CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
LECTURER RANGE ELEVATION
2024 - 2025 APPLICATION CYCLE

December 2, 2024

AVP for Faculty Affairs: Notifies lecturers who are eligible for a range elevation via email. Candidates will **receive an email notification from INTERFOLIO informing that a case has been created under their name.**
How to navigate INTERFOLIO: https://www.cpp.edu/faculty-affairs/evaluation/interfolio/index.shtml

January 31, 2025

Candidate for Range Elevation: **LAST day** to **submit Range Elevation application.**

February 17

Department Chair: Provides applications from candidates to Department Review Committee consisting of at least 3 tenured faculty members.

February 17 – March 2

Department Review Committee: Evaluates candidates for range elevation.

February 17 – March 2

Department Chair: If the Department Chair is not on the Department Review Committee, the Department Chair may evaluate candidates for range elevation.

March 2

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.
Recommendations will be uploaded to Interfolio.

March 2 – March 12

Candidate: Reviews recommendations from Department Review Committee and Department Chair. **The candidate has ten calendar days to write a response if desired.**

March 12

Department Chair: Forwards recommendations and candidate's responses, if any, to the Dean via Interfolio.

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March 12 – March 26	<u>Dean</u>: Reviews recommendations from Department Review Committee and Department Chair and evaluates candidate for range elevation.
March 26	<u>Dean</u>: Provides a copy of his/her evaluation and recommendation to the candidate via Interfolio.
March 26 – April 9	<u>Candidate</u>: Reviews evaluation/recommendation from the Dean. The candidate has ten calendar days to write a response if desired via Interfolio.
April 9	<u>Dean</u>: Forwards recommendations (**Dean and department in memo format**) and <u>candidate's responses if any via Interfolio</u>.
April 9 – April 23	<u>Provost</u>: Reviews recommendations and evaluates the application.
April 23	<u>Provost</u>: **Informs candidates of decision <u>via Interfolio.</u>**
May 5, 2025	<u>Candidate</u>: May submit an appeal of a negative decision to the AVP for Faculty Affairs.