

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
LECTURER RANGE ELEVATION
2025 - 2026 APPLICATION CYCLE

December 1, 2025	<u>AVP for Faculty Affairs</u> : Notifies lecturers who are eligible for a range elevation via email. Candidates will <u>receive an email notification from INTERFOLIO</u> informing that a case has been created under their name. How to navigate INTERFOLIO: https://www.cpp.edu/faculty-affairs/evaluation/interfolio/index.shtml
<u>January 30, 2026</u>	<u>Candidate for Range Elevation</u> : LAST day to submit Range Elevation application.
February 16, 2026	<u>Department Chair</u> : Provides applications from candidates to Department Review Committee consisting of at least 3 tenured faculty members.
Feb 16 – Feb 27	<u>Department Review Committee</u> : Evaluates candidates for range elevation.
Feb 16 – Feb 27	<u>Department Chair</u> : If the Department Chair is not on the Department Review Committee, the Department Chair may evaluate candidates for range elevation.
February 27, 2026	<u>Department Review Committee</u> : 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 13	<u>Candidate</u> : Reviews recommendations from Department Review Committee and Department Chair. The candidate has ten calendar days to write a response if desired.
March 13, 2026	<u>Department Chair</u> : Forwards recommendations and candidate's responses, if any, to the Dean via Interfolio.

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March 13 – March 27	<u>Dean</u> : Reviews recommendations from Department Review Committee and Department Chair and evaluates candidate for range elevation.
March 27, 2026	<u>Dean</u> : Provides a copy of his/her evaluation and recommendation to the candidate via Interfolio.
March 27 – April 10	<u>Candidate</u> : Reviews evaluation/recommendation from the Dean. The candidate has ten calendar days to write a response if desired via Interfolio.
April 10, 2026	<u>Dean</u> : Forwards recommendations (Dean and department in memo format) and <u>candidate's responses if any via Interfolio</u> .
April 10 – April 24	<u>Provost</u> : Reviews recommendations and evaluates the application.
April 24, 2026	<u>Provost</u> : Informs candidates of decision <u>via Interfolio</u> .
May 1, 2026	<u>Candidate</u> : Deadline to submit an appeal of a negative decision to the AVP for Faculty Affairs.