

Temporary Faculty: Range Elevation

1.0 Eligibility: Temporary faculty employees (excluding coaches) shall be eligible for range elevation if they (a) are not eligible for additional Salary Step Increases (SSIs) in their current range and (b) have been employed in their current range for at least five years.

2.0 Criteria: To be considered for range elevation an applicant

- a. Shall present evidence of excellence in teaching or other assigned duties, and
- b. Shall be allowed to present evidence of professional development or significant contributions to service in the department or school, college, university, or community.

3.0 The application shall consist of a memorandum including (a) the applicant's request, (b) a complete curriculum vitae, and (c) a summary of contributions to the university and community since initial appointment or last range elevation, whichever is more recent.

4.0 Procedures

4.1 Annually the Office of Faculty Affairs shall publish a schedule of deadlines for application, review, and notification. At least thirty (30) days prior to the commencement of the annual campus range elevation process and no later than March 1, the Office of Faculty Affairs shall notify those lecturers who may be eligible for range elevation.

4.2 Applications shall be submitted to the department chair or school director; a copy shall be submitted to the dean. The chair or director shall obtain a recommendation from the unit, shall add a recommendation, and shall forward the application and both recommendations to the dean.

4.3 The dean shall provide written notification to the applicant of his or her recommendation. The Office of Faculty Affairs shall provide the official notification to the applicant.

4.4 Range elevation applications that are denied may be appealed to the Office of Faculty Affairs.

**RANGE ELEVATION
Time Schedule
2013 - 2014 Academic Year**

- February 20 or 21, 2014 Range Eligibility List (accompanied by an informational list of all lecturers) produced by Academic Affairs and given to Faculty Affairs for distribution. Faculty Affairs makes lists available to colleges contingent upon completed application of all 2013-2014 salary adjustments.
- March 3, 2014 Deadline for colleges to notify lecturers who are eligible for range elevation stating applications due to department chairs/directors on April 7. (See sample memo to lecturers.)
- April 7, 2014 Range Elevation applications due from lecturers to department chairs/directors.
- Department/school committee and chair/director shall add their recommendation in a letter addressed to the Dean. (Do not use a 5-day PAF date or copy the applicant.)***
- April 24, 2014 Applications and recommendations by department/school committee and chair/director due to dean.
- May 8, 2014 Dean shall provide written notification of recommendation to applicants. Copies to be sent to the department/school committee and chair/director and to Associate Vice President for Faculty Affairs. (Do not use a 5-day PAF date.) Dean to forward all applicant materials to Faculty Affairs. Materials will be returned to the Dean when the process is complete.
- May 19, 2014 Associate Vice President for Faculty Affairs shall send an official letter of acknowledgment approving or denying range elevation. Range elevation salary increases shall be effective at the beginning of the first appointment in the academic year following the review. The approval letter will have the 5-day PAF filing date.
- May 27, 2014 Deadline to appeal denial of range elevation.