



RANGE ELEVATION WORKSHOP

SAN FRANCISCO STATE

OCTOBER 2022

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

- CFA-CSU Collective Bargaining Agreement:
<https://www.calfac.org/contract-2022-2024/>
- Join CFA: <https://www.calfac.org/join-cfa>
- CFA Lecturers' Handbook and other resources:
<https://www.calfac.org/council-of-lecturers/>

GENERAL CFA INFO

CFA-SF

James Martel, CFA Chapter President

jmartel@calfac.org

Brad Erickson, Lecturer Faculty Vice-President

berickso@sfsu.edu

Ali Kashani, At-Large Lecturer Faculty Representative

kashani@sfsu.edu

Lee Chen-Weinstein, English Department Lecturer Representative

leechenw@sfsu.edu

Teresa Pratt, English Department T/TT Representative

tpratt@sfsu.edu

Larry Hanley, English Department T/TT Representative

lhaley@sfsu.edu

WHAT IS RANGE ELEVATION?

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

AY/10-month		Title (Range/Grade) Faculty, Coaches, Librarians, Student Services Professionals				12-month	
MONTHLY SALARY FTE	ANNUAL SALARY FTE	Instructor Lec A/2 Coaching Asst	Asst Prof Lec B/3 Coach Spec LIBR/SSP-ARI	Assoc Prof Lec C/4 Coach LIBR/SSP-ARII	Professor Lec D/5 Head Coach LIBR/SSP-ARIII	MONTHLY SALARY FTE	ANNUAL SALARY FTE
4,398	52,776	<i>Min</i>				5,017	56,472
4,795	57,540		<i>Coach Spec Min</i>			5,491	61,812
5,248	62,976	<i>Serv Max</i>	<i>Min</i>			6,010	67,656
5,880	70,560	<i>Max</i>				6,744	75,924
6,010	72,120			<i>Min</i>		6,895	77,616
6,588	79,056		<i>Serv Max</i>			7,567	85,188
7,567	90,804				<i>Min</i>	8,703	97,968
8,305	99,660			<i>Serv Max</i>		9,553	107,544
8,908	106,896		<i>Coach Spec Max</i>			10,252	115,416
9,112	109,344				<i>Serv Max</i>	10,488	118,068
9,779	117,348		<i>SSP-ARI Max</i>	<i>Coach Max</i>		11,247	126,600
10,252	123,024				<i>Head Coach Max</i>	11,781	132,624
10,735	128,820			<i>SSP-ARII Max</i>		12,345	138,960
11,247	134,964				<i>SSP-ARIII Max</i>	12,928	145,536
11,645	139,740		<i>Max</i>			13,395	150,792
12,788	153,456			<i>Max</i>		14,704	165,516
13,395	160,740				<i>Max</i>	15,402	173,388
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Note: this is from last year, 2021-2022.

CBA BASIS OF R.E. (1 of 2)

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.

CBA BASIS OF R.E. (2 of 2)

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

Range	SSI max Academic Year	SSI max 12-month
A	5405	6190
B	6755	7794
C	8554	9840

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)

FTE worked in year	FTAS credit for that year
0.2	0.25
0.4	0.5
0.6	0.75
0.8	1.0
1.0	1.0

SFSU POLICY AND PROCEDURES

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>

SFSU POLICY AND PROCEDURES

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.

SFSU POLICY AND PROCEDURES

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.”

SFSU POLICY AND PROCEDURES

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/Range-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

APPLICATION LETTER

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.

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!**
- 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.

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. 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