an enhanced salary increase. The university librarian's list shall include her recommendation as to the size of the enhanced salary increase for each individual on the list. For each faculty member the university librarian recommends, she shall indicate which one or more of the criteria set forth in PART TWO Section I. above is the basis for her recommendation.

Should the university librarian wish to include on her list an individual who the library unit director has not recommended for an enhanced salary increase or should the university librarian wish to increase or decrease the size of an enhanced salary increase recommended by the library unit director and where such increase or decrease exceeds one percent (1%) of that individual's salary, the university librarian

shall first discuss the matter with the library unit director. The university librarian will forward his/her recommendations to the Executive Vice President for Academic Affairs (EVPAA) with justification and appropriate documentation. The university librarian will, at the same time, forward to EVPAA the recommendations of the Peer Evaluation Committees and library unit directors.

8. The provost or EVPAA shall review the recommendations from the university librarian, deans, directors, chairpersons, and departmental committees and, from among the eligible faculty members and to the extent of funds allocated to his/her campus, shall make a final determination as to which faculty members on the campus shall receive enhanced salary increases and as to the size of each increase. The provost or EVPAA shall indicate which one or more of the criteria is the basis for his/her decision to grant the increase.
9. The President will receive from each of the campus provosts and the EVPAA the list of the provost's/EVPAA's actions and a list of remaining faculty members recommended by the university librarian, dean, the department chair, and/or the departmental Peer Evaluation Committee for an enhanced salary increase, plus a list of those eligible for an enhanced salary increase but not recommended at any level. The President may select from these lists a number of additional individuals to receive enhanced salary increases, who, in the President's judgment, best meet the criteria specified in PART TWO Section I. above. Such additional Presidential increases shall be limited to the President's 5% pool as set forth in PART TWO Section III. above.
10. In order to assist the university librarian, deans, provosts and EVPAA in recommending or awarding, as the case may be, enhanced salary increases to library units, department chairs, or to faculty members whose assignments or activities occur outside the confines of the standard departmental or decanal unit or who, in the judgment of the university librarian, dean, provosts or EVPAA, otherwise warrant enhanced salary increases, deans, provosts and EVPAA may set aside a portion of FCP funds available for enhanced salary increases with which to make recommendations (or, in the case of the provosts and EVPAA, decisions) to award enhanced salary increases so long as the percentage of program funds set aside does not exceed the following:
 - a. in the case of deans: 10% of the unit allocation.
 - b. in case of provosts and EVPAA: 5% of the campus allocation prescribed by Section III.

VII. Implementation

The University will notify individual faculty members who have been recommended for consideration for an enhanced salary increase of the action taken in regard to that recommendation. For each such faculty member, the University will inform the AAUP-AFT of the faculty member's department, campus, academic rank, and salary before and after the enhanced salary increase, if any; the level of the initial recommendation for an enhanced salary increase; the reason for the recommendation, specified in PART TWO Section I. above, and whether the faculty member was a member of the department Peer Evaluation Committee and/or a department chairperson.

Subsequent to the conclusion of the award process, the evaluation packets will be returned to the office of the university librarian. The university librarian will notify the library unit directors of the results of the FCP process for their library unit, that the material is available for review by them, and the dean will indicate his/her availability to discuss the FCP process with the library unit director. The library unit director shall inform the Peer Evaluation Committee of the substance of

such a discussion. Individual members of the faculty may review their own packets in accordance with the usual procedures for review of personnel files and may discuss their packets and review their professional progress with their library unit director or the university librarian.

VIII. Grievability

The academic judgment that forms the basis of the granting or failure to grant an enhanced salary increase, including the size of the enhanced salary increase, are not grievable. Allegations of a violation of the procedures set forth in this Faculty Compensation Program which results in the failure to grant an enhanced salary increase shall be brought under Article IX, Category 2 of the Agreement between the AAUP-AFT and the University.

IX. Information

1. The University will inform the AAUP-AFT as to the amount of funds allocated to the three geographic areas of the University pursuant to PART TWO Section I. above.
2. At the conclusion of the process, the University will inform the AAUP-AFT as to each faculty member nominated at any level of the process the enhanced salary increase, if any, recommended at each level, and the salary increase, if any, awarded, along with identification of recommended faculty members and awardees, as the case may be, from amounts set aside as described in Section VI. 10.