

**Request for Consideration of Range Elevation
Office of Human Resources**

Deadlines revised 10/18/24

Date:

To: Chair of the Department of

From:
Lecturer's Name

CSUN ID No.

Subject: **Request for Consideration of Range Elevation – Effective Fall 2024**

I am requesting consideration for Range Elevation to the next higher rank. To the best of my knowledge, I have met the minimum qualifications for Range Elevation since I have exhausted my SSI eligibility and have served at least five years in my current rank or have met qualifying Full Time Adjusted Service (FTAS) years. I understand that in addition to meeting these minimum qualifications, I must also meet the Department and College job-related criteria for placement in the next higher rank.

Current Classification (Check One):

- Academic Year (AY) Twelve-Month

Current Range/Rank (Check One):

- 2 = Lecturer A 3 = Lecturer B 4 = Lecturer C

Lecturer's Signature

Date (mm/dd/yyyy)

- Submit this form and your [Professional Information File](#) (PIF) to your Department Chair by **November 12, 2024** -

Department Chair's Recommendation:

Approval Recommended: _____

Approval Not Recommended: _____

Department Chair's Signature

Date

(provide copy of this decision to applicant by November 27, 2024 or earlier)

College Dean's Decision:

Range Elevation Approved: _____

Range Elevation Denied: _____

Percentage Increase Recommended: _____ %

College Dean's Signature

Date

(provide copy of this decision to applicant by December 20, 2024 or earlier)

Temporary faculty from prior eligibility lists are eligible to apply if they remain eligible and continue in the same rank. Pursuant to Article 31.6 of the CBA, Range Elevation granted to lecturers shall be accompanied by a base salary (full-time rate of pay) increase of at least five percent (5%) and the rank/grade elevated to the next higher rank/grade.

FOR HR USE ONLY:		Range Elevation, Spring 2024					
Old Rank:		New Rank:		Old SSI Cntr:		New SSI Cntr:	
Old Base Rate:		New Base Rate:		% Change:		Audit Date:	
Effective Date:		OPS Date:		OPS INI:		Audit INI:	