

Advancement to the 12th & 13th Step William Paterson University - Faculty

Pursuant to Article XXI of 2023-2027 State of New Jersey & Council of New Jersey State College Locals Collective Negotiated Agreement (“CNA”), William Paterson University, will award faculty (T/TT, Non-tenured Track, librarians) the 12th and 13th Salary Step increment as warranted by performance.

To ensure a fair and equitable process and good stewardship of resources, this assessment will be informed by evidence uploaded by faculty to their Faculty Success site (formerly called Digital Measures), an annual requirement of all faculty, and the [Fulfillment of Professional Responsibilities](#) described in the *Faculty and Professional Staff Handbook*. Eligible faculty will be notified in the Spring Semester with increments made effective either on their anniversary date or the date identified in the CNA. Eligibility for the “new” 13th step increment begins in the Fall semester for 10-month faculty.

To determine satisfactory performance, eligible faculty must ensure the following items are uploaded from the most recent three (3) calendar years (since Spring 2022) to their Faculty Success site by the first Monday in May:

- *To the Activities link:* General Information, Teaching, Scholarship/Research, and Service.
- *To the Teaching section, Scheduled Teaching link:* Syllabi from every course taught (only courses, not sections of a course, and only one syllabus from the most recent course taught) along with sample course artifacts.
- *To the Scholarship/Research section:* Scholarly artifacts (e.g., publication cover page with abstract, conference presentation description from program, other artifacts with faculty member’s name included) placed into the appropriate thematic box.
- *To the Service section:* Service artifacts (e.g., list of service involvement with dates, including leadership positions held, other artifacts with faculty member’s name included) placed into the appropriate thematic box.
- *To the 3 Year Summary Performance Reflection link:* A summary reflection (2,000 characters maximum) on all activities for the past three calendar years.

All courses taught are automatically uploaded under the Scheduled Teaching link in Faculty Success. Neither student course opinionnaires nor peer evaluations are required beyond that included in the prior post-tenure or retention portfolio in WP Connect. Also, in WP Connect will be a summary average rating of the mean of all ratings for all courses taught by the faculty member for the prior three calendar years. The equivalent average for department, college, and university will also be included. This information will be placed under a new “Course Means Summary” link found under the Faculty & Advisors tab, in the section with the other Faculty Success links.

Informed by the Faculty Senate approved [Standards of Rank](#), Deans assess performance of their faculty and exercise academic judgement based on materials described above. A letter from the Dean as to whether the increment is warranted by performance will be provided by the last business day in May.

Effective Date of Increment

If approved by the Dean, the salary increment will take effect either on their anniversary date or the date identified in the CNA.

Determination that Faculty's Performance Does Not Warrant the Step Increment & Faculty Request for Reconsideration

If the Dean determines that the faculty member's performance does not warrant the step increment:

- The Dean's letter must include specific reasons for the denial of the salary step increment.
- The faculty member may request a meeting with the Dean within 7 business days of the Dean's determination for reconsideration of the Dean's denial and provide additional evidence of performance.
- The Dean must schedule a meeting with the faculty member within 7 business days from the date faculty member requests a meeting with the Dean.
- The Dean reviews new evidence provided and issues a determination on the reconsideration request within 7 business days after the meeting.
- If the Dean determines that the faculty member's performance is satisfactory, the Dean will approve the salary increment to take effect either on their anniversary date or the date identified in the CNA. Approval by the Provost is required.
- If the Dean determines in the reconsideration that the salary step increase remains unwarranted, the faculty member may be considered the following year.