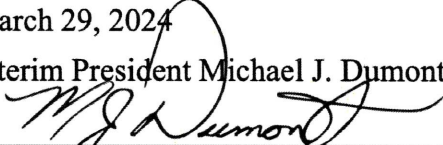




Policy Number:	AA 06-006 (Formerly AS-525)
Policy Administrator:	Provost and Vice President of Academic Affairs
Policy Initiator:	Office of the Provost, Academic Affairs
Authority:	CFA Collective Bargaining Agreement, Article 12.16 - 20
Effective Date:	November 1, 2008
Revised Date:	March 29, 2024
Approved:	Interim President Michael J. Dumont
Approval Signature:	

Range Elevation for Lecturers

Purpose: This policy has been developed in accordance with Article 12 of the Collective Bargaining Agreement between the California Faculty Association and the Board of Trustees of the California State University, which calls for procedures for range elevation on the salary schedule for lecturers to be established at each campus by the President, after recommendation by the appropriate Academic Senate Committee. The purpose of this policy is to establish a means by which these faculty may be granted range elevation consistent with the appropriate sections of Article 12 of the CSU-CFA Collective Bargaining Agreement.

Scope: This policy applies to all eligible lecturers employed at the California State University Maritime Academy.

Accountability: Academic Department Chairs, Academic Deans, the Provost, Human Resources

Policy: Lecturers who have been in their range for five years and are at the SSI maximum for that range have the right to apply for a Range Elevation, that is, to move from Range A to B, B to C, or C to D. For the purposes of this policy, the term "lecturer" is inclusive of temporary instructional faculty, non-instructional faculty, librarians, and counselors.

Procedure: Range elevation is the process by which a lecturer moves from one classification (salary range) to another. An applicant who is awarded a range elevation moves from his/her current salary range to the next higher range (for example, from A to B), receives a salary increase consistent with Article 31 of the CBA, and becomes eligible for Service Salary Increases (SSI) in the new range. The Office of Human Resources is responsible for generating the list of eligible lecturers and disseminating this list to the Office of the Provost, the Academic Deans, and the local CFA Chapter President.

ESTABLISHING EVALUATION PROCEDURES FOR DEPARTMENTS

The recommendation of a range elevation on the salary schedule may be made by the Vice President for Academic Affairs after consultation with the pertinent department. That consultation shall be in the form of a written recommendation to the Vice President from the department.

- A. Departments may determine their own procedures for evaluating their lecturers and preparing range elevation recommendations.
- B. All current Unit 3 employees are eligible to participate in all departmental discussions and decisions pertaining to procedures for range elevation. All such employees must be fully informed of their right to participate and the days, times and locations of the meetings at which these issues will be discussed. Such notification must be in writing and must be given five working days before any meeting.
- C. Departments may choose one of the following entities to evaluate lecturers for the purpose of making a Range Elevation recommendation.
 - The Department Chair,
 - A designee,
 - An elected Range Elevation Review Committee, or
 - Any combination of one or more of the above.
- D. If a department chooses to use a Range Elevation Review Committee, all Unit 3 employees are eligible to serve.
- E. The voting franchise for the purpose of establishing range elevation procedures and developing departmental policy governing elections related to range elevation should be proportional to the time base of each Unit 3 member, i.e.,
 - A Unit 3 member on .20 appointment casts 1 ballot
 - A Unit 3 member on .40 appointment casts 2 ballots
 - A Unit 3 member on .60 appointment casts 3 ballots
 - A Unit 3 member on .80 appointment casts 4 ballots
 - A Unit 3 member on 1.0 appointment casts 5 ballotsFor purposes of determining the number of ballots an individual receives, appointments that fall between those listed shall be rounded upward.
- F. In any subsequent election related to establishing procedures for the recommendation of range evaluation and/or the election procedures pertaining to range elevation the proportional vote allotted to any employee cannot be less than the proportions described in "E" above.
- G. In any election relating to Range Elevation all voting must be by mailed secret ballots. Such elections must be held over a period lasting at least five working days.
- H. In the case of a lecturer who does not hold an appointment within a department, department-level evaluation shall be by an ad hoc committee of faculty appointed by the Chair of the department after consultation with the lecture(s) as in "B" above.
- I. Each department shall forward its initial procedures on Range Elevation to the Office of the Provost within 10 working days of approving the procedures. Any subsequent changes to the department's procedures on Range Elevation must be forwarded to the Academic Senate by November 1 of the academic year the procedures take effect.

EVALUATION CRITERIA

To be recommended for range elevation, a lecturer must show professional growth and development appropriate to the lecturer's work assignment and the mission of the university during the period between the date of initial appointment or, where applicable, the date of the last range elevation and the time of the current request. This is the only review period in which candidates' professional achievements shall be evaluated. Activities that may be used as evaluation criteria are identified in Appendix A.

