



**SAN JOSÉ STATE  
UNIVERSITY**

**Office of Faculty Affairs**

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Associate Vice President  
*Joan M. Merdinger*

August 31, 2010

**TO:** VP/SA Laker, Deans, Department  
Chairs and School Directors

**FR:** Natalie M. King  
AAVP/FA

**RE:** **RANGE ELEVATION PROCEDURES FOR AY 2010-2011  
APPLICATION DEADLINE OCTOBER 28, 2010**

Under the terms of the current CFA-CSU Agreement, Article 12, Section 18:

*At least thirty (30) days prior to the commencement of the annual campus range elevation process, the campus shall notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation. In that notification the campus shall inform the lecturers that receipt of a previous FMI may affect their eligibility for range elevation. The parties agree that failure to notify an eligible lecturer shall not be cause for automatic granting of a range elevation.*

Range Elevation, described in Article 12.16-20 of the CFA-CSU Agreement and online at

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/CFAtoc.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/CFAtoc.shtml), is implemented by University Academic Senate Policy S10-7, also found online at <http://www.sjsu.edu/senate/S10-7.htm>.

University policy requires that Departments reviewing applications from lecturers for range elevation must utilize the established departmental RTP Committee to evaluate such applications. A copy of the procedures established by S10-7 must be made available to lecturers who may be eligible **no later than September 28, 2010.**

A listing of temporary faculty members who may be eligible for range elevation, based on a PeopleSoft report, is attached. PeopleSoft records indicate that the temporary faculty listed in the attached report have completed five (5) years of service in the department and have no remaining SSI counters. Please double check our listing to verify that information is correct; contact Melanie Kwan x.43235 in our Office to provide us with any corrections/edits.

As outlined in both the CFA-CSU Agreement and University Policy S10-7, lecturers eligible to be considered for range elevation are those who have no more service salary increase (SSI) eligibility in their current range, who have served five years in their current range, who meet the terminal degree requirements for their Department and who have demonstrated "advancement." The Range Elevation Calendar should be observed and the

**The California State  
University:**

Chancellor's Office  
Bakersfield, Channel Islands,  
Chico, Dominguez Hills, East  
Bay, Fresno, Fullerton,  
Humboldt, Long Beach, Los  
Angeles, Maritime Academy,  
Monterey Bay, Northridge,  
Pomona, Sacramento, San  
Bernardino, San Diego, San  
Francisco, San Jose, San Luis  
Obispo, San Marcos, Sonoma,  
Stanislaus

Application for Range Elevation cover sheet should be forwarded to each level along with all materials submitted by the candidate, memos from reviewers, along with any rebuttals. **To be evaluated for range elevation, each lecturer candidate must submit his/her application materials, conforming to the requirements stated in S10-7, by October 28, 2010.**

Please note that application materials submitted to the Department by range elevation applicants must also demonstrate advancement versus meritorious service in the following manner as stated in S10-7:

*Range elevation represents a form of advancement-that is, moving from one classification to another. An eligible lecturer must show evidence that he or she has reached a level of performance consistent with the requirements for appointment at the next higher range. Thus, more than continued satisfactory or excellent performance at one's current classification is necessary for range elevation.*

**The following materials are attached to assist you in the review of range elevation eligible lecturers:**

- 1) Range Elevation Calendar AY 2010-2011;
- 2) CFA-CSU Agreement, Article 12 "Appointments;" Sections 16-20, "Temporary Faculty Range Elevation;"
- 3) S10-7 "Policy Recommendation, Appointment and Evaluation Policy for Temporary Faculty;" and
- 4) Application for Range Elevation.

In addition, you will need to utilize the most current Listings of Terminal Degrees, 2006 for information regarding "...requirements for appointment at the next higher range.", which can be found on the Faculty Affairs website at [http://www.sjsu.edu/facultyaffairs/docs/TD\\_full.pdf](http://www.sjsu.edu/facultyaffairs/docs/TD_full.pdf).

We have seen a significant growth in applications for range elevation each year and we appreciate the efforts of the candidates, review committees, and staff members in adhering to the policies and procedures.

If you have questions or concerns, please call our office at (408) 924-2450.

Attachments

- c:     Office of the President  
       Provost & Vice President for Academic Affairs  
       Vice Provost for Academic Administration & Personnel  
       Professional Standards Chair  
       CFA President  
       HR Confidentials

# OFFICE OF FACULTY AFFAIRS

## RANGE ELEVATION CALENDAR

### Academic Year 2010-2011

August 31, 2010	Office of Faculty Affairs will distribute Range Elevation materials to departmental and decanal offices. Department responsibility to ensure that each temporary faculty member who may be “eligible” receives application materials.
October 28, 2010	Application due to the Department RTP Committee for review. The Chair, if performing a senate review, shall review the materials at the same time.
December 3, 2010	Department RTP Committee and Chair, if performing separate review, shall provide written evaluation and recommendation to the Candidate. The Candidate has ten days to submit a written rebuttal.
December 13, 2010	Dean to receive the application and recommendation from the Department RTP Committees. Candidate rebuttals, if any, due to Dean’s office.
January 31, 2011	Dean to provide written evaluation and recommendation to the Candidate. The Candidate has ten days to submit a written rebuttal to the Provost, via the Office of Faculty Affairs.
February 10, 2011	All Range Elevation applications and recommendations are due in the Office of Faculty Affairs. Candidate’s written rebuttal to the Dean’s recommendation due to Office of Faculty Affairs.
March 11, 2011	Final decision from the Provost to the Candidate.