

# Memorandum

Office of Human Resources

Date: October 1, 2024

To: Department Chairs, Deans and DFOs

From: Joe Medina  
Associate Director, Academic Personnel & Payroll Operations

Subject: **Process for Lecturer Range Elevations - Effective Fall 2024**

[Article 12.18](#) of the Unit-3 Faculty Collective Bargaining Agreement (CBA) requires that the campus notify all full-time and part-time Lecturers when they are eligible to be considered for Range Elevation pursuant to Article 12.16 through 12.20 of the CBA. [Section 712.2](#) of the *Administrative Manual for Temporary Academic Personnel* outlines the campus Range Elevation procedures.

The Office of Human Resources has reviewed the employment history of all lecturers currently at their SSI maximum with five (5) years in their respective range and those meeting qualifying Full Time Adjusted Service (FTAS) years. We have identified lecturers campus-wide whom we believe are newly eligible for consideration for Range Elevation in Fall 2024, subject to final review. The attached spreadsheet lists the names of these faculty members identified as potentially eligible in your college. Human Resources has notified these individuals by email that they may be eligible for consideration for Range Elevation and included the procedures for requesting consideration.

Please note that temporary faculty who have been identified as eligible on a prior list remain eligible to apply for a range elevation if they remain in the same eligibility rank. Names of lecturers who remain eligible will not appear on future lists.

### **Critical Deadlines:**

- **October 1** – Human Resources sends notice of potential eligibility to Lecturer.
- **November 1** – Lecturer submits written request for consideration to Department Chair.
- **November 19** – The Department Chair must notify the applicants in writing of his/her recommendation.
- **December 10** – The Dean provides written notification of his/her decision to lecturers.

Range Elevations will be processed via the spreadsheet submitted by the College DFOs. *No PARs will be required.* **Each College DFO should complete and return the attached spreadsheet via electronic mail to [solvi.ericson@csun.edu](mailto:solvi.ericson@csun.edu) in Human Resources by no later than **December 17, 2024**.** In addition, please forward to Human Resources a hardcopy of all applications received and the *Request for Consideration for Range Elevation* form, which has been electronically signed and completed by the College Dean, as well as a printed copy of the spreadsheet signed by the Dean. The Dean's signature authorizing the range elevation and the percentage increase is required for processing.

If you have any questions regarding this process, please contact Joe Medina at extension 6687. If you have eligibility questions, please contact the Office of Faculty Affairs at extension 2962.