



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF FACULTY AFFAIRS

October 30, 2020

**TO:** Eligible Lecturer Faculty Members

*K. Fleming*

**FROM:** Dr. Kirsty Fleming  
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 2020-2021. 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 Academic Senate website:

[https://www.csulb.edu/sites/default/files/u69826/policy\\_on\\_range\\_elevation\\_for\\_lecturer\\_faculty\\_f\\_1.pdf](https://www.csulb.edu/sites/default/files/u69826/policy_on_range_elevation_for_lecturer_faculty_f_1.pdf)

#### Eligibility

Section 12.17 of the CBA states that in order 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." 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.) In addition, lecturer faculty members and temporary librarians who have **not** reached the SSI maximum salary but who have reached 6 or more years of full-time adjusted service (FTAS) shall be eligible to apply.

#### 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 forward their recommendation to the candidate. The candidate may submit a response to the recommendation within seven days. The Dean reviews the materials submitted, the Department evaluator(s) recommendation, and the response (if any), and then forwards his/her 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 work assignments for each semester of the period under consideration*

- *A narrative presenting evidence and/ or examples of professional growth and development*
  - Summer 2020 professional development participation will not have any impact on faculty evaluations, nor will participation or non-participation be used in any personnel actions.
- *Student evaluation summaries for all evaluated courses taught by the candidate in the department during the period of evaluation”*
  - In Spring 2020 due to the COVID-19 pandemic, teaching transitioned from face-to-face to alternative modes of instruction; faculty members had only a few days to make this transition. At the time a decision was made that all faculty members would be held harmless in the personnel process in terms of Spring 2020 SPOTs; **the data from these may not be considered in personnel decisions, unless the faculty member explicitly chooses to include the SPOT summary in their file.**
  - In Fall 2019, CHHS participated in a college wide pilot test of online administration of SPOT summaries. While the SPOT summaries for this semester are to be included in files, candidates for personnel action(s) are to be held harmless in relation to these SPOT summaries. Candidates are encouraged to address the Fall 2019 SPOT summaries in their narrative, particularly if the outcomes differ from the norms for the candidate and/or the department. Evaluators may use the Fall 2019 SPOT summaries for formative purposes but may not use them for summative purposes. Other instructional materials, including available SPOT summaries from other semesters should be used for summative evaluation of instruction.

PS 19-06, Section 3.9 states that if the review period is six years or more, candidates need to provide documentation for the most recent six years, but may submit documentation for more than six years.

#### Timelines

- Notification of eligibility by Faculty Affairs to candidates and colleges: **October 30, 2020**
- Deadline for candidates to submit application to department for review: **February 1, 2021**
- Deadline for deans to notify candidates of final decision: **April 6, 2021**
- Deadline to forward application packets and decision letters to Faculty Affairs: **April 6, 2021**
- Deadline for candidates to file an appeal with Faculty Affairs: **April 13, 2021**

#### 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 letter and the candidate file shall be forwarded to Faculty Affairs. Any Range Elevation granted shall be effective at the beginning of the appointment in the 2021-22 academic year.

#### Appeal Process

Lecturer faculty members may appeal a negative final decision. An appeal of a denied range elevation must be emailed to [facultyaffairs@csulb.edu](mailto:facultyaffairs@csulb.edu) with the subject line “Range Elevation Appeal” within seven calendar days after the denial is received. The candidate must attach a scanned copy of the Dean’s letter denying range elevation.

c: Deans  
 Associate Deans  
 Department Chairs  
 CFA Chapter President  
 ASMs