

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
LECTURER RANGE ELEVATION
2023-24 APPLICATION CYCLE

- November 20** Department Chair: Submits criteria for lecturer range elevations to Associate Vice President for Faculty Affairs.
- December 1** AVP for Faculty Affairs: Notifies lecturers eligible for a range elevation.
- January 31** Candidate for Range Elevation: **LAST** day to **submit application. Please submit your application via Interfolio.**
- February 13** Department Chair: Provides applications from candidates to Department Review Committee consisting of at least 3 tenured faculty members.
- February 13 – Feb. 26** Department Review Committee: Evaluates candidates for range elevation.
- February 13 – Feb. 26** Department Chair: If the Department Chair is not on the Department Review Committee, the Department Chair may evaluate candidates for range elevation.
- February 26** Department Review Committee: Recommendations from the committee goes through the Department Chair. The recommendation is to be in memo format, addressed to the Dean. The evaluation/recommendation from the Department Chair (if separate from the committee) is also due on this date.
- Feb. 26 – March 6** Candidate: Reviews recommendations from Department Review Committee and Department Chair. The candidate has ten calendar days to write a response if desired.
- March 6** Department Chair: Forwards recommendations and candidate's responses, if any, to the Dean.

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- March 6 – March 19** Dean: Reviews recommendations from Department Review Committee and Department Chair and evaluates candidate for range elevation.
- March 19** Dean: Provides a copy of his/her evaluation and recommendation to the candidate.
- March 19 – March 28** Candidate: Reviews evaluation/recommendation from the Dean. The candidate has ten calendar days to write a response if desired.
- March 28** Dean: Forwards recommendations (**Dean's and department's in memo format**) and candidate's responses if any.
- March 28 – April 10** Provost: Reviews recommendations and evaluates the application.
- April 10** Provost: Informs candidate of decision.
- April 24** Candidate: May submit an appeal of a negative decision to the AVP for Faculty Affairs.