



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF FACULTY AFFAIRS

NOVEMBER 3, 2009

TO: ELIGIBLE LECTURERS

FROM: HOLLY HARBINGER

ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS

A handwritten signature in blue ink that reads "Holly Harbinger".

SUBJECT: RANGE ELEVATION INSTRUCTIONS: ELIGIBILITY, PROCEDURES, AND EVALUATION TIMETABLE

According to University records, you are eligible to apply for a 2009-2010 Lecturer Range Elevation. Your eligibility has been determined under Section 12.17 of the current CSU-CFA Collective Bargaining Agreement (CBCA). In addition, there is a University Policy on Range Elevation for Lecturers (PS 08-15) that is available on the Academic Senate website: http://www.csulb.edu/divisions/aa/grad_undergrad/senate/documents/policy/2008/15/.

Eligibility

As stated in Section 12.17 of the CBA, in order to be eligible for Range Elevation, lecturers must "have no more eligibility for salary increases pursuant to provision 12.10 in their current range, and have served five (5) years in their current range." You need *not* have been at the "SSI maximum" for five years; rather, you must have reached that "SSI maximum" (i.e., have exhausted SSI eligibility) *and* have been in the current range for five years. (As a reminder, the "SSI maximum" in any given range is *not* the same as the top step in that range.)

Evaluation

Each eligible lecturer is to be evaluated for Range Elevation unless he/she notifies the Department Chair in writing that he/she does not wish to be considered at this time.

As stated in PS 08-15, Section V.A., each department is to prepare a written recommendation regarding Range Elevation for each eligible lecturer who chooses to be evaluated.

Each department may determine its own procedures for evaluating lecturers for Range Elevation. As stipulated in PS 08-15, Section IV.B, "*The Department Evaluator(s) shall prepare a recommendation regarding range elevation for each eligible candidate considered. This recommendation shall be a written report that includes the decision as well as the reasons for reaching that decision.*" The minimum materials to be submitted by the lecturer and considered in the evaluation are listed in PS 08-15, Section IV.A.2.

Timelines

Notification of eligibility by Faculty Affairs to candidates and colleges: **December 1, 2009**

Deadline for candidates to submit application to department review committee: **March 2, 2010**

Deadline for deans to forward their recommendations to Faculty Affairs: **May 3, 2010**

Deadline for candidates to file an appeal with Faculty Affairs: **May 10, 2010**

Awarding of Range Elevation

The Dean shall make the final decision on awarding a Range Elevation and will notify the candidate in writing. A copy of the award letter and the appropriate candidate file materials shall be forwarded to Faculty Affairs. Any Range Elevation granted shall be effective the beginning of Fall 2010.

c: Deans
Associate Deans
Department Chairs
CFA Chapter President
ASMs