

## 2/AS/08/FAC--Temporary Faculty Range Elevation Policy

### A. Eligibility and Notification

I. Eligibility: Lecturers eligible for range elevation on the salary schedule shall be limited to those who have no more Service Salary Increase eligibility in their current range, and have served five (5) years in their current range.

2. Timetable. The formal beginning of review for range elevation shall be on or about October 1 for range elevation to be effective at the beginning of spring semester and prior to March 1 for range elevation to be effective at the beginning of Fall Semester. Conclusion of review normally shall be December 7 and May 7.

3. Notification:

a. On or before September 1 and February 1, the Office of Faculty Affairs shall notify those lecturers at the SSI maximum who have five (5) years of service in the current range that they may be eligible for range elevation. In that notification lecturers shall be informed that receipt of a previous Faculty Merit Increase may affect their eligibility for range elevation. Also, every department shall receive a list of lecturers eligible in that department.

b. Failure to notify an eligible lecturer shall not be cause for automatic granting of a range elevation. An eligible lecturer not properly notified may apply for range elevation nonetheless.

c. In the notification to the lecturers and the departments, the Office of Faculty Affairs shall provide the website address (URL) for the Range Elevation Policy

d. Each eligible lecturer shall be considered for a range elevation on the salary schedule unless he or she informs the Department Chair in writing of his or her desire not to be considered at this time.

4. Effective Date. A range elevation salary increase shall be effective at the beginning of the first appointment in the academic year following the review.

5. No Impact on Temporary Status of the Appointment: Range elevation does not imply any guarantee of future employment nor does it affect the conditional nature of the temporary appointment.

### B. Evaluation Criteria

Elevation to Range B will normally require either a discipline-appropriate terminal degree, or a significant amount of professional experience and development as listed below. Elevation to Ranges C and D shall require a discipline-appropriate terminal degree. To be recommended for range elevation, a lecturer must show professional growth and development appropriate to the lecturer's work assignment and the mission of the university during the period between the date of initial appointment or, where applicable, the date of the last range elevation and the time of the current request. This is the only review period in which candidates' professional achievements shall be evaluated. This section lists examples of activities that may be used to demonstrate appropriate professional growth and development. It is neither exhaustive nor minimal, but simply a listing of the typical professional activities engaged in by Lecturers in a wide range of disciplines. In all cases quality of performance and appropriateness of the activity shall be the primary consideration when evaluating the merit of a specific activity. Activities are listed alphabetically, and no weighting shall be inferred from the order.

- active participation at professional meetings and conferences
- activities enhancing the effective teaching of the discipline
- advising and mentoring student associations
- collaborative research and creative activity involving the campus and the community
- collaborative teaching
- contributions to improving the campus climate: the promotion of mutual respect and
- acceptance of diversity in all its forms

- creative activities in support of effective teaching
- curriculum and program development
- development of instructional materials
- development of standards *and/or* outcomes assessment
- editing of publications
- external fundraising and resource development related to the mission of the university
- grant proposals to conduct research in the discipline, to support pedagogy, or to further the mission of the University
- increased mastery of the discipline evidenced by additional relevant education or an additional degree
- involvement of students in the research and creative processes -leadership and active participation in service activities of professional associations
- leadership and special contributions to the basic instructional mission of the university
- leadership in faculty governance and campus life at the department, college, university, or CSU system level
- maintenance and technical support of university labs, equipment, materials, supplies, safety standards and any
- other support of environments that require advanced professional attention.
- mentoring of colleagues -organizing events and activities for the sharing of ideas and knowledge
- presentations at conferences
- professional contributions to the community, including professional efforts which bring the community and the campus together
- program advising
- publications, exhibitions, and/or performances that advance knowledge
- recruitment and retention of students
- research and/or creative activity in discipline related pedagogy
- research and/or creative activity in the discipline
- teaching and instructionally related activities
- thesis research and supervision

**C. Process**

1. Eligible individuals must apply prior to October 1 for range elevation to be effective at the beginning of spring Semester and prior to March 1 for range elevation to be effective at the beginning of Fall Semester. Temporary faculty who are eligible for range elevation in more than one department or unit must apply separately in each department or unit in which they are eligible.
2. Application Process: Temporary faculty seeking range elevation must submit their application form with the appropriate documentation to their department chair (or equivalent person for their unit).
3. Documentation: Material supporting a lecturer's request for range elevation should include:
  - a) Copies of all periodic evaluations, including IDEAs received during all years of the assignment and periodic peer reviews, if available.
  - b) A current vita.
  - c) Documentation of committee work or other service contributions, if any.
  - d) Documentation of scholarly and professional achievements, if any.
  - e) An explanation of why range elevation is warranted. See Section b.
4. The review process for range elevation is distinct from the periodic evaluation described in Article 15 of the Collective Bargaining Agreement. In range elevation review, it would typically be expected that evidence of the activities listed above would be reviewed. In periodic evaluation, evidence of these sorts of activities may be included at the request of the lecturer, but cannot be required for evaluation.

5. Review Process—Department or Equivalent Unit: The lecturer's application and documentation requesting range elevation shall be evaluated by the Retention, Promotion & Tenure (RPT) committee within the department or equivalent unit. The chair may provide a separate review if he or she did not serve on the RPT committee. The committee shall write an evaluation and make a recommendation in memo format to the dean no later than November 1 for Fall Semester applications and no later than April 1 for Spring applications. The chair, if performing a separate review, shall do the same. The recommendations will be forwarded to the candidate and the dean at the same time and the applicant will have a seven-day period to submit a written rebuttal to the dean, if desired.

6. Review Process--Dean: The dean will review the recommendations of the department and make a recommendation no later than November 15 for applications submitted in the Fall Semester and no later than April 15 for applications submitted in the Spring Semester. A copy of the recommendation will be sent to the candidate who will have seven days to respond in writing. The recommendations and candidate responses (if any) will then be forwarded to the Office of Faculty Affairs for final review and action. The Office of Faculty Affairs will then render its decision and notify the lecturer no later than 14 calendar days following receipt of previous recommendations and candidate's responses.

7. Peer Review Process:

Denial of range elevation shall be subject to a peer review process. In the case of an appeal, a Peer Review Panel shall be established in accordance with Article 12.20 of the CBA to hear appeals of any temporary faculty unit employee denied range elevation during that fiscal year. The Panel shall allow for appellants to make a presentation to the Panel and to be represented by CFA if so desired. The Panel shall convene and review the cases within thirty (30) days of the conclusion of the review period. The Panel shall render a decision within thirty (30) days of hearing the case. The decision of the Peer Review Panel shall be final and binding. The PRP will be comprised of two tenured faculty (one who will serve as chair as selected by the members), and one lecturer drawn from a lecturer pool holding 50% time base or more.

D. Range Elevation Amount

Initial placement on the faculty salary scale is determined by funding availability, advertised salary range, completion date of terminal degree (usually the doctorate) or the highest degree completed prior to hiring, experience since receipt of that degree, college level teaching experience, market conditions (availability of faculty with appropriate degree and experience, competitive salary conditions, etc.), special skills and professional accomplishment. This list is not exhaustive nor is every factor given the same weight. Conditions change from year to year which may influence the salary offered.

Range elevation for lecturers shall be accompanied by advancement of at least five percent (5%) on the salary schedule (31.6). Lack of funds shall not be reason for denial of range elevation.

In their reviews, if the department and/or dean recommends an increase greater than five percent, the reasons shall be stated in the recommendation sent to the Provost/VP. The decision to award a range elevation greater than five percent is at the final discretion of the Provost/Vice President.

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