



Office of Faculty Affairs

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Associate Vice President
Elna C. Green

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

Date: September 2, 2016

TO: Deans, AVP Student Services; Department Chairs/School Directors, Director of Counseling & Psychological Services

FR: Joanne M Wright, J.D. 
Senior Director, Academic Employee Relations

RE: **RANGE ELEVATION PROCEDURES FOR AY 2016-2017 APPLICATION DEADLINE OCTOBER 5, 2016**

Range Elevation requirements and procedures for Temporary Faculty are set forth in Article 12 of the CSU-CFA Collective Bargaining Agreement (“CBA”) and in Academic Senate Policy S10-7 (“Policy S10-7”).

Pursuant to Articles 12.18 and 12.19 of the CBA, “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.”

A list of Temporary Faculty who have reached the SSI maximum and who have five (5) years of service in their current range will be sent in a separate email.

To be evaluated for range elevation, each lecturer candidate must submit his/her application materials by October 5, 2016. 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.

Information is attached and also available via links below:

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

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

Attachments

- c: President Papazian
- Provost Feinstein
- Deputy Provost Kemnitz
- Professional Standards Chair Kenneth Peter
- CFA President Rudy
- HR College Analysts

OFFICE OF FACULTY AFFAIRS

RANGE ELEVATION CALENDAR

Academic Year 2016-2017

| | |
|-------------------|--|
| September 2, 2016 | Office of Faculty Affairs will distribute Range Elevation materials to departmental and decanal offices. Department responsibility to ensure that each eligible faculty member receives application materials. |
| September 7, 2016 | Deadline for distribution of materials for eligible temporary faculty. |
| October 5, 2016 | Application due to the Department RTP Committee for review. The Chair, if performing a separate review, shall review the materials at the same time. |
| November 14, 2016 | Department RTP Committee and Chair, if performing separate review, shall provide written evaluation and recommendation. The Candidate has ten days to submit a written rebuttal. |
| November 28, 2016 | Dean to receive the application and recommendation from the Department RTP Committees. Candidate rebuttals, if any, due to Dean's office. |
| December 16, 2016 | 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. |
| January 27, 2017 | 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. |
| February 24, 2017 | Final decision from the Provost to the Candidate. |

*** Time deadline is 5:00 p.m. on the date provided.**

San José State University
APPLICATION FOR RANGE ELEVATION

APPLICANT INFORMATION:

| | | |
|--|--------------------------|----------------------------------|
| Last Name: _____ | First Name: _____ | Middle Initial: _____ |
| College: _____ | Department: _____ | Current Academic Rank: L- |
| Appointment Start Date in Department: _____ | EMPL ID# _____ | |

INSTRUCTIONS: **Signature:** _____ **Date:** _____

- 1) Complete Application for Range Elevation
- 2) Attach the following items:
 - Curriculum Vitae
 - All Periodic Evaluations including Official SOTEs and Peer Reviews for years under review
 - Documentation of committee work or other service contributions
 - Documentation of Scholarly and Professional achievements
 - Explanation of why range elevation is warranted/advancement vs. meritorious service (e.g. teaching or advising responsibilities; attainment of an advanced degree; specialized training, course design; professional expertise as related to assignment; pedagogy, continuous improvement in course materials or approach, new breadth to teaching assignment, etc. See S10-7, Section V)
- 3) Return application and attachments to Department Chair by October 5, 2016.

Department Committee's Recommendation

(Check appropriate space and attach memo.)

Committee Vote (record votes):

Recommend: _____ Not Recommended: _____
Signature: _____ Date: _____

Chair/Director's Recommendation

(If not part of Department Committee, check appropriate space and attach memo.)

Recommend: _____ Not Recommended: _____
Signature: _____ Date: _____

Submit to Dean

Dean's Recommendation

(Check appropriate spaces and attach memo)

Recommend: _____ Not Recommended: _____
Signature: _____ Date: _____

Submit to Faculty Affairs

DO NOT WRITE BELOW THIS LINE

Faculty Affairs Use Only

5 Years Rank: _____ SSI: _____ Signature: _____ Date: _____

Provost Decision

Awarded: _____ Not Awarded: _____ Signature: _____ Date: _____