



# **RANGE ELEVATION WORKSHOP**

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CAL STATE EAST BAY

OCTOBER 2021

# **OUTLINE FOR THIS WORKSHOP**

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# GENERAL INFO & ANNOUNCEMENTS

- Bargaining update meetings 10/19/21 and 10/20/21 12 pm-1:15 pm
- Please RSVP to [cfa\\_eb@calfac.org](mailto:cfa_eb@calfac.org) to attend one of them
- Join CFA: <https://www.calfac.org/join-cfa>
- Follow bargaining updates at <https://www.cfabargaining.org/>

# GENERAL INFO & ANNOUNCEMENTS

- CFA Salary *Proposals* (incomplete list):
- General Salary Increases (GSIs)
  - Fiscal Year 2020 – 2021 – 4%, effective July 1, 2020
  - Fiscal Year 2021– 2022 – 4%, effective July 1, 2021
  - Fiscal Year 2022– 2023 – 4%, effective July 1, 2022
- Service Salary Increases (SSIs)
  - Fiscal Year 2021 – 2022 – 2.65%, effective on or after July 1, 2021 on faculty unit employees' anniversary dates
  - Fiscal Year 2022 – 2023 – 2.65%, effective on or after July 1, 2022 on faculty unit employees' anniversary dates
  - Eligibility shall be consistent with past SSIs; this salary increase shall be paid to faculty unit employees below SSI maxima in salary ranges who have performed in a satisfactory manner.
- [https://www.calfac.org/wp-content/uploads/2021/07/cfa\\_proposal\\_-\\_salary\\_proposal\\_-\\_three\\_years.pdf](https://www.calfac.org/wp-content/uploads/2021/07/cfa_proposal_-_salary_proposal_-_three_years.pdf)
- CFA Range Elevation *Proposal*
- [https://www.calfac.org/wp-content/uploads/2021/07/cfa\\_proposal\\_-\\_range\\_eligibility\\_10.23.20.pdf](https://www.calfac.org/wp-content/uploads/2021/07/cfa_proposal_-_range_eligibility_10.23.20.pdf)

# 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

# ELIGIBILITY IN 2021

**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

# OVERVIEW Q & A

- **What is Range Elevation?**
- Range Elevation is the formal process through which Lecturers and temporary Librarians can increase their salary by moving from one salary range to the next (e.g., Range A to B, B to C, or C to D). If granted, a Range Elevation brings a salary increase of at least 5%, or the percentage increase required to reach at least the minimum of the next range, whichever is greater.

# OVERVIEW Q & A

- **Should I apply? Yes!**
- In recent years, there was a **success rate of over 90 percent** for Lecturers and temporary Librarians who applied for Range Elevation. It pays to apply!
- **Range Elevation is not automatic. If you are eligible, you need to apply.** Your campus administration is required to notify you, if you are eligible to apply, at least 30 days prior to the application deadline.

# OVERVIEW Q & A

- **How do I know whether I'm eligible to apply?**
- **If you are eligible to apply, your campus administration is required to notify you** at least 30 days prior to the application deadline.

# OVERVIEW Q & A

- **You can Appeal if denied**
- If your application is denied, you may appeal to a campus peer review panel. Most Lecturers who have appealed have been successful in their appeals. Those who are denied are permitted to apply again in subsequent years.
- For questions about your years of service, time base, and salary, contact the campus payroll office.

# RANGE ELEVATION RESOURCES

## CFA

Gretchen Reeve

[greevy@calfac.org](mailto:greevy@calfac.org)

Jeff Newcomb

[jeff.newcomb@gmail.com](mailto:jeff.newcomb@gmail.com)

Kevin Pina

[kevinpina@icloud.com](mailto:kevinpina@icloud.com)

## Faculty Development

Keri O'Neal

[keri.oneal@csueastbay.edu](mailto:keri.oneal@csueastbay.edu)

# **RANGE ELEVATION RESOURCES**

## **Faculty Development Range Elevation Portfolio Preparation Workshop**

Tuesday, October 26, 12-1 via Zoom

<https://docs.google.com/document/d/1VenxJZ6sBfoq5DG9mFCqau6-2Gefu9h6ZOZBqLgGUI/edit>

# 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.

# 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 15

# 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 X, 2021, 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)

\*Choose the date that is appropriate for you

# **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

# DURING THE NEXT 29 DAYS

COLLECT EVIDENCE TO PLACE IN YOUR PORTFOLIO

REVIEW YOUR PERSONNEL ACTION FILE (PAF)

- Your PAF is in Academic Affairs (SA 4300) or is online
- Make an appointment with Linda Dobb  
[linda.dobb@csueastbay.edu](mailto:linda.dobb@csueastbay.edu)
- Request copies of material to place in your portfolio

# DURING THE NEXT 29 DAYS

- RECEIVE NOTIFICATION FROM ACADEMIC AFFAIRS (NO LATER THAN OCTOBER 15)
- ATTEND CFA AND FACULTY DEVELOPMENT WORKSHOPS
- CONSULT WITH GRETCHEN REEVY, JEFF NEWCOMB, KEVIN PINA, KERI O'NEAL
- SHOW YOUR PORTFOLIO TO OTHERS BEFORE SUBMITTING
- SUBMIT BY NOVEMBER 15