

## 2017-2018 Range Elevation Procedures:

### *From SP 10-07:*

#### **Criteria**

*Range elevation represents a form of advancement that consists of moving from one classification (range) to another. An eligible lecturer must show evidence of a level of performance that shall be consistent with the criteria for appointment at the next higher range. Criteria for range elevation for temporary faculty (excluding coaches) shall be appropriate to the lecturer's work assignment.*

*Lecturers whose primary assignment is teaching have demonstrated excellence in facilitating student learning by maintaining currency in their field and by refining and improving teaching practices based on self-reflection and assessment. Examples of activities appropriate to lecturer work assignments that provide evidence for excellence in teaching and learning may include:*

- Developing or adapting innovative, effective teaching practices for outcomes-based courses;*
- Improving teaching effectiveness in response to peer and student evaluations;*
- Participating in teaching and learning workshops or professional conferences;*
- Making other contributions to student learning as appropriate to lecturer work assignments.*

#### **Application Process**

*Each candidate shall be responsible for complying with CSUCI's Lecturer Range Elevation Procedures developed consistent with this policy and the CSU Faculty Collective Bargaining Agreement. All application materials must be submitted to the Faculty Affairs Office on a date to be announced each academic year.*

#### **Application Procedure:**

Lecturers eligible for range elevation must submit a letter of application along with supporting materials to the Faculty Affairs Office **no later than September 25, 2017**. The review schedule will be as follows. After each level of review, a lecturer has the right to respond within 10 days (CBA 15.5):

|            | Evaluation begins | Notification to lecturer |
|------------|-------------------|--------------------------|
| Chair:     | 10/2/17           | 10/23/17                 |
| Dean:      | 11/3/17           | 12/1/17                  |
| Provost:   | 12/12/17          | 1/19/18                  |
| President: | 1/29/18           | 3/9/18                   |

Lecturers should submit the following to the Faculty Affairs Office:

1. Letter of application, not to exceed 1500 words, addressing the criteria stated in the policy. For lecturers whose primary assignment is teaching, these criteria involve teaching effectiveness. For librarians and counselors, or lecturers whose primary assignment does not involve teaching, the letter should address professional activities;
2. Current CV;
3. Portfolio of supporting materials (optional). Supporting materials might include, but are not limited to, syllabi and course materials, programs from teaching-related conferences or workshops attended, materials relating to professional development activities, and/or activities such as memberships in professional organizations that demonstrate efforts to maintain currency in a discipline, etc.

Materials will be forwarded to each level of review by the Faculty Affairs Office, and will be returned to the lecturer after the completion of the process.

Lecturers will receive a letter from the President informing them of the decision regarding their applications. In the case of positive decisions, upon reappointment for the following academic year the lecturer will be placed into the new appropriate range, with a salary increase of at least 5% (CBA 31.6). In case of a denial, should the lecturer wish to appeal the decision, a written request for a Peer Review (under article 12.20 of the Collective Bargaining Agreement) must be submitted within one week of receipt of the notice of denial.

For further information, please see SP10-07 Policy on Lecturer Range Elevation, and the following articles in the Collective Bargaining Agreement: 12.16-12.20; 31.6