

## APPLICATION FOR FACULTY RANGE ADJUSTMENT

Applicants should submit completed applications to their department /school FRAC.

### I. EMPLOYMENT INFORMATION

Name	Current Rank
Department	Current Range/Step
School/College	Date of Most Recent Range Adjustment/Promotion <sup>1</sup>

### II. REQUIRED MATERIALS

A. Please check the relevant Merit-Based Criterion (appropriate box) under which you are applying.

☐ 1. The Assistant Professor who has not achieved the rank of Associate Professor but has demonstrated outstanding accomplishments applicable to two (2) of the three (3) criteria set forth in the applicable Faculty Roles and Expectations document.

☐ 2. The Associate Professor who has not yet achieved the rank of Full Professor but has demonstrated outstanding accomplishments applicable to at least two (2) of the three (3) criteria set forth in the applicable Faculty Roles and Expectations document.

☐ 3. The Full Professor who has demonstrated outstanding accomplishments in all three (3) of the criteria set forth in the applicable Faculty Roles and Expectations document either during the period following promotion to Full Professor or the most recent range adjustment within the rank of Full Professor.<sup>2</sup>

B. Please attach a current curriculum vitae.

C. Please provide a cover letter of no more than five (5) pages indicating your accomplishments as they relate to the specific criterion you checked in item "A" above.<sup>3</sup>

D. Any additional materials the faculty member wishes to submit relevant to an assessment of those accomplishments.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Last Updated: 09.09.2025

<sup>1</sup> Faculty members who have completed three (3) years in their current rank or range and who have neither been promoted nor received a range change adjustment within the three (3) years preceding the date of this application are eligible for range adjustment. A candidate cannot receive a range adjustment and promotion within the same year. Candidates may apply only for the next highest range within their current rank.

<sup>2</sup> Faculty who wish to be considered for a range change who were hired at full professor and thus have not gone through a promotion or range change adjustment procedure at Montclair should select this option (#3).

<sup>3</sup> Evidence submitted to meet the criterion shall be limited to accomplishments since either your most recent promotion or most recent range adjustment. Evidence from a prior rank or range at Montclair State University, or prior employment at another organization or institution of higher education will not be considered as evidence of meeting the criterion.