

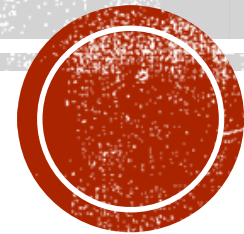
# LECTURER RANGE ELEVATIONS

Friday, August 16, 2019

New Chairs Orientation

Presented by: Iliana Carvajal, Michelle Kilmnick, Joe Medina

Office of Faculty Affairs & HR



# PURPOSE

- Goal: Provide guidelines for each level of review and address concerns
- Definitions
- Department level responsibility
- Chair role
- Communication and risk
- Questions?



# DIFFERENCE BETWEEN CRITERION (LECTURER RANGE ELEVATION)

Amended	Traditional
Lecturers who have <b><i>not</i></b> exhausted SSI eligibility, but who have reached qualifying levels of service in their current range as of the beginning of the 2017-2018 academic year	Lecturer has reached their Service Salary Maximum salary (SSI) within their rank according to the CSU Salary Schedule.
Meet the Department and College criteria (located in Faculty Affairs website) <a href="https://www.csun.edu/faculty-affairs/policies">https://www.csun.edu/faculty-affairs/policies</a>	Lecturer who has service at least five years in their current range.
For the 2017-2018 Academic Year, FTAS is based on 12 years FTAS	Occur every year that eligibility is verified and confirmed with HR.
For the 2018-2019 Academic Year, FTAS is based on 9 years FTAS	
For the 2019-2020 Academic Year, FTAS is based on 6 years FTAS	



# RANGE ELEVATION COMMUNICATIONS

- Lecturers identified as eligible to apply for consideration of Range Elevation receive an individual email communication (memo) from HR
- A reminder communication will be sent at least 30 days before the application deadline
- Deans, Chairs and DFO's receive a list of lectures identified as eligible to apply for consideration of range elevation within their respective college
- Inquiries from Lecturers not on the college list should be directed to HR via email to [joe.medina@csun.edu](mailto:joe.medina@csun.edu)
- Approved Range Elevation Applications must be forwarded to HR in order to process the increase



May 10, 2019

**To:** Name  
CSUN ID / Rcd #:  
Current Range / Rank:  
College / Department:  
  
Via campus e-mail at: Email Address

**From:** Joe Medina  
Manager, Academic Personnel & Payroll Operations

**Subject: New Eligibility for Consideration for Range Elevation – Effective Academic Year 2019-20**

Our records indicate that you may be eligible for consideration for a Range Elevation pursuant to the recent implementation of Changes to Range Elevation for Temporary Faculty (Unit 3) employees as outlined further under a Memorandum of Understanding (MOU) dated November 15, 2016 [Attachment B] *“The agreement affects two main groups of faculty unit employees: lecturers and temporary librarians who have served at least five (5) years in their current range who have reached the SSI maximum salary or otherwise have no more SSI eligibility in their range, and lecturers and temporary librarians who have **not** reached the SSI maximum salary, but who have reached qualifying levels of service in their current range as of the beginning of the 2017/18 academic year. While our records indicate that you have **not** reached the SSI maximum salary, you have reached qualifying levels of service in your current range [rank] as of the beginning of the 2019-20 academic year. Additionally, the effective date of the Range Elevation will vary depending on the semester you are approved and the respective job code held during the semester of approval or upon your return to pay status.*

Eligibility Criteria and Procedures for applying for Range Elevation are described in Section 700 of the *Administrative Manual* (Article 712.2) which may be accessed in its entirety on the Faculty Affairs website at: [http://www.csun.edu/sites/default/files/SEC700%202015-16\\_Final.pdf](http://www.csun.edu/sites/default/files/SEC700%202015-16_Final.pdf)

[Article 12](#) (12.16 – 12.20) and [Article 31](#) (31.6) of current Faculty Collective Bargaining Agreement may be accessed at: <http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/cfa/index.shtml>

Please contact your Department Office for details regarding additional criteria which your Department or College may have established for elevation to the next higher salary range.

