

College of Liberal Arts

Range Elevation Policies and Procedures

Approved September 23, 2011
Edits to comply with contract September 18, 2018
Edits to comply with Senate Resolution AS-898-20



COLLEGE *of* LIBERAL ARTS

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A. Lecturer Range Elevation

1. See also CBA 12.16 to 12.20.

2. Eligibility

- a. Lecturer range elevation eligibility is established by the California State University (CSU) and the California Faculty Association (CFA – Unit 3) and current information, along with the process and timelines, is stated in the Academic Personnel Range Elevation Eligibility Guidelines document. Lecturer range elevation information is available at <https://academic-personnel.calpoly.edu/content/rep>.
 - i. Applicants for range elevation should notify their department chair and dean's office of the intent to apply.
- b. Range elevation is not automatic and is based on the written request and documentation provided by the temporary faculty member that demonstrates the approved criteria for range elevation established by the department and the college has been fully met.
 - ii. College criteria represent minimum baseline standards of expectation. They may be further qualified by departmental criteria, which can be stricter than the college criteria and which will serve to further specify criteria contained in the college-level criteria.
 - iii. The range elevation increase will be effective the beginning of the first appointment in the academic year following the review.
 - iv. Elevation is contingent upon reappointment.

3. Application Materials – Working Personnel Action File

- a. Lecturers applying for range elevation must prepare a Working Personnel Action File that carefully addresses all aspects of their lecturer assignment, with the emphasis on teaching performance, as applicable. At minimum, files should contain the following and in the following order:
 - i. Cover Letter: The cover letter should describe the materials in the file and address specifically the criteria for range elevation, thereby “making the case” for range elevation. The narrative should also explicitly address concerns and recommendations from previous reviews, particularly those concerns that are repeated across multiple reviewers and/or multiple review periods. It should cover the full range of the lecturer assignment during the period under review (since the time of hire or last range elevation award, or the most recent six years for those instances where the period under review exceeds six years).
 - ii. Resume/Curriculum Vitae: The resume/curriculum vitae should be current.
 - iii. Summary of Courses Taught: This document is provided by the CLA Dean's Office (candidate will verify information prior to submission) and offers an overview of the candidate's teaching assignment and student evaluation scores.
 - iv. Evidence of Excellence in the Assignment: This evidence should be consistent with the criteria indicated for level of the range elevation sought. It should cover the full range of the lecturer assignment during the period under review (since the time of hire or last range elevation award, or the most recent six years for those instances where the period under review exceeds six years).

For courses taught during the period under review, such evidence includes (but is not limited to) syllabi, course handouts, graded student work from a representative range of classes, grades and grading criteria. Written and quantitative departmental student evaluations are part of the permanent Personnel Action File and are to be considered in the review.

4. Evaluation Process

a. Peer Review Committee

- i. The department PRC will consist of at least three elected members of the tenured faculty.
- ii. Responsibilities
 1. Each PRC member will review both the Personnel Action File (PAF) and the Working Personnel Action File (WPAF) and will sign the logs in each file.
 2. Classroom observations (CBA 15.14)
 - a. Faculty members shall be provided a notice of at least five (5) days that a classroom visit is to take place.
 - b. There shall be consultation between the faculty member being evaluated and the individual who visits their class(es) regarding the classes to be visited and the scheduling of such visits.
 3. Based on the review of both the PAF and WPAF and any classroom observations, the committee will use the Range Elevation Evaluation Form to produce one evaluation for the candidate undergoing review.
 - a. Departmental peer review committee evaluation reports and recommendations shall be approved by a simple majority of the committee. The report should specifically reference the college/department's approved range elevation criteria.
 - i. Departmental criteria serve to further specify the criteria contained in the college-level criteria. However, both documents should be referenced in the peer review and other reports.
 - ii. Where departmental criteria do not exist, only the college level criteria will be used.
 - b. Signed minority reports are required when a recommendation is not unanimous.
 - c. All deliberations shall be confidential.
 - d. Evaluation and recommendation shall be provided to the candidate at least 10 days before sending the evaluation to the Department Head/Chair.
 - e. Candidates may request a meeting and/or submit a rebuttal to the Peer Review Committee.
 - i. PRC members will review rebuttal materials with the option of revising the recommendation or correcting errors in the original evaluation; no other written response shall be provided to the candidate.

b. Department Head/Chair

i. Responsibilities

1. Review the Peer Committee Report, any rebuttal statements submitted by the candidate, PAF and WPAF, and, if in agreement with a positive recommendation of the Peer Review Committee, indicate agreement on the form and sign.
2. If the Department Chair/Head disagrees with a unanimous Peer Review committee recommendation, agrees with a unanimous negative recommendation, or renders a recommendation in the case of a split recommendation, they must provide a written rationale, making reference to materials in the report, files, and range elevation criteria as appropriate.

c. Dean/Dean's Designee

i. Responsibilities

1. Review the Department Chair/Head report, Peer Committee report, any rebuttal statements submitted by the candidate, PAF and WPAF and, if in agreement with a positive recommendation of the Peer Review Committee, indicate agreement on the form and sign.
2. If the Dean/Dean's Designee disagrees with either the Department Chair/Head or Peer Review Committee report (unanimous or split) or agrees with the Department Chair/Head and/or Peer Review Committee's negative decision, a written rationale must be provided, making reference to materials in the reports, files, and range elevation criteria as appropriate.

5. Criteria

Elevation will require evidence of continued excellence in the lecturer's work assignment, including evidence of maintaining disciplinary currency as it relates to the work assignment.

Mere longevity in range is *not* sufficient as grounds for elevation. A positive recommendation for range elevation shall require the candidate to meet the relevant criteria as it relates to the lecturer's assignment. Elevation requires that the weight of evidence be in the performance of instructional responsibilities, if that is the primary work assignment.

The degree of evidence will vary in accordance with the level of range elevation being sought by the candidate. For example, elevation from B to C requires a more rigorous application of criteria than elevation from A to B. For examples of what activities qualify for consideration see CBA 20.1c and, where applicable, the pertinent sections in the department's procedures for lecturer faculty and range elevation.

6. Appeal of Decision

- a. Lecturer range elevation appeal procedures are available at <https://academic-personnel.calpoly.edu/content/rep>. Please refer to Article 12.20 of the CFA CBA for additional information.

DATE: July 7, 2020

TO: Mary Pedersen, Interim Provost
Academic Affairs

FROM: Philip Williams, Dean
College of Liberal Arts

SUBJECT: Updates to the CLA Lecturer Range Elevation Policies and Procedures document

Minor edit to change the review period from ten years to six years to be in compliance with Academic Senate Resolution AS-898-20.

The subject document is approved for immediate implementation.



Philip Williams, Dean, College of Liberal Arts

07/07/2020

Date



OFFICE OF THE PROVOST AND
EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM

To: Philip Williams, Dean
College of Liberal Arts

Date: September 25, 2020

From: Cynthia Jackson-Elmoore, Ph.D.
Provost and Executive Vice President

Copies: Al Liddicoat

Subject: College of Liberal Arts Range Elevation Policies and Procedures Document

The subject document, revised in July 2020, is approved for immediate implementation. Please provide the College of Liberal Arts faculty access to the document as soon as possible.