



# **RANGE ELEVATION WORKSHOP**

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CAL STATE EAST BAY

OCTOBER 2020

# OUTLINE FOR THIS WORKSHOP

1. RANGE ELEVATION RESOURCES
2. CBA 12.16-12.20 + 2016 MOU + 2020 MOU
3. CSUEB POLICY AND PROCEDURES
4. PORTFOLIO
5. ELIGIBILITY IN 2020
6. DURING THE NEXT 40 DAYS

# RANGE ELEVATION RESOURCES

RANGE ELEVATION RESOURCES PAGE (linked from the Lecturers' Council page):

<http://www.calfac.org/post/range-elevation-resources>

ADDITIONAL INFORMATION PAGE:

<https://www.calfac.org/post/range-elevation-additional-information>

THESE PAGES HAVE LINKS TO:

- Campus Range Elevation Policies
- Range Elevation Nuts & Bolts PowerPoint
- Range Elevation: What you need to know Q&A
- Salary Schedule
- Range Elevation Eligibility Estimator
- 2016 Memorandum of Understanding

# RANGE ELEVATION RESOURCES

## CFA

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## Faculty Development

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# RANGE ELEVATION RESOURCES

## Faculty Development Range Elevation Portfolio Preparation Workshops

Tuesday, October 20, 3:00-4:00

<https://csueb.zoom.us/j/91982623352>

Friday, October 23, 10:00-11:00

<https://csueb.zoom.us/j/97887986487>

# CBA 12.16-12.20

12.16 Procedures for range elevation on the salary schedules that have been previously established at each campus by the President, after recommendation by the appropriate Academic Senate Committee, shall continue in effect unless revised by the campus. Any such procedures that do not provide deadlines for the beginning of the review and the conclusion of the review shall be amended to include these deadlines. The range elevation salary increases shall be effective at the beginning of the first appointment in the academic year following the review.

12.17 Those eligible for lecturer range elevation shall be limited to lecturers who 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.

12.18 **At least thirty (30) days prior to the commencement of the annual campus range elevation process, the campus shall notify** those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation. In that notification the campus shall inform the lecturers that receipt of a previous FMI may affect their eligibility for range elevation. The parties agree that failure to notify an eligible lecturer shall not be cause for automatic granting of a range elevation. The parties further agree that lecturers not notified may be eligible for range elevation pursuant to 12.17 and, if eligible, lecturers may apply for a range elevation.

12.19 **Criteria for range elevation for temporary faculty (excluding coaches) shall be appropriate to lecturer work assignments.**

12.20 Denial of range elevations shall be subject to the peer review process. Each campus shall establish a single Peer Review Panel to hear the appeals of any temporary faculty unit employee denied range elevation during that fiscal year. The Panel shall allow for appellants to make a presentation to the Panel and to be represented by CFA if so desired. The Peer Review Panel shall convene and review the case within thirty (30) days. The Panel shall render a decision within thirty (30) days of hearing the case. The decision of the Peer Review Panel shall be final and binding on the parties.

# SALARY SCHEDULE

## Full-time Monthly and Annual Salary Academic Year (AY) Appointments

Class Title	Effective Date	Salary Range		
		Min	Service Max	Max
LECTURER - ACADEMIC YEAR				
A	07/01/2019	4,229 50,748	5,046 60,552	5,654 67,848
B	07/01/2019	5,046 60,552	6,335 76,020	11,197 134,364
C	07/01/2019	5,779 69,348	7,986 95,832	12,296 147,552
D	07/01/2019	7,276 87,312	8,762 105,144	12,880 154,560

# SALARY SCHEDULE

## Full-time Monthly and Annual Salary 12-month Appointments

Class Title	Effective Date	Salary Range		
		Min	Service Max	Max
LECTURER - 12 MONTH				
A	07/01/2019	4,824 57,888	5,779 69,348	6,485 77,820
B	07/01/2019	5,779 69,348	7,276 87,312	12,880 154,560
C	07/01/2019	6,630 79,560	9,186 110,232	14,138 169,656
D	07/01/2019	8,368 100,416	10,085 121,020	14,810 177,720

# 2016 MOU

Lecturers and temporary librarian faculty unit employees who meet range elevation criteria as currently defined by Article 12.17, or become eligible while this agreement is in effect, shall continue to be eligible to apply for range elevation under provisions 12.16 through 12.20 and campus policies.

