



CALIFORNIA STATE UNIVERSITY, LONG BEACH

DIVISION OF ACADEMIC AFFAIRS

November 7, 2008

To: Eligible Lecturer

From: Holly Harbinger *Holly Harbinger*
Associate Vice President for Academic Personnel

Subject: **Range Elevation: Eligibility, Evaluation, and Timelines**

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

Eligibility

As stated in Section 12.17 of the Collective Bargaining Agreement, 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 Academic Personnel to candidates and colleges: **December 1, 2008**
- Deadline for candidates to submit application to Department review committee: **March 2, 2009**
- Deadline for Deans to forward their recommendations to Academic Personnel: **May 1, 2009**
- Deadline for candidates to file an appeal with Academic Personnel: **May 8, 2009**

Awarding of Range Elevation

The Dean shall make the final decision on awarding a Range Elevation to a candidate and will notify the candidate in writing. Any Range Elevation granted shall be effective the beginning of Fall 2009.

c: Deans Associate Deans CFA Chapter President
 Department Chairs ASMs