



## Range Elevation Policy and Procedures

*History:*

*99-00 FAC 3, as amended by 99-00 BEC 18 (approved by the Academic Senate on May 9, 2000)*

*05-06 FAC 8 revised (approved by the Academic Senate on May 30, 2006)*

*08-09 cFAC 2, (approved by the Academic Senate on 12-2-08 to include the timeline)*

### **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 exemplary 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 exemplary 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 exemplary 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 exemplary.

Exemplary 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 exemplary 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 exemplary 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 exemplary 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 exemplary 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**

November 15	Submission of candidate's portfolio (to department)
December 15	Department Committee Recommendation
January 15	Department Chair Recommendation
February 15	College Dean Recommendation
March 15	Provost Recommendation
April 5	Candidate Notice