



RANGE ELEVATION WORKSHOP

CAL STATE EAST BAY

OCTOBER 2022

OUTLINE FOR THIS WORKSHOP

1. JOIN CFA!
2. ELIGIBILITY IN 2022
3. OVERVIEW RANGE ELEVATION Q&A AND RESOURCES
4. CBA 12.16-12.20
5. CSUEB POLICY AND PROCEDURES
6. PORTFOLIO
7. DURING THE NEXT 29 DAYS

JOIN CFA!

- Join CFA:

<https://www.calfac.org/join-cfa>

SALARY SCHEDULE

SalarySchd20220908.pdf x +

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Class Code	Range Code	Class Title	Effective Date	Salary Range			Pay Period
				Min	Service Max	Max	
2458		LECTURER - ACADEMIC YEAR, CAL STATE TEACH					
	2	A	07/01/2022	4,530 54,360	5,405 64,860	6,056 72,672	PER MONTH ANNUALLY
	3	B	07/01/2022	5,405 64,860	6,786 81,432	11,994 143,928	PER MONTH ANNUALLY
	4	C	07/01/2022	6,190 74,280	8,554 102,648	13,172 158,064	PER MONTH ANNUALLY
2359		LECTURER - 12 MONTH					
	2	A	07/01/2022	5,168 62,016	6,190 74,280	6,946 83,352	PER MONTH ANNUALLY
	3	B	07/01/2022	6,190 74,280	7,794 93,528	13,797 165,564	PER MONTH ANNUALLY
	4	C	07/01/2022	7,102 85,224	9,840 118,080	15,145 181,740	PER MONTH ANNUALLY
	5	D	07/01/2022	8,964 107,568	10,803 129,636	15,864 190,368	PER MONTH ANNUALLY

ELIGIBILITY IN 2022

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	5405	6190
B	6786	7794
C	8554	9840

ELIGIBILITY IN 2022

6 years FTAS in range as of Fall 2022

- 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 $1.0/0.8 = 1.25$).
- Example: $.8/.8 + .8/.8 + .5/.8 + .5/.8 + .6/.8 + .8/.8 + .9/.8 = 1 + 1 + .625 + .625 + .75 + 1 + 1 = 6$ FTAS (takes 7 years)
- Sunsets in 2023/24

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.

Another Reason to Apply

- The following proposed revisions to the Policy on Emeritus Status, recently updated by [21-22 FAC 2](#), would grant emeritus status to lecturer faculty with 12 years of full-time service if they were awarded range elevation within six years of retirement. Under the proposal, the requirement for 12 years of full-time service may be satisfied by combining part-time service but must reflect an average workload of 0.8 or higher or include at least 12 years at 0.8 or higher.

RANGE ELEVATION RESOURCES

CFA

Gretchen Reevy

greevy@calfac.org

Jeff Newcomb

jeff.newcomb@gmail.com

Faculty Development

Keri O'Neal

keri.oneal@csueastbay.edu

RANGE ELEVATION RESOURCES

Faculty Development Range Elevation Portfolio Preparation Workshops

Wednesday, October 19, 2022: 10:00 am - 11:00 am

Or

Tuesday, November 8, 2022: 2:00 pm - 3:00 pm

Via Zoom

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 Interfolio.
- 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, 2022, I received an email from Associate Provost Ituarte? 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 2015* 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 Sophie Bloch, sophie.rollins@csueastbay.edu OR Kelly Ramos, kelly.ramos@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, KERI O'NEAL
- SHOW YOUR PORTFOLIO TO OTHERS BEFORE SUBMITTING
- SUBMIT BY NOVEMBER 15