



Office of Faculty Affairs

One Washington Square
San José, CA 95192-0021
Voice: 408-924-2450
Fax: 408-924-2425

**The California State
University:**

Chancellor's Office
Bakersfield, Channel Islands,
Chico, Dominguez Hills, East
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Angeles, Maritime Academy,
Monterey Bay, Northridge,
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Francisco, San Jose, San Luis
Obispo, San Marcos, Sonoma,
Stanislaus

Date: August 21, 2017
To: Deans; Department Chairs/School Directors
C: Provost; VP, Organizational Development; Senior AVP, University Personnel;
AVP, Faculty Affairs; CFA President; College Analysts
From: Joanne M. Wright
Senior Director, Academic Employee Relations
**RE: RANGE ELEVATION PROCEDURES AY 2017-2018
(APPLICATION DEADLINE SEPTEMBER 29, 2017)**

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 has been negotiated between CSU and CFA to address issues associated with lack of opportunities for range elevation in the absence of negotiated SSI increases. In 2017-18, faculty with 12 or more years of “full-time adjusted service” (FTAS) in their current range 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 2018-19, in addition to those eligible under the requirements noted above (five years in range and at SSI maximum), faculty who currently have at least 9 years but less than 12 years of FTAS in their current range will be eligible to apply for range elevation. In 2019-20, in addition to those eligible under the five year/SSI maximum requirements, faculty who currently have at least 6 years but less than 9 years of FTAS in their current range 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 29, 2017. Senate 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.

OFFICE OF FACULTY AFFAIRS

RANGE ELEVATION CALENDAR

Academic Year 2017-2018

August 21, 2017	Office of Faculty Affairs will distribute Range Elevation materials to Colleges. College responsibility to ensure that Departments and each temporary faculty member who may be eligible receives application materials.
August 25, 2017	Deadline for distribution of materials to eligible temporary faculty.
September 29, 2017	Application due to the Department RTP Committee for review. The Chair, if performing a separate review, shall review the materials at the same time.
October 27, 2017	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 6, 2017	Dean to receive the application and recommendation from the Department RTP Committees. Candidate rebuttals, if any, due to Dean's office.
December 4, 2017	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.
December 15, 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 2, 2018	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 Range L-
Appointment Start Date in Department: _____	EMPL ID# _____	

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

- 1) Complete Application for Range Elevation
- 2) Attach the following items:
 - Explanation of why range elevation is warranted (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)
 - All Periodic Evaluations including Official SOTEs and Peer Reviews for years under review
 - Documentation of committee work or other service contributions, as applicable
 - Documentation of Scholarly and Professional achievements, as applicable
- 3) Return application and attachments to Department Chair by September 29, 2017.

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: _____ FTAS 12: _____ Signature: _____ Date: _____

Provost Decision

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