

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1332**

TEMPORARY FACULTY RANGE ELEVATION

1. Eligibility

Temporary faculty who (a) are not eligible for more SSI's in their current range and (b) will have been employed in their current range for at least five years by the end of the academic year are eligible for Range Elevation. The Associate Vice President for Faculty Affairs shall notify eligible lecturers and explain the application process by December 1 of each year.

2. Application

Applications shall be accepted between December 15 and January 31 of each year. Any lecturer who by the end of the academic year will have met the eligibility criteria should apply during this period. The application shall consist of a written letter or memorandum clearly stating the applicant's request. This shall be accompanied by a vita and a description of professional development in support of lecturer work assignments, both updated from the initial appointment or last range elevation, whichever is more recent.

3. Procedures and Evaluation Process

Eligible individuals must apply by January 31 or wait until a later year. Applications are submitted by the individual candidate to the department chair. The department shall form a committee of at least three faculty members to review the application. All selected committee members must be tenured faculty. The committee shall be formed and the application shall be given to the committee by the chair by February 15. The committee shall evaluate the lecturer's application for range elevation, and supporting documentation. The committee shall have 14 days (all time frames refer to calendar days rather than working days, but may be extended for holidays) to review the application after receiving it from the chair. The committee shall write an evaluation and make a recommendation in memo format to the dean of the department's college. The chair may perform a separate review if he or she did not serve on the committee. The recommendations shall be reviewed by the candidate within a ten (10) calendar day period, during which the candidate may submit a written response if desired. After review by the candidate, the recommendations (and candidate response, if any) shall be forwarded to the dean. The dean shall review the recommendations of the department and also make a recommendation within 14 days. A copy of the dean's recommendation shall be sent to the candidate who shall have ten (10) calendar days to respond in writing. The recommendations and candidate responses (if any) shall then be forwarded to the Associate Vice President for Faculty Affairs for recommendation to the President who shall make the final decision with respect to the request for range elevation.

If there are too few department members eligible to form a committee, the College RTP Committee or equivalent will appoint faculty members from outside the department until there are three committee members.

4. Criteria for Range Elevation

Whereas (a) good teaching is of fundamental importance in the evaluation of all faculty members, and (b) in order to ensure good teaching, it is essential that faculty remain competent in the fields in which they teach, it is necessary that continued competence be demonstrated in evaluations for range elevations. At advanced levels of academia, competence is assessed via scholarship in the field. It is recognized that scholarship is broadly defined at Cal Poly Pomona, and includes the scholarship of teaching.

In addition to teaching and demonstration of continued competence, lecturers shall be evaluated on other assigned duties that are contained either in their contract or letter of appointment. No lecturer shall be required to perform service if service is not an assigned duty.

Departments shall establish their own guidelines for range elevation decisions, subject to approval by the Associate Vice President for Faculty Affairs. The committee that deals with range elevation requests may make use of existing annual evaluations to the extent that they feel they are adequate.

5. Appeals

Range elevation applications that are denied may be appealed pursuant to Article 12 of the contract. Appeals shall be submitted to the Associate Vice President for Faculty Affairs within 14 days of candidate notification. A peer panel selected by the President by April 10 shall review appeals. The peer panel shall notify the applicant of its decision within 14 days of receiving the appeal from the Associate Vice President for Faculty Affairs, and the appeal panel's decision is final as per section 12.20 of the contract.