

Range Elevation

Range elevation is the advancement of a lecturer or temporary librarian from one salary range to the next (e.g., L-A to L-B; see [faculty salary schedule](#)), accompanied with a raise of at least 5%. Advancement is granted after a review of professional performance by department faculty and administrators resulting in a finding of professional growth and development appropriate to the lecturer's work assignment and the mission of the university. The period of review is the time since entry into the current range--since appointment or previous range elevation. The range elevation application (described below) is submitted and reviewed in eFaculty. (See *CBA 12.16 -12.20, 2016 and 2020 MOUs in [TL HR/Salary 2017-14, Supplement 1](#); University Policies [S10-7](#), [F12-6](#) & [S20-4](#); [SOTE/SOLATE Interpretation Guide](#).)*

Eligibility

There are 2 ways to qualify for range elevation. Lecturers (and temporary librarians) must have either:

1. Served at least 5 years in their current range in a department and have no more remaining eligibility for Service Salary Increases (SSIs); or
2. Have 6 or more years of FTAS accrued in a department as of the fall an application is submitted. FTAS is defined as the sum of the average time bases (FTE) worked over prior academic years, each divided by 0.8, yielding up to a maximum of 1.0 for any academic year.

The Range Elevation Application

Applications are only accepted via eFaculty. The following items from the "period of review" constitute, and are required for, the Range Elevation Application:

1. Index of all material being submitted; placed in eFaculty Activities tab: "Review: Lecturer Range Elevation."
2. Curriculum Vitae (CV); uploaded to the same-named tab.
3. All prior periodic evaluations for the period under review; uploaded to same-named tab
4. All official SOTEs and/or SOLATEs; Spring 2013 to present are automatically entered in the "Classes Taught at SJSU" tab (click the blue pencil on the far right row for a class, look for a blue number "course evaluation," click it) or under the "Additional Student Evaluations" tab. Missing may be requested from (efaculty@sjsu.edu). All required evaluations must be accounted for (see F12-6 and S20-4).
5. Direct Observations of teaching; All required direct observations must be accounted for (see F12-6); Uploaded to the eFaculty Activities tab: "Direct Observations of Teaching."
6. Narrative: Description and Evidence of Professional Growth and Development. Explain professional progress toward becoming a more effective lecturer—growth that enhances abilities to teach and perform other duties (as applicable to assignment) in the discipline, and that supports the mission of the university. Placed in the tab: "Candidate's Narrative Statement."
7. Evidence of activities and achievements that demonstrate merit and support range elevation (e.g., terminal degree earned, specialized knowledge/training, professional experience/expertise, patents, effective advising/supervision, innovative/advanced teaching, leadership in service or governance, technical support of labs, comparative student achievement, professional honors); see S10-7, Appendix A. Documentation of professional progress, evidence, and activities referred to in the narrative. Entered into appropriate "Activities" tabs (see tab descriptions in eFaculty).

Copies of any material entered by the department or appropriate administrator must be given to the faculty member before the first level of review begins. Please see the [What Goes Where? Preparing Materials in eFaculty](#) guide for more information on preparing your application in eFaculty. You may begin building your application in eFaculty at any time, even prior to "initiating your case," but it must be completed by the submission deadline, September 18, 2020.

Initiating Your Case

To initiate your case, you must notify UP - FA with your intent to apply by email from your SJSU email address. Please send a note stating your intent to apply in AY 20-21 to up-faculty-evaluations@sjsu.edu. After your case is activated, you will receive an email confirmation. If you do not receive a confirmation by September 15, please let us know.

The deadline to submit applications in eFaculty is September 18, 2020 . Instructions for how to submit and for viewing your application (your packet) as reviewers will see it are found in the [What Goes Where?](#) guide. Please contact UP - FA if you have any questions.