Lecturers and temporary librarian faculty unit employees who have served at least five years in the current range and have reached the Service Salary Increase (SSI) maximum shall be considered eligible for range elevation regardless of whether they have received prior Faculty Merit Increases (FMIs).

For those lecturers and temporary librarian faculty unit employees who have not exhausted SSI eligibility by the beginning of the 2017/18 academic year, the following provisions shall apply.

## Determination of eligibility

- Full-time adjusted service (FTAS) shall be established as of the beginning of the 2017/18 academic year. For each academic or fiscal year, FTAS is defined as the average FTE over the academic or fiscal year, divided by 0.8, up to a maximum of 1.0 for the year.
- Range elevation shall be accompanied by a salary increase of at least 5% or whatever percentage increase is required to reach at least the minimum of the next range, whichever is greater.
- Lecturers and temporary librarian faculty unit employees with at least 6 years FTAS in the current range as of the start of the Fall 2017 term shall be eligible to apply for range elevation according to the following schedule:
  - In 2017/18, individuals with 12 or more years FTAS shall be eligible to apply.
  - In 2018/19, individuals with 9 or more years FTAS shall be eligible to apply.
  - In 2019/20, individuals with 6 or more years FTAS shall be eligible to apply.

# 2020 MOU

Extend “Memorandum of Understanding to the Range Elevation Procedures 2016” (true copy attached) to include an additional year, 2020-2021. In this year, lecturers who have at least six years of full-time adjusted service (“FTAS,” as defined in the 2016 MOU) as of Fall 2020 shall be eligible to apply for Range Elevation. Other terms of the 2016 MOU program will be in effect through June 30, 2021.

# CSUEB POLICY AND PROCEDURES

Link to policy and procedures:

<https://drive.google.com/file/d/1BfXlv-ZBEKhJpfN9JLhEECBaHKA8RzJ6/view>

Due date for submission of portfolio:

November 16

# CSUEB POLICY AND PROCEDURES

## General Criteria

- To be recommended for range elevation the applicant must provide evidence of their performance for all duties and responsibilities within their work assignment.
- The documentary evidence of all applicants should emphasize work from the past five years; however, significant achievement that occurred prior to the past five years or after the most recent range elevation may also be emphasized.
- Applicants cannot be required to fulfill criteria that are outside of their work assignment.

# CSUEB POLICY AND PROCEDURES

## General Criteria

- Instructional achievement may be documented with evidence...
- Currency in the applicant's subject area may be demonstrated by...
- Administrative achievement and committee responsibilities may be documented by...

# CSUEB POLICY AND PROCEDURES

## Procedures

- An applicant for range elevation shall prepare a Range Elevation Portfolio...
- An elected departmental committee of tenured faculty, after reviewing the applicant's Personnel Action File (PAF) and Range Elevation Portfolio...Department chair...College dean...Provost
- At all levels of review, the applicant shall receive a copy of the recommendation as soon as it is generated. The applicant may request reconsideration of a negative recommendation, may submit a response or rebuttal letter, and may meet with the committee, chair, dean, or Provost to discuss the recommendation.
- Range elevation applications that are denied may be appealed pursuant to sections 12.20 and 10.11 of the Collective Bargaining Agreement.

# CSUEB POLICY AND PROCEDURES

## Portfolio

- Curriculum Vitae
- Evidence demonstrating accomplishments listed in the Criteria sections above.
- Other information germane to an application for range elevation, e.g., letters of recommendation.

# CSUEB POLICY AND PROCEDURES

## Timeline

- November 15 Submission of candidate's portfolio (to department)
- December 5 Department Committee Recommendation
- January 25 Department Chair Recommendation
- February 20 College Dean Recommendation
- March 15 Provost Recommendation

# PORTFOLIO EVIDENCE

## Instructional achievement

- Such documentary evidence **shall consist of** impartially administered student evaluations, samples of student work evaluated by the applicant, course syllabi and examinations, and **may include** reports of classroom visits by other faculty, periodic evaluations, and supplemental materials.

