



CALIFORNIA STATE UNIVERSITY, LONG BEACH

THE OFFICE OF FACULTY AFFAIRS

DATE: October 30, 2026

TO: Eligible Lecturer Faculty Members

FROM: Dr. Patricia Pérez
Associate Vice President for Faculty Affairs

RE: **RANGE ELEVATION INSTRUCTIONS: ELIGIBILITY, PROCEDURES, AND EVALUATION TIMETABLE**

According to University records, you are eligible to apply for a Lecturer Range Elevation in the Academic Year 2026-2027. Your eligibility is determined under Section 12.17 of the current CSU- CFA Collective Bargaining Agreement (CBA). In addition, there is a University Policy on Range Elevation for Lecturers (PS 19-06) that is available on the CSULB Academic Senate website:

https://www.csulb.edu/sites/default/files/document/policy_on_range_elevation_for_lecturer_faculty_f_1.pdf

Eligibility

Section 12.17 of the CBA states that to be eligible for Range Elevation, a lecturer faculty member 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.” Eligible lecturer faculty members who choose not to be considered for a range elevation at this time, should notify their chair in writing.

Evaluation Process

Each department may determine its own procedures for evaluating lecturer faculty members for Range Elevation (PS 19-06, Section 3). Department evaluator(s) review the application materials submitted and then provide their recommendation to the candidate via Interfolio. The candidate may submit a response to the recommendation within seven days (PS 19-06, Section 6). The Dean reviews the materials submitted, the Department evaluator(s) recommendation, and the response (if any), and then forwards their final decision on awarding Range Elevation to the candidate (PS 19-06, Section 6).

Application

PS 19-06, Section 5.1.1.-5.1.2 states that candidates for Range Elevation must submit application materials that conform to the requirements of their department. Departments shall define the materials to be considered in an application for Range Elevation.

At a minimum, the candidate shall provide the following materials:

- a current curriculum vitae;
- a description of the candidate’s work assignments for each semester of the period under consideration;
- a narrative presenting evidence, and/or examples, of her/his/their professional growth and development; and
- student evaluation summaries for all evaluated courses taught by the candidate in the department during the period of evaluation.” Candidates need to provide documentation for the most recent six years but may submit documentation for more than six years.



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Timeline

Action	Deadline
Eligibility notification by Faculty Affairs to candidates and colleges	October 30, 2026
Deadline for candidates to submit application into Interfolio for department review	February 1, 2027
Deadline for Department evaluation to be completed, uploaded, and shared with the candidate via Interfolio.	TBD by Dept Committee and College Dean's Office
Candidate response due (optional)	Within seven days after Department Evaluation received
Deadline for Dean's final decision to be uploaded and shared with the candidate via Interfolio.	April 7, 2027
Submission of Application Packets and Decision Letters to Faculty Affairs	April 7, 2027
Candidate appeal deadline to Faculty Affairs	April 14, 2027

Awarding of Range Elevation

In consultation with the Associate Vice President for Faculty Affairs, the Dean shall make the final decision on awarding a Range Elevation and will notify the candidate in writing (PS 19-06, Section 6.3) via Interfolio. Any Range Elevation granted shall be effective at the beginning of the appointment in the 2027-28 academic year.

Appeal Process

Lecturer faculty members may appeal a negative final decision. An appeal of a denied range elevation must be emailed to Director of Academic Employee and Labor Relations, Elizabeth Castello (Elizabeth.Castello@csulb.edu) with the subject line "Range Elevation Appeal" within seven calendar days after the denial is received. The candidate must attach a copy of the Dean's letter denying range elevation.

For questions regarding the [Range Elevation Policy](#), please contact Executive Director, Faculty Affairs, Syan Wiggins at Syan.Wiggins@csulb.edu. For technical questions about using Interfolio, please contact FA-Interfolio@csulb.edu. For all other range elevation questions, please contact FAHR@csulb.edu.

c: Deans
Associate Deans
Department Chairs
CFA Chapter President
ASMs