TO: The Academic Senate  
FROM: Faculty Affairs Committee (FAC)  
SUBJECT: Proposed Changes to the Range Elevation Policy and Procedures  
PURPOSE: For Action by the Academic Senate  

ACTION REQUESTED: That the Academic Senate Adopt the Proposed Changes to the Range Elevation Policy and Procedures; effective upon the signature of the President  

BACKGROUND  
INFORMATION: During AY04-05, FAC was charged with reviewing the Range Elevation Policy and Procedures document. FAC discussed the document at meetings on March 2nd, April 6th, and April 20th. The Committee met with the College Deans and Deputy Provost who raised concerns about degree requirements and criteria, as well as concerns about other inconsistencies within the document. FAC submitted proposed changes to the Executive Committee, which referred the document back to FAC.  

During AY05-06, FAC discussed range elevation at meetings on Oct. 5th, 19th, Nov. 2, 16th, Jan. 4th, 18th. FAC reviewed the relevant portions of the CBA, consulted other campus documents, and sought information about the position of lecturers from the chairs of English (Nov. 2) and Teacher Education (Nov. 16), departments with significant numbers of lecturers. FAC consulted with the College Deans about the proposed revisions. Deputy Provost Arreola participated in all our discussions.  

During the Winter Quarter, in consultation with committee members, the Chair of FAC requested and received Executive Committee approval of the membership of the 05-06 FAC Subcommittee on Lecturers (05-06 FAC 5), which included three regular faculty and three lecturers. At meetings on Feb. 22 and March 8th, the Subcommittee discussed the document and made several recommendations. FAC discussed the recommendations from the Subcommittee at meetings on April 5th, 19th, and approved the proposed document on May 3rd.  

The proposed document includes three significant changes to the current document: General Criteria focus on Exemplary Instructional Achievement and Currency in the Subject Area; Criteria for Specific Ranges have been clarified; and the Procedures refer to the Personnel Action File (PAF) and include the applicant’s right to request reconsideration at all levels of review.  

Throughout discussions of general criteria, FAC was guided by the principle that the evaluation of lecturers not be based on materials outside of their work assignment. FAC unanimously agreed that exemplary instructional achievement and currency in the subject area were the most appropriate general criteria. FAC also engaged in extensive discussions of the specific criteria for each range. FAC unanimously agreed that the degree appropriate to the applicant’s work assignment and exemplary job performance were the appropriate criteria for elevation to Range B; however, we were not unanimous in recommending that the appropriate terminal degree be
required for elevation to Range C and D. A minority of FAC felt that the requirement of the
terminal degree would prevent many exemplary lecturers from earning elevation beyond range
B. Finally, FAC was unanimous in recommending that applicants for range elevation be
guaranteed the right to request reconsideration at all levels of review.

Range Elevation Policy and Procedures

Expectations for Range Elevation
Effectiveness in teaching and professional contributions and service related to instructional achievement
and the Lecturer’s individual work assignment should be the general criteria for range elevation.

Eligibility
Lecturers are eligible for range elevation if they who have no more SSI eligibility in their current range,
and have served five (5) years in their current range. and, In the case of elevation to Range C or above,
lecturers also must have completed the Doctorate, or the normal appropriate terminal degree for the
discipline, or, in exceptional cases, the equivalent thereof.

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
candidate’s 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.

1. Degree
   This criterion is met by possession of the DDoctorate, or the normal terminal degree, or, in
   exceptional cases, the equivalent thereof.

2. Instructional Achievement
   Exemplary instructional achievement may be demonstrated by documentary 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
candidate, course syllabi, examinations; and may include reports of classroom visits by other faculty and
   supplemental materials or other evidence. Since exemplary instructional responsibilities also achievement
   requires include maintaining currency in the literature and research of the subject area, evidence of
   currency in the applicant’s subject area must be included, including instructional methodology.

3. Professional Achievement
   Professional achievement Currency in the applicant’s subject area may be demonstrated by materials
   documenting meritorious contributions and recognition within the field of the applicant’s candidate’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, research and/or creative activities related to
   pedagogy, publications, critical contributions, presentations, performances, exhibitions, 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.

4. Service
Service to the university may be achieved by advising students, assisting in student activities, or serving on appropriate committees within the campus university.

5. External Representation
External representation may be demonstrated by showing achievement in community service which enhances the community well-being and the relationship between the University and the community.

Criteria for Specific Ranges

The following explanations of each range (L, A, B, C, and D) are meant to be general.

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

2. Range A
This range is an entry-level lecturer rank. An applicant candidate for this entry-level range would typically must possess at least a master's degree appropriate to his or her work assignment.

3. Range B
This range is for a person with a terminal degree or specialized professional expertise or experience or who has and must demonstrate exemplary job performance. and long service to the university.

4. Range C
This is an advanced range. An applicant candidate for this advanced range shall have must possess the appropriate terminal degree or specialized professional expertise or experience, and must demonstrate exemplary exceptional job performance, or specialization professional expertise or experience, teaching experience, and an assignment that generally includes advanced upper division and/or graduate courses.

5. Range D
An applicant candidate for this advanced range must possess the appropriate terminal degree, and must demonstrate exemplary exceptional job performance, and must have an assignment that generally includes upper division and/or graduate courses. This advanced range would be for an exceptional candidate who has the equivalent degree, experience and expertise of a senior academic scholar and teacher.

Procedures

The applicant candidate 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 Candidate for range elevation shall prepare a Range Elevation Portfolio as outlined in the next section. This portfolio should address their accomplishments in the areas listed in the Criteria sections.
2. An elected departmental committee of tenured and tenure-track 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 recommendations to the department chair. Both the departmental committee’s and the department chair’s recommendations will be forwarded to the School-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.

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.

3.4. Range elevation applications that are denied may be appealed pursuant to sections 12.18 12.20 and 10.11 of the Collective Bargaining Agreement.

Portfolio
The candidates 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.
4. Candidates shall receive copies of the departmental committee’s, department chair’s, and college dean’s written recommendations as they are generated.