

October 22, 2009

FROM: Sally Sacchetto  
Director of Faculty Personnel

SUBJECT: Range Elevation Policy for Lecturers

Under the terms of the bargaining agreement, lecturers who meet certain eligibility requirements may request range elevation, that is, a change in the salary range under which they are paid and a resulting increase in pay rate. This memo provides procedural information regarding the Range Elevation Policy.

Range elevation is described in Article 12.16 of the faculty bargaining agreement, which can be found online at [http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article12.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article12.shtml), and implemented by campus policy, online at <http://www.sonoma.edu/uaffairs/policies/range.htm>.

Campus policy requires departments with eligible faculty to develop procedures for evaluating applications for range elevation. Departments that have established such procedures in past years for the review of other faculty are not obligated to revise those policies, but must provide a copy of the procedures to the currently eligible faculty not later than November 1, and may certainly do so earlier.

To be evaluated for range elevation, each candidate must submit application materials that conform to the requirements of his or her department by the deadline stated in this memorandum. The application materials must demonstrate, in the words of the policy, "...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." More information is available in campus policy and departmental procedures.

As outlined in both the bargaining agreement and campus policy, a lecturer eligible to be considered for range elevation is one who has no more service salary increase eligibility in his/her current range and who has served five years in the current range. In some cases eligibility for the range elevation may be contingent upon an appointment in the upcoming spring semester to complete the five year criteria for eligibility.

Questions about this policy may be directed to Faculty Affairs at extension 42192.

**Schedule of deadlines for Range Elevation**  
Academic Year 2009-2010

Notice to departments and faculty	October 22, 2009
Departments with existing procedures on range elevation send any revisions of procedures to Senate and the revised procedures to eligible lecturer(s) in the department	November 2, 2009
Departments without existing procedures on range elevation send procedures to Senate and to eligible lecturer(s) in the department	Within 10 days of development and not later than December 1, 2009
Lecturer applies or submits election not to apply	January 25, 2010
Department makes recommendation to dean	February 12, 2010
Dean responds to recommendation, approving or denying range elevation*	February 26, 2010
Deadline to appeal denial of range elevation	March 12, 2010
Deadline for dean to submit responses to appellant's statements	March 26, 2010
Peer review panel is selected and charged	March 26, 2010
Peer review panel issues determination	May 7, 2010

\*The dean's response is sent to the department and to the faculty member, with a copy to Faculty Affairs.