

October 18, 2024

To: Name
CSUN ID / Rcd #:
Current Range / Rank:
College / Department:

Via campus e-mail at:

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

Subject: Revised: Eligibility for Consideration for Range Elevation – Effective Fall 2024

Our records indicate that you may be eligible for consideration for a Range Elevation (subject to final review) pursuant to Article 12.16 – 12.20 of the current Unit-3 Faculty Collective Bargaining Agreement (CBA). “Those eligible for lecturer range elevation shall be limited to lecturers who have no more eligibility for salary increases pursuant to provision 12.10 in their current range [rank], and have served five (5) years in their current range [rank].” Range elevation for lecturers shall be accompanied by advancement of at least five percent (5%) on the salary schedule (Article 31.6). **Please note: All temporary faculty from prior eligibility lists may apply. If you do not apply in this cycle you will remain eligible to apply in future cycles. No further notification will be sent to you about your continued eligibility.**

Critical Deadlines – Dates Revised due to CSUN holiday closings.

- **November 12, 2024** – Lecturer submits written request for consideration to Department Chair.
- **November 27, 2024** – The Department Chair will notify the applicants in writing of his/her recommendation.
- **December 20, 2024** – The Dean has final approval authority and must provide written notification to lecturer of his/her decision.

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: https://www.csun.edu/sites/default/files/SEC700%20Manual_2024%20%2808%2021%2024%29%20FINAL%20%28Siq%29.pdf

Article 12 (12.16 – 12.20) and [Article 31](#) (31.6) of current Faculty Collective Bargaining Agreement may be accessed at: <https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx>

In accordance with Article 12.18 of the CBA, please be advised that receipt of a previous FMI (Faculty Merit Increase) may affect your eligibility for Range Elevation.

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 the Fall 2024 semester, please submit a completed [Request for Consideration for Range Elevation Application to your Department Chair along with your Personnel Information File \(PIF\) by November 12, 2024](#). You should receive a copy of the Department Chair's recommendation by **November 27, 2024** and notice of the Dean's decision by **December 20, 2024**.

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