TIMELINE

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 lectures that receipt of a previous FMI may affect their eligibility for range elevation.

Notice to eligible lectures and department chairs	Prior to November 1st
Lecturer application due to respective department chair	1 st Monday in February
Department Chair recommendation due to Dean	3 rd Monday in February
Dean Recommendation due to Provost	Last Monday in February
Provost responds to recommendation	
Approving or denying range elevation	2 nd Monday in March

APPLICATION AND EVALUATION

A. Application

1. The Candidate: To be evaluated for Range Elevation, each candidate must submit application materials that conform to the requirements of his or her department.
2. The Department: As part of the range elevation procedures, each department may define the collection of materials to be considered in an application for range elevation. At a minimum, the candidate shall provide the following materials:
 - A current curriculum vitae,
 - A description of the candidate's work assignments for each semester of the period under consideration,
 - A narrative describing his/her professional growth and development, and, student evaluation summaries for all evaluated courses taught by the candidate during the period of evaluation.

B. Evaluation

1. The Department

- a. Each department shall prepare a recommendation regarding range elevation for each eligible candidate who wishes to be on. This recommendation shall be a written report that includes the department's decision as well as the reasons for reaching that decision. A copy of this recommendation shall be forwarded to the candidate and to the Appropriate Academic Dean.
- b. The department must assess the quality and appropriateness of the candidate's experience. Materials submitted by the candidate shall be evaluated in relation to the candidate's work assignment while employed in the department. Departments may not require but may consider evidence of performance outside of the area of the candidate's work assignment.
- c. Department evaluators may seek additional information to verify a candidate's claims. The candidate may be required to provide additional documentation. Evaluators may also solicit written comments from the department chair or faculty peers to clarify information provided by the candidate. Any comments that are used to determine a recommendation must be included as supplemental attachments to the final written report and must be available to the candidate.
- d. When a candidate is asked to provide additional documentation, the burden of supplying this documentation in a timely manner resides with the candidate. Failure to provide requested information shall not delay either the evaluation process or the preparation of the department's recommendation.

2. Academic Deans and the Provost

- a. The Appropriate Academic Dean shall write a letter of recommendation based upon the academic department's written recommendation. This letter shall then be submitted, along with the departmental material, to the Office of the Provost.
- b. The Provost who shall make the final decision on recommending an award of a range elevation to the candidate.
- c. The decision of the Provost shall be forwarded to the candidate and the department.
- d. When a candidate's request is denied, the Provost must provide the candidate and department with a written explanation of the reasons for the denial.

HANDLING DISPUTES

Denial of Range Elevations shall be subject to the peer review process. Cal Maritime shall establish a single Peer Review Panel to hear the appeals of any temporary faculty unit employee denied range elevation in accordance with Article 12.20 of the CBA.

APPENDIX A

This section lists examples of activities that may be used to demonstrate appropriate professional growth and development. It is neither exhaustive nor minimal, but simply a listing of the typical professional activities engaged in by Lecturers in a wide range of disciplines. In all cases, quality of performance and appropriateness of the activity shall be the primary consideration when evaluating the merit of a specific activity. Participation alone, in one or more of the activities listed below, does not certify a Lecturer for a Range Elevation. Activities are listed alphabetically, and no weighting shall be inferred from the order.

- Active participation at professional meetings and conferences. Activities enhancing the effective teaching of the discipline. Advising and mentoring student associations.
- Collaborative research and creative activity involving the campus and the community.
- Collaborative teaching.
- Contributions to improving the campus climate: the promotion of mutual respect and acceptance of diversity in all its forms.
- Creative activities in support of effective teaching. Curriculum and program development. Development of instructional materials.
- Development of standards and/or outcomes assessment.
- Editing of publications.
- External fundraising and resource development related to the mission of the university.
- Fostering of collegiality.
- Grant proposals to conduct research in the discipline, to support pedagogy, or to further the mission of the University.
- Increased mastery of the discipline evidenced by additional relevant education or an additional degree.
- Involvement of students in the research and creative processes. Leadership and active participation in service activities of professional associations.
- Leadership and special contributions to the basic instructional mission of the university.
- Leadership in faculty governance and campus life at the department, college, university, or CSU system level.
- Maintenance and technical support of university labs, equipment, materials, supplies, safety standards and any other support of environments that require advanced professional attention.
- Mentoring of colleagues.
- Organizing events and activities for the sharing of ideas and knowledge. Presentations at conferences.
- Professional contributions to the community, including professional efforts that bring the community and the campus together.
- Program advising.
- Publications, exhibitions, and/or performances that advance knowledge. Recruitment and retention of students.
- Research and/or creative activity in discipline related pedagogy.
- Research and/or creative activity in the discipline.
- Teaching and instructionally related activities.
- Thesis research and supervision