

2018-19 ACADEMIC YEAR CALENDAR RANGE ELEVATION

(Approved June 6, 2018)

The following are deadline dates.

Preamble of Range Elevation. Any other personnel deadlines please refer to Section 600 personnel procedure.

The approved calendar sets forth dates by which actions must be taken by Personnel Committees, Department Chairs, and Deans, often with a specified deadline date "or earlier." Please note that Departments and Colleges may establish earlier deadlines for the dates when they begin deliberations on evaluations or for other personnel matters.

The deadlines below outline the campus deadlines for Lecturer Range Elevations (LREs) that are outlined in Articles 10 and 12.16-12.20, of the Faculty Collective Bargaining Agreement (CBA), as well as the Faculty Range Elevations (FREs) outlined in MOU Amendments to Range Elevation Procedure 2016. The full eligibility and criteria for Range Elevations are outlined in Section 712.2.

1. **September 4 (Tues) or earlier** - Department Chairs will provide a copy of Department Personnel Policies and Procedures to all Department faculty.
2. **October 1 (Mon) or earlier** – The Office of Human Resources or Faculty Affairs will notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation pursuant to provision 12.10. In this notification, the campus will inform the lecturers that receipt of a previous Faculty Merit Increase may affect their eligibility for range elevation. For FREs, eligible faculty will also be notified.
3. **October 31 (Wed) or earlier** – Eligible lecturers seeking elevation must request such evaluation in writing from Department Chairs. All supporting documentation that demonstrates the applicant's attainment of minimum qualifications for elevation to the next higher salary range that are not otherwise contained in the lecturer's Personnel Action File (see 703.1.2), will be placed in the applicant's Professional Information File, which will be submitted with the request for elevation.
4. **November 21 (Wed) or earlier** – The Department Chair will notify the lecturer of the Chair's recommendation in writing. If a positive recommendation is made, the Department Chair will forward the lecturer's Professional Information and Personnel Action Files to the Dean at the same time as a copy of the recommendation is sent to the lecturer. If the Department Chair makes a negative recommendation, the lecturer may request a meet-and-confer session following the processes outlined in 714.2.1. If the lecturer does not request such a session, the Department Chair will forward to the Dean the negative recommendation along with the lecturer's Professional Information and Personnel Action Files. The Department Chair will not forward to the Dean a negative recommendation until a requested meet-and-confer session has been completed.
5. **December 3 (Mon) or earlier**- The Department Chair will forward all Range Elevation requests and the Chair's recommendations to the Dean of the college.
6. **December 13 (Thur) or earlier** – The Dean will make available to the lecturer the Dean's decision, in writing, of the range elevation. A positive decision by the Dean will be

implemented at the beginning of the subsequent semester of employment. Should the Dean issue a negative decision, the lecturer may request a meet-and-confer session with the Dean as outlined in Section 714.2.2.

7. **December 24 (Mon) or earlier** – The lecturer will file for an appeal for a denial of a range elevation by notifying the Office of Faculty Affairs. Denial of range elevation will be subject to the peer review process pursuant to Article 10.11 in the Faculty Collective Bargaining Agreement except that the peer review panel's decision will be final.
8. **January 30 (Wed) or earlier** – The Faculty Hearing Panel Appeal subcommittee will be composed and the appeal hearing meetings with the appellant and all reviewing parties will be scheduled to occur before this date.
9. **February 13 (Wed) or earlier** – The Faculty Hearing Panel Appeal subcommittee will submit its decision of denial or granting of the range elevation to the appellant. The Provost, appropriate administrator, department chair, union representative (if any), Human Resources, and the Office of Faculty Affairs will receive a copy of the decision.
10. **April 2 (Tues) or earlier** – The Office of Human Resources or Faculty Affairs will notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation pursuant to provision 12.10. In this notification, the campus will inform the lecturers that receipt of a previous Faculty Merit Increase may affect their eligibility for range elevation.
11. **May 1 (Wed) or earlier** – Eligible lecturers seeking elevation must request such evaluation in writing from Department Chairs. All supporting documentation that demonstrates the applicant's attainment of minimum qualifications for elevation to the next higher salary range that are not otherwise contained in the lecturer's Personnel Action File (see 703.1.2), will be placed in the applicant's Professional Information File, which will be submitted with the request for elevation.
12. **May 22 (Wed) or earlier** – The Department Chair will notify the lecturer of the Chair's recommendation in writing. If a positive recommendation is made, the Department Chair will forward the lecturer's Professional Information and Personnel Action Files to the Dean at the same time as a copy of the recommendation is sent to the lecturer. If the Department Chair makes a negative recommendation, the lecturer may request a meet-and-confer session following the processes outlined in 714.2.1. If the lecturer does not request such a session, the Department Chair will forward to the Dean the negative recommendation along with the lecturer's Professional Information and Personnel Action Files. The Department Chair will not forward to the Dean a negative recommendation until a requested meet-and-confer session has been completed.
13. **August 30 (Fri) or earlier**- The Department Chair will forward all Range Elevation requests and the Chair's recommendations to the Dean of the college.
14. **September 9 (Mon) or earlier** – The Dean will make available to the lecturer the Dean's decision, in writing, of the range elevation. A positive decision by the Dean will be implemented at the beginning of the subsequent semester of employment. Should the Dean issue a negative decision, the lecturer may request a meet-and-confer session with the Dean as outlined in Section 714.2.2.
15. **September 19 (Thur) or earlier** – The lecturer will file for an appeal for a denial of a range elevation by notifying the Office of Faculty Affairs. Denial of range elevation will be subject

to the peer review process pursuant to Article 10.11 in the Faculty Collective Bargaining Agreement except that the peer review panel's decision will be final.

16. **October 3 (Thur) or earlier** – The Faculty Hearing Panel Appeal subcommittee will be composed and the appeal hearing meetings with the appellant and all reviewing parties will be scheduled to occur before this date.
17. **October 17 (Thur) or earlier** – The Faculty Hearing Panel Appeal subcommittee will submit its decision of denial or granting of the range elevation to the appellant. The Provost, appropriate administrator, department chair, union representative (if any), Human Resources, and the Office of Faculty Affairs will receive a copy of the decision.