If you wish to be considered for a Range Elevation effective at the beginning of academic year 2017-18, please submit a completed [Request for Consideration for Range Elevation Application](#) to your Department Chair along with your Personnel Information File (PIF) by **October 31, 2019**. You should receive a copy of the Department Chair's recommendation by **November 21, 2019** and notice of the Dean's decision by **December 12, 2019**.

cc: Dean, College of  
Chair, Department of  
DFO, College of



# WHAT IS FULL-TIME ADJUSTED SERVICE (FTAS) AND HOW IS THAT CALCULATED?

- Full-time Adjusted Service (FTAS) for an academic year is defined as the average timebase over the academic year, divided by 0.8, up to a maximum of 1.0 for the year, within a single department.
  - *For the 2019-2020 Academic Year, FTAS is based on 6 years FTAS*



# WHAT IS THE DEPARTMENT LEVEL RESPONSIBILITY WITH THE FRE PROCESS?

- Was to provide a copy of Department Personnel Policies and Procedures to all Department faculty by September 3rd or earlier.
- Post a copy of the sample memo that will be sent from HR.
- To ensure the applicant (Lecturer) completes the application and submits with the Personnel Information File (PIF) by October 31<sup>st</sup> deadline.





# SECTION 712.2.B OF THE *ADMINISTRATIVE* *MANUAL* RANGE ELEVATION CRITERIA

- Does your department have personnel procedures for Lecturers? Check the Faculty Affairs website to find out:

<https://www.csun.edu/faculty-affairs/policies>





# SAMPLE CRITERIA

- <https://www.csun.edu/sites/default/files/Psychology%20Approved%20Procedures%20Lect.pdf>

## Procedures for Evaluating Teaching Effectiveness

- A. Lecturers shall be visited in their classes once each academic year. A class visit shall be made during the first semester a lecturer is employed.

Class visits shall be made by the Department Chair, a member of the Lecturer Review Committee (as designated by the Chair), or another designee by the Chair from among tenured faculty of the Department.

Written student questionnaire evaluations shall be required for all classes taught by lecturers, with the exception of classes with corresponding labs. Specifically, if a class has a lab or multiple labs associated with the course (e.g., PSY 320/L, PSY 321/L), then the lecturer will have written student questionnaire evaluations for the lecture course. Evaluations of the corresponding labs are optional.

- B. Teaching effectiveness refers to the instructor's success in providing learning experiences well-designed to achieve the Department's student learning outcomes and educational objectives of classroom instruction. Instructional contributions are made primarily through teaching. Thus, teaching effectiveness is an essential criterion for reappointment and salary advancement.



# DOES YOUR DEPARTMENT WANT TO CREATE LECTURER PROCEDURES?

- **November 7 (Thurs) or earlier** - Each Department will submit to the College Personnel Committee for approval any revisions to its personnel procedures for the following academic year.
- Must include *Cover Sheet for Proposed Changes to Department/College Personnel Procedures*
- Will go into effect Fall 2020

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES**

COLLEGE	DEPARTMENT
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In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

**FORMAT:** *Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.*

**BACKGROUND INFORMATION:**

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward \_\_\_\_\_
- Department or College initiating proposed changes \_\_\_\_\_
- Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous"). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: \_\_\_\_/\_\_\_\_/\_\_\_\_
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)**

Chair, Department Personnel Committee	Date
Department Chair	Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

Chair, College Personnel Committee	Date
College Dean	Date
Chair, Personnel Planning and Review Committee	Date



# PROCESS FOR APPLYING FOR FRE:

Lecturer submits to Department Chair by **October 31st**:

1. *Request for Consideration for Range Elevation Application* form

- fulfills written request for consideration

2. The Personnel Information File (PIF) must be submitted with the request

- *supporting* documentation that demonstrates the applicant's attainment of minimum qualifications for elevation that are not already in the lecturer's Personnel Action File (PAF)
- They will come to you for help!
  - Anything to help "demonstrate professional development since initial appointment or last range elevation" - 712.2.1.b

Years of teaching  
experience alone is  
not enough!



# DEPARTMENT CHAIRS RESPONSIBILITY WITH THE FRE PROCESS

- Must notify the applicants in writing of their recommendation within three (3) weeks of receipt of the request **no later than November 21, 2019.**
  - Provide the lecturer with a copy of the *Request for Consideration for Range Elevation* with the Chair's recommendation indicated on the form.
- Assist Lecturer as needed with PIF.
  - Documents can be added to PIF
- Review both PAF and PIF (Chair and Dean)
- The Department Chair recommendations must be submitted to the College Dean by December 2, 2019.



