

POLICY ON RANGE ELEVATION FOR TEMPORARY FACULTY

This document spells out policies, organizational structures, and procedures for the range elevation of lecturers, both full-time and part-time. All procedures and actions at all levels shall conform to university policies and the Collective Bargaining Agreement.

The term "range elevation" refers to the placement of a part-time or full-time temporary faculty member on a higher salary range. Range elevation shall be accompanied by advancement of at least two (2) steps [five percent (5%)] on the salary schedule. The funds dedicated to the faculty merit increases may also be utilized in order to provide range elevations of more than two (2) steps [(five percent 5%)]. When a temporary faculty member receives a new appointment, the faculty member may be placed on higher salary range. Range Elevation is not a right of a temporary faculty member or solely a reward for past services and accomplishments.

I. ELIGIBILITY FOR RANGE ELEVATION

Temporary faculty who are eligible for range elevation shall be limited to any temporary faculty member, full-time or part-time, who has no more SSI eligibility in their current range, and have served five (5) years in their current range.

II. CRITERIA FOR RANGE ELEVATION

- A) The basis for a positive recommendation for range elevation shall be based upon a positive assessment of the overall quality of the faculty member's performance commensurate with proposed range, time base, work assignment and an established pattern of productive working relationships with peers and colleagues as demonstrated through the evidence documented in the Open Personnel File (OPF).
- B) Length of service or time in range shall not be considered.
- C) Accumulated teaching experience is not considered sufficient for range elevation.
- D) Range elevation to Lecturer C and Lecturer D shall normally be available only to those individuals who hold a terminal degree. However, substantial professional accomplishment / training including additional professional certification, or a substantial record of research and scholarly / creative activities may be substituted for this requirement.
- E) In evaluating **full-time temporary faculty** for range elevation, a strong record of teaching effectiveness is the primary and essential, but not sufficient, criterion for range elevation. Each full-time applicant for range elevation shall be evaluated on the following categories:
 - 1. *Teaching Effectiveness* - The full-time temporary faculty member shall demonstrate that he/she is providing effective classroom instruction as evidenced through student and peer evaluation of instruction including a review of instructional materials, and the performance of related responsibilities.

2. Professional Growth and Scholarly/Creative Activities - The full-time faculty member shall demonstrate ongoing scholarly or professional activities, which enhance the academic / professional expertise of the full-time temporary faculty member through additional educational attainment, professional certification or professional /scholarly/ creative activities.
 3. University and Community Service – The full-time temporary faculty member shall demonstrate participation in the collective efforts and functions of the department, college/school, and university in a productive, collaborative, and collegial manner.
- F) In evaluating **part-time temporary faculty** for range elevation, a strong record of teaching effectiveness as well as a record of performance of other assigned responsibilities, if any, is essential for range elevation.

III. PROCEDURES

Programs and program coordinators when so authorized by the Provost shall fulfill responsibilities of departments and department chairs.

A) General Provisions

The following are the general procedures that apply to the entire range elevation process:

1. The chair of the department peer review committee, department chair, and the appropriate administrator are responsible to assure that the procedures and established timelines are followed.
2. All deliberations of consultative bodies on individual personnel cases shall be conducted in executive session and remain confidential as provided by law. **Violations of this confidentiality are considered to be unprofessional conduct and may be grounds for disciplinary action.**
3. All peer review committees designated to make recommendations in this process must be **ELECTED**. Vacancies can only be filled by election. Substitution of elected members by proxies is prohibited.
4. The temporary faculty member has the responsibility to place materials in the OPF, which provide documentation regarding individual achievement in each category to be reviewed. In addition, the faculty member is responsible for providing an updated vita and a letter of application.
5. **Recommendations on range elevation shall be based solely upon the contents of the faculty member's OPF.** Should the dean make a decision on any basis not directly related to the professional qualifications, work performance, or personal attributes of the person in question, those reasons shall be stated in writing and entered into the OPF and shall be immediately provided to the applicant.

6. At either level of review, but prior to the final decision, applicants for range elevation may withdraw without prejudice from consideration.

B) Reasons for Recommendations

1. The burden of proof for range elevation rests with the applicant's record of achievement. It is also understood that reasonable people may disagree in the evaluation of evidence. Further, faculty members in a particular field or activity have the chief competence for judging the work of their colleagues. The range elevation process requires that the judgment of the university, through its administrators and peer review committees, be made with full and careful consideration of this peer judgment and be consistent with academic freedom and standards of fairness and due process.

At all levels of review, before recommendations are forwarded to a subsequent review level, applicants shall be given a copy of the recommendation and the accompanying written reasons. The applicants may submit a rebuttal statement or response in writing and/or request a meeting to discuss the recommendation within seven (7) days following receipt of the recommendation. (If such a meeting is requested, it shall be held within a reasonable amount of time.) A copy of the response or rebuttal statement shall accompany the OPF and also be sent to all previous levels of review. This provision shall not require that evaluation timelines be extended.

