



## University Personnel

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**Date:** August 24, 2018  
**To:** Deans; Department Chairs/School Directors  
**C:** Provost; VP, Organizational Development; CFA President; College Analysts  
**From:** Joanne M. Wright  
Senior Associate Vice President, University Personnel  
**RE:** **RANGE ELEVATION PROCEDURES ACADEMIC YEAR 2018-2019  
(APPLICATION DEADLINE SEPTEMBER 28, 2018)**

Range Elevation requirements and procedures for Temporary Faculty are set forth in Articles 12.16–12.20 of the CSU-CFA Collective Bargaining Agreement (“CBA”) and University Policy S10-7 (“Policy S10-7”). Pursuant to CBA Articles 12.18 and 12.19:

*“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. The parties further agree that lecturers not notified may be eligible for range elevation pursuant to 12.17 and, if eligible, lecturers may apply for a range elevation.... Criteria for range elevation for temporary faculty ... shall be appropriate to lecturer work assignments.”*

In addition to the eligibility requirements noted above, an additional program was negotiated between CSU and CFA to address issues associated with lack of opportunities for range elevation in the absence of negotiated SSI increases. In 2018-19, in addition to those eligible under the requirements noted above (five years in range and at SSI maximum), faculty who were determined to have at least 9 years of “full-time adjusted service” (FTAS) in their current range as of academic year 2017-18 will be eligible to apply for range elevation. FTAS is defined as the average FTE over the academic or fiscal year, divided by 0.8, up to a maximum of 1.0 for the year. In 2019-20, in addition to those eligible under the five year/SSI maximum requirements, faculty who were determined to have at least 6 years of FTAS in their current range as of academic year 2017-18 will be eligible to apply for range elevation. A list of Temporary Faculty eligible for range elevation in the respective categories will be sent in a separate email.

**To be evaluated for range elevation, each lecturer candidate must submit his/her application materials by September 28, 2018.** University Policy S10-7, Section V.C. provides instructions for submitting range elevation applications. The Application for Range Elevation form should be forwarded to each level of review along with all materials submitted by the candidate, memos from reviewers, and any rebuttals.

### **Range Elevation information is attached and also available via the following links:**

1. Application for Range Elevation
2. Range Elevation Calendar
3. CSU/CFA CBA, Article 12 (see Articles 12.16-12.20)
4. Policy S10-7 (see Section V., A through D.)
5. Listing of Terminal Degrees, 2015

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