PROCEDURES AND CRITERIA
FOR RANGE ELEVATION

PREAMBLE

Temporary faculty unit employees, excluding coaches, who have no more SSI eligibility in their current range and who have served five years in this range may apply for elevation to the next higher range. This document sets out the procedures and criteria to be followed in making and considering such requests for "range elevation."

In essence, range elevation is analogous to promotion. Both rely on peer-review recommendations, and both require applicants to demonstrate a more-than-routine level of competence in carrying out their responsibilities. That is, longevity alone is not a sufficient basis for either promotion or range elevation. But whereas tenure-track faculty are expected to combine "excellent teaching, active and substantial professional growth, and professional service to the University and/or community" ("Criteria for Performance Review," preamble), full-time and part-time lecturers are normally evaluated solely on the basis of their teaching. Excellence in teaching (demonstrated and evaluated in accord with the Procedures and Criteria for Performance Review and Periodic Evaluation) is, thus, the primary criterion for range elevation. At the same time, if some element of service or professional growth is explicitly included in the work assignment of such a faculty member, this activity should also be evaluated. Additional service and professional activities, even when these are not directly related to the work assignment, may be taken into account by those considering a range elevation request. However, no faculty member should be expected to perform duties not explicitly called for in that faculty member's work assignment.

There are five ranges: Lecturer L, Lecturer A, Lecturer B, Lecturer C, and Lecturer D. As faculty members move up from range to range, they will be held to progressively more stringent applications of the relevant evaluative criteria.

A. Participants in Range Elevation

1. All eligible full time and part-time temporary faculty unit employees.

2. Department chairs or equivalent.

3. Department Evaluation Committee or equivalent.

4. College Deans or equivalent.
B. Procedures

1. All eligible full-time faculty unit employees who wish to be considered for a range elevation will submit a Range Elevation Report (RER) to the Academic Personnel Office, which will be responsible for assembling the Working Personnel Action File (WPAF).

2. All eligible part-time faculty unit employees who wish to be considered for a range elevation will submit an RER to their College Office or equivalent, which will be responsible for assembling the WPAF.

3. The Department Evaluation Committee and Department Chair (or equivalents) shall review the WPAF and submit a joint evaluation and recommendation to the College Dean or equivalent. The faculty unit employee shall have seven calendar days to respond in writing to this joint recommendation.

4. The College Dean (or equivalent) shall review the WPAF, recommendation, and response (if any), and approve or disapprove the range elevation request. In the case of a denial, the Dean (or equivalent) shall provide a written justification.

5. A denial of a range elevation request is subject to the Peer Review process of the Collective Bargaining Agreement. The decision of the Peer Review Panel shall be final.

C. Instruments of Evaluation


2. The WPAF, which shall include copies of visitation reports, previous evaluations, appropriate classroom materials such as syllabi and examinations (as set forth in Procedures and Criteria, chapter 2, II A), and student evaluations.

D. Criteria for Range Elevation

1. Applicants shall be evaluated according to their effectiveness in performing workload assignments.

2. Teaching shall be evaluated by the criteria in the Procedures and Criteria document (chapter 2, "Criteria for Performance Review"). Applicants may introduce additional evidence that they have maintained currency and active involvement in their disciplinary field. Examples might include evidence of continuing education, maintenance of professional licenses, involvement in scholarly research or creative activity, and involvement in community or University service related to the faculty member's discipline.

3. It is not expected that temporary faculty unit employees engage in traditional areas of scholarship and university or community service unless
such engagement forms part of their work assignment. If the work assignment includes such requirements, evaluators shall apply the established criteria for those areas from the Procedures and Criteria document in a manner which reflects the scope of the assignment and the appropriate proportion among the areas being evaluated.

E. Application of Criteria

To be recommended for Range Elevation, the faculty member must be rated as performing at a Superior level subject to the guidelines listed below. The higher the range, the higher the expectations.

1. Superiority in teaching should be based on the following guidelines.

   a. For range elevation from Lecturer L to Lecturer A, the faculty member must demonstrate in teaching a strong command of subject matter and effectiveness in communicating that subject matter to students.

   b. For range elevation from Lecturer A to Lecturer B, the faculty member must demonstrate proficiency in each of the four teaching criteria outlined in the Procedures and Criteria document, and show evidence of additional commitment to maintaining currency in his or her discipline.

   c. For range elevation from Lecturer B to Lecturer C, the faculty member must, in addition to the above, demonstrate a level of excellence that goes beyond routine classroom proficiency: examples include but are not limited to range of courses taught, pedagogical innovations, development of new courses, supervision of independent work, evidence of student achievement.

   d. For range elevation from Lecturer C to Lecturer D, the faculty member, in addition to the above, must possess an appropriate terminal degree or qualifications appropriate to such rank.

2. Non-teaching duties can cover a tremendously diverse array of activities, thus, a Superior rating at Range B (for example) should reflect a greater degree of responsibility and effectiveness than a Superior rating at Range A.
RANGE ELEVATION REPORT

NAME: ___________________________   FROM: ______________________
TO:      ______________________

DEPARTMENT:______________________  COLLEGE:____________________

DEGREES, LICENSES AND CERTIFICATIONS:

_________________________________________________________
_________________________________________________________
_________________________________________________________

This report should identify and cover your work assignment since appointment or since your last successful range elevation application. Please attach supporting documentation where appropriate.

I. TEACHING AND INSTRUCTIONALLY RELATED ASSIGNMENTS

A. List courses taught. (Indicate course number and title for courses taught and submit a copy of syllabus for each course.)

B. Submit other information that will be of assistance in the evaluation of your teaching, including, for example, participation in conferences and seminars on instruction, special preparation for courses and other activities, direction of MA theses, independent studies, internships, special examinations, development of new courses and programs and/or innovative approaches to standard courses.

II. PROFESSIONAL ACTIVITIES

A. List professional activities that give evidence of maintaining currency in discipline as well as any special competencies that support your work assignment; for example, participation in conferences and seminars.

B. List other professional activities.
III. UNIVERSITY AND/OR COMMUNITY SERVICE

A. List service activities that give evidence of maintaining currency in discipline or that are part of your work assignment.

B. List other service activities

________________________________________  ______________________
Signature                                         Date