Date: August 23, 2019
To: Deans; Department Chairs
C: Provost; Senior Associate VP, UP; CFA President; College Analysts
From: James Lee
Senior Director, Faculty Affairs

RE: RANGE ELEVATION PROCEDURES ACADEMIC YEAR 2019-2020
(APPLICATION DEADLINE SEPTEMBER 27, 2019)

Range Elevation requirements and procedures for lecturers (“temporary faculty”) are set forth in Articles 12.16–12.20 of the CSU-CFA Collective Bargaining Agreement (“CBA”) and University 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 SSIs. In AY 2019-20, in addition to those eligible under the requirements noted above (five years in range and at SSI maximum), faculty who were determined to have completed at least 6 years of “full-time adjusted service” (FTAS) in their current range will also be eligible to apply for range elevation during the review period. (FTAS is defined as the average FTEF over the academic or fiscal year, divided by 0.8, yielding a maximum of 1.0 for each year.) 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 candidate must submit their application materials to their department chair by September 27, 2019. The “Application for Range Elevation” form should be completed and forwarded to the next level of review along with all materials submitted by the candidate, memos from reviewers, and any candidate responses.

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. University Policy S10-7
5. Listing of Terminal Degrees, 2015

If you have any questions or concerns, please call our office at 408-924-2450, or email up-facultyaffairs@sjsu.edu