2. The recommendation, and the reasons and all rebuttals and responses, if any, shall become part of the OPF.
3. An applicant for range elevation may have access only to his/her own Open Personnel File.

C) Timelines

1. At the beginning of each academic year, the Provost shall announce deadlines for the submission of requests for consideration for range elevation.
2. If the departmental evaluation/recommendation process is not completed within the time specified in the administrative calendar, the file shall be automatically transferred to the dean and the faculty member shall be so notified. **In such cases, the department shall not make a recommendation.** Deadlines may be extended with the written authorization of the Provost.
3. No person shall be deemed to have been elevated to a higher range because notice was not given or received by the time prescribed. It is the responsibility of the faculty member concerned to make inquiry to determine the decision of the dean, who shall give notice without delay.

D) Application for Range Elevation

1. A lecturer who wishes to be considered for range elevation shall provide to the department and the dean the following:

- (a) letter of application, not to exceed five (5) single spaced typewritten pages, clearly stating the request and why the applicant believes that he/she meets the criteria for range elevation stated above, and
 - (b) complete and up to date vita.
2. The application and the vita shall be placed in the OPF of the applicant. This material will be deemed to have been placed in the OPF at the request of the temporary faculty member and will not require a five (5) day notice prior to placement in the file.
 3. It is the responsibility of the lecturer to see that any appropriate documentation in support of his/her application has been placed in the Open Personnel File.

E) Department Level

1. Departments have the primary responsibility to state, in writing, and in detail, the reasons for their recommendations. The department is responsible for preparing a complete description and analysis of the factors significant in the departmental evaluation consistent with the criteria previously described.
2. The probationary and tenured faculty of the department shall **ELECT** a department peer review committee (or a separate committee for each applicant) of tenured full-time faculty members. The department, if so desired, may function as a committee of the whole; that is, the department peer review committee may consist of all eligible tenured full time faculty in the department. In either event, the recommendations of the peer review committee(s) are the recommendations of the department.
3. The meeting(s) of the peer review committee shall include confidential, careful and thorough deliberations leading to a vote. Each peer review committee's independent recommendation shall be approved by a simple majority of the membership of that committee and shall be based solely on information and documentation in the OPF.
4. The department chair may decide to submit an independent recommendation or to participate as a member of the department peer review committee.¹ The department chair shall make known his/her decision, in writing to all department faculty, after consultation with the probationary and tenured faculty of the department and prior to the date beginning the campus process. A copy of the notification shall be attached to the Range Elevation Form.

The chair shall apply this decision to all applicants in that academic year. If the department chair makes an independent recommendation, s/he shall not participate in deliberations or attend meetings of the departmental peer review committee. If the chair does not make an independent recommendation, s/he may participate as a member of the department peer review committee.

¹ The decision of the chair shall be the same as that for faculty in the RTP process during that same academic year.

5. The department peer review committee or the department chair (if making a separate recommendation) may ask the faculty member to provide clarification, including documentation, for material in the OPF. The faculty member shall have seven (7) days to respond.
6. The department peer review committee and the department chair (if making independent recommendations) shall attach their written recommendations, including the reasons for the recommendations, on the Range Elevation Form. There shall be no meetings between the department peer review committee and the department chair, if the chair is making a separate recommendation.
7. At the conclusion of the department level review, the applicant shall be given a copy of the Range Elevation Form (complete to this point). The Form shall be added to the OPF five (5) days after the applicant has been notified. The applicant shall have seven (7) days to respond before the recommendation is forwarded to the dean.
8. Each applicant shall be given an opportunity to discuss the department and/or chair recommendation with the department chair.
9. The department chair shall forward the recommendations of the department and the chair (if separate) and the OPF to the dean.

F) Dean's Decision

1. In the event that an individual is not recommended for range elevation by the department peer review committee, and/or the department chair (if the chair is making a separate recommendation), the individual shall have the right to make an appearance before the dean to present his/her case. The dean must allow a presentation of at least thirty (30) minutes. **Discussions must be limited to information and documentation in the OPF.**
2. The dean shall review and consider the recommendation(s) for range elevation, relevant material, and information contained in the OPF.
3. The dean may request clarification of either the recommendation(s) or evidence in the OPF. In such circumstances, the dean may meet with appropriate parties to discuss clarification of the information and documentation in the OPF prior to making the final decision.
4. The dean shall make a final, independent decision on each range elevation recommendation and shall notify each applicant, in writing, of that decision and of the reasons for the decision.²

IV. APPEALS

1. A denial of range elevation shall be subject to the peer review process as described in Article 10.11 of the CBA except that the peer panel's decision shall be final

² Prior to making the final decision, the dean may consult with the Provost.

2. All appeals relating to denials of range elevation shall be heard by a single peer panel.
3. The pool for funding successful lecturer range elevation is limited to four (4) steps per each fifty (50) temporary faculty eligible for range elevation.

References: CBA Articles 10, 11, 12, 31

Approved by Academic Senate
Approved by President

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