OUTLINE FOR THIS PRESENTATION

1. What is Range Elevation and why does it exist?
2. Eligibility for Range Elevation
3. SFSU Range Elevation policy and application process
GENERAL CFA INFO


• Join CFA: https://www.calfac.org/join-cfa

• CFA Lecturers’ Handbook and other resources: https://www.calfac.org/council-of-lecturers/
GENERAL CFA INFO

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WHAT IS RANGE ELEVATION?

2021-2022 UNIT 3 FACULTY SALARIES
At-a-Glance

<table>
<thead>
<tr>
<th>AY/10-month</th>
<th>Title (Range/Grade)</th>
<th>12-month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MONTHLY SALARY FTE</td>
<td>ANNUAL SALARY FTE</td>
</tr>
<tr>
<td>4,398</td>
<td>52,776</td>
<td>Min</td>
</tr>
<tr>
<td>4,795</td>
<td>57,540</td>
<td>Coach Spec Min</td>
</tr>
<tr>
<td>5,248</td>
<td>62,976</td>
<td>Serv Max Min</td>
</tr>
<tr>
<td>5,880</td>
<td>70,560</td>
<td>Max Min</td>
</tr>
<tr>
<td>6,010</td>
<td>72,120</td>
<td>Min</td>
</tr>
<tr>
<td>6,588</td>
<td>79,056</td>
<td>Serv Max</td>
</tr>
<tr>
<td>7,567</td>
<td>90,804</td>
<td>Min</td>
</tr>
<tr>
<td>8,305</td>
<td>99,660</td>
<td>Serv Max</td>
</tr>
<tr>
<td>8,908</td>
<td>106,896</td>
<td>Coach Spec Max</td>
</tr>
<tr>
<td>9,112</td>
<td>109,344</td>
<td>Serv Max</td>
</tr>
<tr>
<td>9,779</td>
<td>117,348</td>
<td>SSP-ARI Max Coach Max</td>
</tr>
<tr>
<td>10,252</td>
<td>123,024</td>
<td>Head Coach Max</td>
</tr>
<tr>
<td>10,735</td>
<td>128,820</td>
<td>SSP-ARI Max</td>
</tr>
<tr>
<td>11,247</td>
<td>134,964</td>
<td>SSP-ARI Max</td>
</tr>
<tr>
<td>11,645</td>
<td>139,740</td>
<td>Max</td>
</tr>
<tr>
<td>12,788</td>
<td>153,456</td>
<td>Max</td>
</tr>
<tr>
<td>13,395</td>
<td>160,740</td>
<td>Max</td>
</tr>
</tbody>
</table>

Note: this is from last year, 2021-2022.
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. Additionally, in Academic and Fiscal Years 2021/22, 2022/23, and 2023/24, lecturers and temporary librarian faculty unit employees with six or more years of Full Time Adjusted Service (FTAS) in their current range shall be eligible to apply for range elevation. For each Academic or Fiscal Year, FTAS is defined as the average Full Time Equivalent (FTE) over the Academic or Fiscal Year, divided by 0.8, up to a maximum of 1.0 for the year.
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.
ELIGIBILITY IN 2022-2023

Eligibility method 1
Five years of service in range
+ Full-time monthly salary at or above SSI max

<table>
<thead>
<tr>
<th>Range</th>
<th>SSI max Academic Year</th>
<th>SSI max 12-month</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5405</td>
<td>6190</td>
</tr>
<tr>
<td>B</td>
<td>6755</td>
<td>7794</td>
</tr>
<tr>
<td>C</td>
<td>8554</td>
<td>9840</td>
</tr>
</tbody>
</table>

Note: This is a CFA-SF calculation based on the recent GSIs.
ELIGIBILITY IN 2022-2023

Eligibility method 2
Six or more years of Full-Time Adjusted Service (FTAS)

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 $1.0/0.8 =1.25$).
ELIGIBILITY IN 2022-2023

Eligibility method 2
Six or more years of Full-Time Adjusted Service (FTAS)

<table>
<thead>
<tr>
<th>FTE worked in year</th>
<th>FTAS credit for that year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.2</td>
<td>0.25</td>
</tr>
<tr>
<td>0.4</td>
<td>0.5</td>
</tr>
<tr>
<td>0.6</td>
<td>0.75</td>
</tr>
<tr>
<td>0.8</td>
<td>1.0</td>
</tr>
<tr>
<td>1.0</td>
<td>1.0</td>
</tr>
</tbody>
</table>
Original policy, passed in 2000:
https://sfsu.policystat.com/policy/11421952/latest

2015 Amendment:
https://senate.sfsu.edu/meeting-minutes-archive/academic-senate-meeting-minutes-21015
Timeline highlights

Administration to inform faculty member of eligibility by 7th week of Spring semester.

Application for Range Elevation due 11th week of Spring semester.

Deadline for President’s decision: June 30th.
General criteria

“To be considered for range elevation, an applicant shall present evidence of excellence in teaching and/or other assigned duties, and if applicable, additional evidence of significant professional development and/or significant contributions to the department, college, university, and/or community.”
Application contents

“The eligible faculty member may apply for range elevation in the department in which his/her eligibility is established. The application dossier for range elevation shall consist of: 1) a written memorandum stating the applicant's intent to request a range elevation; 2) a summary of the applicant's contribution in areas as stated in the "criteria" section; and 3) a current curriculum vitae. The application dossier may include supplementary materials as evidence and/or documentation of contributions.”
SFSU POLICY AND PROCEDURES

Further procedural information
https://facaffairs.sfsu.edu/sites/default/files/documents/Ran
ge-Elevation-Application-Process-Fall%202022.pdf

(For last year’s process)
PREPARATION FOR APPLICATION

COLLECT EVIDENCE TO PLACE IN YOUR PORTFOLIO

REVIEW YOUR PERSONNEL ACTION FILE (PAF)
• Your PAF can be viewed in person or online
• Make arrangements with Steve Blecha sblecha@sfsu.edu
Sample Introductory Paragraph
Dear Colleagues,

On [date], I received an email from [Administrator] informing me I am eligible to apply for consideration of range elevation. I am currently at Lecturer Range [X] and am applying for consideration for elevation to Range [Y]. Please accept these materials in support of my application. This portfolio includes information from [date] to the present.

Excellence in teaching
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.

Professional development and Department, College, University, and/or Community Contributions (if applicable)
Outline the sort of evidence of currency that will be presented in the portfolio, highlighting aspects you want to stand out.
ORGANIZING YOUR PORTFOLIO

• You should be able to submit this portfolio either in paper or through an e-portfolio platform. If in paper, present your evidence in a binder (or binders) with tabbed sections and a table of contents.
• 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 what that evidence demonstrates.
• 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.
• Current Curriculum Vitae must be included.
• **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!
• There is a high success rate. 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.
• 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. Many Lecturers who have appealed have been successful in their appeals. Those who are denied are permitted to apply again in subsequent years.
Thanks for your time

• For questions about your years of service, time base, and salary, contact Director of Employment Services Steve Blecha, sblecha@sfsu.edu

• My info: David Steel, CFA-SF Field Representative, dsteel@calfac.org

• “Just do it” – Nike