TO: The Academic Senate
FROM: Faculty Affairs Committee
SUBJECT: Range Elevation Policy and Procedures
PURPOSE: For Action by the Academic Senate

ACTION REQUESTED: Approval of the attached policy revisions by the Academic Senate

BACKGROUND INFORMATION: In fall quarter 2011, the Faculty Affairs Committee (FAC) was charged with reviewing the University’s Range Elevation Policy and Procedures document. A 2010 arbitration decision about range elevation at one of the CSU campuses ruled that candidates for range elevation should be evaluated only on things connected to their work assignment and their currency in their field. Specifically, this decision determined that candidates for range elevation cannot be required to have a degree beyond the degree they held upon their appointment. We were asked to review the document to be sure it was in compliance with this new ruling.

In November, FAC referred this item to the Subcommittee on Lecturers, chaired by Dr. Gretchen Reevy. The subcommittee met several times during winter quarter to discuss our policy and to review how other CSUs had revised their range elevation documents to comply with this ruling: Long Beach, Cal Poly Pomona, San Bernardino, San Diego, San Jose, and Monterey Bay. The subcommittee sought guidance from Interim Associate Provost Linda Dobb, and made these recommendations for revisions to the Range Elevation Policy and Procedures document:

1. Change "exemplary" to "consistently effective" throughout.
2. Change the specific range criteria for C to: “An applicant for this advanced range must possess the appropriate terminal degree or specialized professional expertise or experience (including teaching), and must demonstrate consistently effective job performance.”
3. Change the specific range criteria for D to: “An applicant for this advanced range must possess the appropriate terminal degree or specialized professional expertise or experience (including teaching), must demonstrate consistently effective job performance, and must make other contributions to their discipline, the department, college, or university.”
4. Add "periodic evaluations" as documentary evidence that may be included to demonstrate instructional achievement, in the second paragraph under general criteria.
5. Add “licensure” and “participation in events and workshops sponsored by the Office of Faculty Development” to the list that may be used to evidence currency, in the third paragraph under general criteria.

FAC members discussed these proposed changes at our meetings on April 4th and April 18th. The only change that was controversial was the substitution of “consistently effective” for “exemplary.” The subcommittee members believed that the term “consistently effective” was more specific than “exemplary.” Some members of FAC were

1Amended on Senate floor on 6/5/2012 to include “their students outside of the classroom,” following “contributions to their discipline,”
not persuaded. At our April 18th meeting we voted to approve the changes and recommend them to the Senate (7 yes, 1 no, 1 abstention).
Eligibility
Lecturers are eligible for range elevation if they have no more SSI eligibility in their current range and have served five (5) years in their current range.

General Criteria
To be recommended for range elevation the applicant must provide evidence of his or her consistently effective performance for all duties and responsibilities within his or her work assignment. The applicant whose primary work assignment is instruction must submit a portfolio that contains evidence documenting consistently effective instructional achievement, including currency in his or her area of instruction. The applicant whose work assignment includes administrative and/or committee responsibilities must provide evidence of his or her consistently effective performance in service to the University. In accordance with section 12.19 of the Collective Bargaining Agreement, applicants cannot be required to fulfill criteria that are outside of their work assignment; however, performance within their work assignment must be consistently effective.

Consistently effective instructional achievement may be documented with evidence of the ability to select appropriate materials, to present course content effectively, and to make significant demand upon the intelligence and industry of students. Such documentary evidence shall consist of impartially administered student evaluations, samples of student work evaluated by the applicant, course syllabi and examinations, and may include reports of classroom visits by other faculty, periodic evaluations, and supplemental materials. Since consistently effective instructional achievement requires maintaining currency in the literature and research of the subject area, evidence of currency in the applicant’s subject area must be included.

Currency in the applicant’s subject area may be demonstrated by material documenting meritorious contributions and recognition within the field of the applicant’s competence and/or with regards to his or her teaching. This may include, but is not limited to, activities enhancing effective teaching of the discipline, collaborative teaching, development of instructional materials appropriate for a diverse student population, participation in events and workshops sponsored by the Office of Faculty Development, research and/or creative activities related to pedagogy, publications, critical contributions, presentations, performances, exhibitions, licensure, service on committees of professional societies, receipt of awards, prizes, fellowships, or grants, or professional consultancies.
Some departments and equivalent units may establish more specific descriptions and guidelines. Such departmental guidelines/descriptions are only effective if approved by the Provost in consultation with the Faculty Affairs Committee.

Criteria for Specific Ranges

1. Range L: This range is for a position where a traditional academic degree is not typically the norm.

2. Range A: An applicant for this entry-level range must possess the degree appropriate to his or her work assignment.

3. Range B: An applicant for this range must possess the degree appropriate for his or her work assignment and must demonstrate consistently effective job performance.

4. Range C: An applicant for this advanced range must possess the appropriate terminal degree or specialized professional expertise or experience (including teaching), and must demonstrate consistently effective job performance.

5. Range D: An applicant for this advanced range must possess the appropriate terminal degree or specialized professional expertise or experience (including teaching), must demonstrate consistently effective job performance, and must make other contributions to their discipline, their students outside of the classroom, their department, their college, or the University.

Procedures

The applicant for range elevation must prepare a portfolio containing materials that provide a basis for informed judgment on his or her qualifications. The "Personnel Action File" (PAF) refers to the official personnel file that contains employment information relevant to personnel recommendations.

1. An applicant for range elevation shall prepare a Range Elevation Portfolio as outlined in the next section. This portfolio should address accomplishments in the areas listed in the Criteria sections.

2. An elected departmental committee of tenured faculty, after reviewing the applicant’s Personnel Action File (PAF) and Range Elevation Portfolio, will evaluate the applications for range elevation and submit its formal, written recommendation to the department chair. Both the departmental committee’s and the department chair’s recommendations will be forwarded to the college dean, who will forward his/her recommendation to the Provost. The Provost shall notify an applicant of his/her decision in a timely manner. At all levels of review, the applicant shall receive a copy of the recommendation as soon as it is generated.

3. At all levels of review, the applicant shall receive a copy of the recommendation as soon as it is generated. The applicant may request reconsideration of a negative recommendation, may
submit a rebuttal letter, and may meet with the committee, chair, dean, or Provost to discuss the recommendation. If a meeting has been held and/or a rebuttal letter submitted, a memorandum containing the subsequent recommendation shall be sent, as soon as possible, to the next level of review. This memorandum shall be forwarded to join the portfolio and the applicant shall receive a copy of the subsequent recommendation as soon as it is generated.

4. Range elevation applications that are denied may be appealed pursuant to sections 12.20 and 10.11 of the Collective Bargaining Agreement.

**Portfolio**
The applicant for range elevation shall include the following materials in his or her portfolio.

1. Curriculum Vitae

2. Evidence demonstrating accomplishments listed in the Criteria sections above.

3. Other information germane to an application for range elevation, e.g., letters of recommendation.

**Timeline**

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<th>Date</th>
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<tr>
<td>November 15</td>
<td>Submission of candidate’s portfolio (to department)</td>
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<tr>
<td>December 15</td>
<td>Department Committee Recommendation</td>
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<tr>
<td>January 15</td>
<td>Department Chair Recommendation</td>
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<td>February 15</td>
<td>College Dean Recommendation</td>
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<td>March 15</td>
<td>Provost Recommendation</td>
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<td>April 5</td>
<td>Candidate Notice</td>
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