# WHAT IF YOU DECLINE A RANGE ELEVATION?

1. Mark your decision on *Application form* and provide copy to Lecturer.
2. A **written explanation** of why the FRE was declined must be attached.
  - A declination needs to address the criteria in Section 700 of the *Administrative manual* or if applicable the Lecturer personnel procedures.



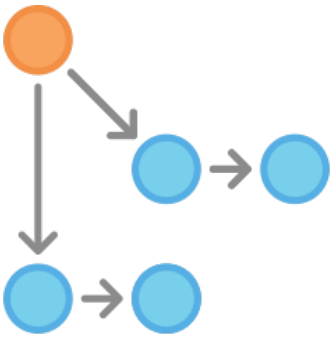
Top Tips:

Consult with Dean.

Budget not a factor for decision.

Notify lecturer with an email that your decision is in mailbox!





# CHAIR'S *RECOMMENDATION*

If recommending range elevation

- Files move up to Dean

If NOT recommending

Per Sect. 714:

- Lecturer can request "meet & confer" meeting in writing within 5 working days of receiving your decision
- If not requested – files move up to Dean
- If requested then...

Meeting scheduled at mutually agreeable time

- Lecturer can bring an advisor
- Lecturer can submit more materials into PIF
- Your decision in writing is due in 5 working days of the meeting
- If changed to positive, only this decision moves up to Dean



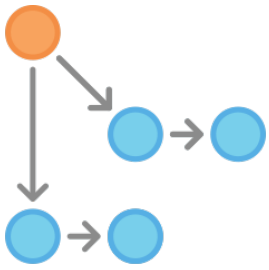
# DEANS RESPONSIBILITY WITH THE FRE PROCESS

**The Dean has final approval authority and must provide written notification to the lecturer of his/her decision within ten (10) business days (December 12, 2019) following the transmittal of the Chair's recommendation.**

1. Mark decision on *Application form* and provide copy to Lecturer.
2. A **written explanation** of why the FRE was declined must be attached.
  - A declination needs to address the criteria in Section 700 of the *Administrative manual* or if applicable the Lecturer personnel procedures







# DEAN'S DECISION

If approved:

Yay!

- Range Elevation gets applied in next semester of employment
- 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. The percentage increase recommended by the College Dean should be noted on the *Request for Consideration for Range Elevation* form.

If denied:

- Must also provide a **written explanation** of why it is being declined
- Same "meet & confer" process applies if Lecturer requests a meeting

If denied, then Lecturer can file an Appeal.....




## Side Note:

After Chair Decision, additional materials to PIF need Dean's approval. Should be limited to materials made available after Chair's review. Will require a re-review!



# PEER REVIEW/APPEAL PROCESS FOR DENIALS

- Peer Review process outlined in Article 10.11.
- Peer Review is equal to Faculty Hearing Panel.
  - Tenure line/Full time Lecturer faculty members in each department compose the Faculty Hearing Panel.
  - Ad hoc (Appeal Subcommittee) Committee will consist of 3 members/1 alternate
- Lecturer submits notification of Appeal to Faculty Affairs by December 23, 2019
  -  Lecturer CANNOT submit additional documents!
- Appeal Subcommittee randomly selected from Faculty Hearing Panel by Faculty Affairs with CFA approval. Will be composed by January 29, 2020.



# APPEAL PROCESS FOR DENIALS

- Similar to RTP(tenure-track) Appeal.

## Appeal Review Schedule

1. Lecturer will have one-on-one meeting with Appeal Subcommittee
  2. Department Chair will have one-on-one with Appeal Subcommittee
  3. Dean will have one-on-one with Appeal Subcommittee
- Appeal Subcommittee deliberates and makes decision on appeal with a decision memo by Feb. 12, 2020.
  - This decision is final!



Lecturer can ask CFA Rep to be in their one-on-one. That's Ok!



# COMMUNICATION

- Importance of Lecturer Communication



# KEEP YOUR HEAD UP!



- Stick to what is in the files (PAF & PIF)!
- CFA is very involved in process.
- FRE process repeats in the Spring with set deadlines – Look at calendar in the back of Section 700.
- If denied Range Elevation, Lecturer can reapply in the following semesters.
- HR and Faculty Affairs are here to help!
  - Questions on eligibility – contact HR – Joe Medina
  - Questions on process/consulting/appeals - contact Faculty Affairs



# Any Questions?

