

**RANGE ELEVATION FOR TEMPORARY UNIT 3  
FACULTY EMPLOYEES**

*Academic Affairs*  
**POLICY**  
**FAC 206-00**

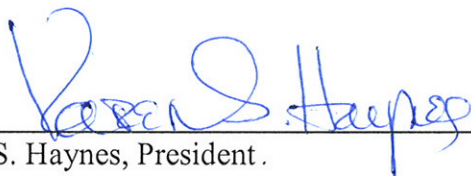
**Effective Date:** 1/19/2012

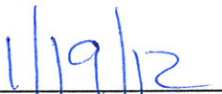
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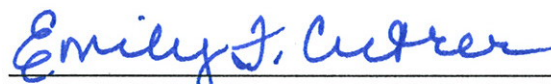
**Definition** This policy describes the intent and procedures involved in range elevation for temporary faculty (part time or full time). Range elevation is an increase in salary subject to meeting the criteria as defined.

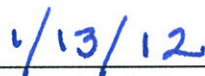
**Authority** This policy is mandated by language in the Collective Bargaining Agreement (Article 12) stipulating that each CSU campus establish appropriate range elevation procedures.

**Scope** Temporary Unit 3 employees of CSU San Marcos.

  
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Karen S. Haynes, President.

  
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Approval Date

  
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Emily F. Cutrer, Provost and VP for Academic Affairs

  
\_\_\_\_\_  
Approval Date

Fourth Revision: 1/19/2012  
Third Revision: 08/27/2010  
Second Revision: 09/02/2009  
First Revision: 03/19/2004  
Implemented: 10/09/2002

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I. PURPOSE

This policy describes the intent and procedures involved in range elevation for temporary faculty (part time or full time). Range elevation is an increase in salary subject to meeting the criteria defined below.<sup>1</sup>

II. ELIGIBILITY

Temporary faculty who are eligible for range elevation shall be limited to those who have served at least five calendar years, not necessarily consecutive, in their current range and are not eligible for additional Service Salary Increases in their current range. Length of service alone is an insufficient basis for range elevation. For temporary faculty who earn a higher degree, see footnote.<sup>2</sup>

III. CRITERIA

To be considered for range elevation under this policy, an applicant shall:

Provide evidence of sustained excellence in teaching (for those with teaching duties) and/or other professional duties.

In addition, consideration will be given to professional development appropriate to work assignment and/or to significant contributions to program development.

IV. APPLICATION

A temporary faculty member who wishes to be considered for range elevation shall provide the following materials:

- A. Memorandum stating the applicant's request for range elevation
- B. Current vitae
- C. The two most recent personnel evaluations
- D. 1. Faculty with teaching assignments. Documentation supporting excellence in teaching, including the following:
  - a. Syllabi for all courses taught over the past 5 academic years

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<sup>1</sup> This policy is mandated by language in the Collective Bargaining Agreement (Article 12) stipulating that each CSU campus establish appropriate range elevation procedures.

<sup>2</sup> Upon earning a higher degree, the temporary faculty member will inform the appropriate Dean/Director and the Office of Faculty Affairs. Upon verification of the degree completion by the of Faculty Affairs the appropriate salary adjustment with range elevation will be made at the start of the next semester.

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- b. Narrative describing teaching philosophy and development as a teacher over the past 5 years, including supporting evidence such as summaries of student evaluations and other data that illustrate excellence in teaching (5 pages maximum).
    - c. Evidence of additional accreditation, professional experience or professional development discussed in narrative, if applicable.
  2. Faculty with non-instructional assignments. Documentation supporting excellence in professional duties, including the following:
    - a. Assignment of responsibilities/Job description
    - b. Narrative describing development as a professional over the past 5 years, including supporting evidence that illustrates excellence in professional duties (5 pages maximum).
    - c. Evidence of additional accreditation, professional experience or professional development discussed in narrative, if applicable.

**V. PROCEDURES**

- A. The AVP in Academic Affairs shall notify eligible temporary faculty by the second Monday in September. The deadline for application is due on or before the second Monday in October.
- B. Applications shall be submitted to the appropriate Department Chair with a copy to the Dean/Director. Where departments, programs, schools or centers do not exist, the employee shall submit the application directly to the Dean/Director. The Chair shall make his/her recommendation, and forward both the application and the recommendation to the Dean/Director no later than the second Monday in November. The Chair shall provide the applicant with a copy of the recommendation. The applicant may submit a rebuttal to the Dean/Director no later than the third Monday in November.
- C. The Dean/Director shall provide written notification to the applicant of the decision no later than the first Monday in December. The award will become effective the first semester after the final decision.
- D. Denial of range elevations shall be subject to the peer review process. If a temporary faculty member wishes to appeal a negative decision, he/she should submit in writing the rationale for the appeal. The President will then establish a single campus-wide Peer Review Panel (CBA 12.20) consisting of full-time tenured employees who have served on committees that make recommendations on matters of appointment, reappointment, promotion or tenure and who have attained the rank of full professor. The membership of the Range Elevation Peer Review Panel shall consist of three members and one alternate.

Appeals shall be submitted to the Office of Faculty Affairs by the third Monday in January. The Peer Review Panel shall convene and review the case within thirty days of appeal and shall render a decision within 30 days of the hearing. The

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Panel shall allow for appellants to make a presentation to the Panel and to be represented by CFA if so desired. The temporary faculty member will be notified of the decision by the third Monday in March. Pursuant to CBA Article 12, the Range Elevation Peer Review Panel decision is final.