# PORTFOLIO EVIDENCE

## Currency in the applicant's subject area

- This **may include, but is not limited to**, activities enhancing effective teaching of the discipline, collaborative teaching, development of instructional materials appropriate for a diverse student population, participation in events and workshops sponsored by the Office of Faculty Development, research and/or creative activities related to pedagogy, publications, critical contributions, presentations, performances, exhibitions, licensure, service on committees of professional societies, receipt of awards, prizes, fellowships, grants, professional training, or professional consultancies.

# ORGANIZING YOUR PORTFOLIO

- Present your evidence in a binder (or binders) with tabbed sections and a table of contents.
- Starting in academic year 2019-2020, this portfolio may be submitted in paper or through an e-portfolio platform, currently in Blackboard.
- Include an application letter that summarizes the evidence in the portfolio and describes how that evidence demonstrates your instructional achievement or currency.
- Open each section with a cover page. The cover page should include a list of the evidence presented in that section and a statement describing how that evidence demonstrates your instructional achievement or currency.
- Your application letter and statements for each section will make it easy for reviewers to navigate your portfolio and make it easy for them to write positive recommendations.

# APPLICATION LETTER

## Sample Introductory Paragraph

Dear Colleagues,

On October 16, 2020, I received an email from Associate Provost Dobb informing me I am eligible to apply for consideration of range elevation. I am currently at Lecturer Range B and am applying for consideration for elevation to Range C. Please accept these materials in support of my application. This portfolio includes information from Fall 2010 to the present.

## Instructional Achievement

Devote a paragraph to listing the courses you teach. Describe the types of courses (lecture, lab, seminar, activity, supervision) and the number of students typically taught. Use a second paragraph to outline the sort of evidence of instructional achievement that will be presented in the portfolio. Highlight aspects you want to stand out. Additional paragraphs might touch on teaching philosophy and teaching methods.

## Currency

Outline the sort of evidence of currency that will be presented in the portfolio, highlighting aspects you want to stand out.

## Administrative Achievement (if applicable)

## Committee Responsibilities (if applicable)

# **SAMPLE TABLE OF CONTENTS**

**(Some categories may not apply.)**

Curriculum Vitae

Sample Syllabi and Assignments

Samples of Graded Student Work

Sample Examinations

Periodic Evaluations

Reports of Classroom Visits

Student Evaluations

Publications

Presentations

University Service

Letters of Recommendation

# ELIGIBILITY IN 2020

Five years of service in range

+

Full-time monthly salary at or above SSI max

Range	SSI max Academic Year	SSI max 12-month
A	5046	5779
B	6335	7276
C	7986	9186

# ELIGIBILITY IN 2020

## 6 years FTAS in range as of Fall 2020

- Full-time Adjusted Service (FTAS) for an academic year is defined as the average timebase over the academic year, divided by 0.8, up to a maximum of 1.0 for the year. For example, if a lecturer faculty or temporary librarian's average timebase over an academic year was 0.4, then their FTAS for that year would be  $0.4/0.8 = 0.5$ . If their average timebase was 0.8, then their FTAS for that academic year would be  $0.8/0.8 = 1.0$ . If their average timebase was 1.0 (i.e., full-time) then their FTAS for that year would be 1.0, the maximum allowed FTAS for a year (rather than  $1.0/0.8 = 1.25$ ).

# DURING THE NEXT 40 DAYS

COLLECT EVIDENCE TO PLACE IN YOUR PORTFOLIO

REVIEW YOUR PERSONNEL ACTION FILE (PAF)

- Your PAF is in Academic Affairs (SA 4300)
- Make an appointment with Denise Johnson  
[denise.johnson@csueastbay.edu](mailto:denise.johnson@csueastbay.edu)
- Request copies of material to place in your portfolio

# DURING THE NEXT 40 DAYS

- RECEIVE NOTIFICATION FROM ACADEMIC AFFAIRS (NO LATER THAN OCTOBER 16)
- ATTEND CFA AND FACULTY DEVELOPMENT WORKSHOPS
- CONSULT WITH MARK KARPLUS, JEFF NEWCOMB, KEVIN PINA, GRETCHEN REEVY, JESSICA WEISS
- SHOW YOUR PORTFOLIO TO OTHERS BEFORE SUBMITTING
- SUBMIT BY NOVEMBER 16