

**Faculty Range Adjustment
Application Checklist
2021-2022**

Candidate's Name:

Candidate's Department:

Current Rank:

In addition to teaching excellence, indicate area/areas in which candidate chooses to be judged as "exceeding criteria," demonstrating excellence (e.g. scholarship, service, both scholarship and service).

Checklist Items as indicated in the online process:

- 1. **Range Adjustment Application & Checklist** must include supporting materials addressing the "Faculty Range Adjustment Program Merit-Based Criteria." (See Faculty and Professional Staff Handbook, Faculty Retention and Promotion Clarified Criteria, Appendix III.) Documentation is required for publications, exhibits, performances and significant service and teaching. Candidate may submit any additional supporting material. (See Faculty and Professional Staff Handbook, Faculty Range Adjustment, Section III C.)
- 2. **Summary Statement** indicating the candidate's accomplishments related to the specifically applicable merit-based criteria and supporting materials.
- 3. **Current Curriculum Vita** which must include name, department, rank, rank date, faculty appointment date, higher education background--degree, year received, granting institution, including date on which terminal degree equivalency was established, if applicable; and academic and professional experience including publications and other creative works, research and scholarly work in progress; student advisement, professional service, special honors or awards; professional recognition, committee memberships or other university or community special assignments.
- 4. **Peer Observations**--Two Faculty Observations from the most recent semester available. Spring and fall 2020 peer observations cannot be included.
- 5. **Student Evaluations**--Two Student Evaluations from the most recent semester available. Spring and fall 2020 student evaluations cannot be included. Student numerical or letter evaluations (Accomplishes Well to Needs Improvement) can be utilized.
- 6. **Department Chair Certification**--The Department Chair must certify the applicants who submitted complete folders to the DFRAC by the deadline date appearing in the Range Adjustment Calendar. The Department Chair must submit such names in writing to the Office of the Provost no later than two business days after this deadline date.
- 7. **Department Range Adjustment Committee (DFRAC) Recommendation** (signatures of DFRAC committee members and the candidate must be provided at the end of the statement).