



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF FACULTY AFFAIRS

November 1, 2024

TO: Eligible Lecturer Faculty Members

FROM: Dr. Patricia Pérez
Associate Vice President for Faculty Affairs

**RE: RANGE ELEVATION INSTRUCTIONS: ELIGIBILITY, PROCEDURES, AND
EVALUATION TIMETABLE**

According to University records, you are eligible to apply for a Lecturer Range Elevation in the Academic Year 2024-2025. Your eligibility is determined under Section 12.17 of the current CSU-CFA Collective Bargaining Agreement (CBA). In addition, there is a University Policy on Range Elevation for Lecturers (PS 19-06) that is available on the CSULB Academic Senate website: <https://www.csulb.edu/academic-senate/19-06-range-elevation-for-lecturer-faculty>

Eligibility

Section 12.17 of the CBA states that in order to be eligible for Range Elevation, a lecturer faculty member must “have no more eligibility for salary increases pursuant to provision 12.10 in their current range and have served five (5) years in their current range. Additionally, in Academic and Fiscal years 2021/22, 2022/23, and 2023/24, lecturers and temporary librarian faculty unit employees with six or more years Full Time Adjusted Service (FTAS) in their current range shall be eligible to apply for range elevation. For each Academic or Fiscal Year, FTAS is defined as the average Full Time Equivalent (FTE) over the Academic or Fiscal Year, divided by 0.8, up to a maximum of 1.0 for the year.”

Eligible lecturer faculty members who do not desire to be considered for a range elevation at this time, should notify their chair in writing.

Evaluation Process

Each department may determine its own procedures for evaluating lecturer faculty members for Range Elevation (PS 19-06, Section 3). Department evaluator(s) review the application materials submitted and then forward their recommendation to the candidate. The candidate may submit a response to the recommendation within seven days (PS 19-06, Section 6) The Dean reviews the materials submitted, the Department evaluator(s) recommendation, and the response (if any), and then forwards their final decision on awarding Range Elevation to the candidate (PS 19-06, Section 6).

Application

PS 19-06, Section 5.1.1 - 5.1.2. states that candidates for Range Elevation must submit application materials that conform to the requirements of their department. Departments shall define the materials to be considered in an application for Range Elevation. ***“At a minimum, the candidate shall provide the following materials:***

- *a current curriculum vitae;*
- *a description of the candidate’s work assignments for each semester of the period under consideration;*
- *a narrative presenting evidence, and/or examples, of her/his/their professional growth and development; and*
- *student evaluation summaries for all evaluated courses taught by the candidate in the department during the period of evaluation.”* PS 19-06, Section 3.9 states that if the review period is six years or more, candidates need to provide documentation for the **most recent six years** but may submit documentation for more than six years.

Timelines

- Notification of eligibility by Faculty Affairs to candidates and colleges: **November 1, 2024**
- Deadline for candidates to submit application to department for review: **February 3, 2025**
- Deadline for deans to notify candidates of final decision: **April 7, 2025**
- Deadline to forward application packets and decision letters to Faculty Affairs: **April 7, 2025**
- Deadline for candidates to file an appeal with Faculty Affairs: **April 14, 2025**

Awarding of Range Elevation

The Dean shall make the final decision on awarding a Range Elevation and will notify the candidate in writing (PS 19-06, Section 6.3). A copy of the letter and the candidate file shall be forwarded to Faculty Affairs. Any Range Elevation granted shall be effective at the beginning of the appointment in the 2025-26 academic year.

Appeal Process

Lecturer faculty members may appeal a negative final decision. An appeal of a denied range elevation must be emailed to facultyaffairs@csulb.edu with the subject line “Range Elevation Appeal” within seven calendar days after the denial is received. The candidate must attach a scanned copy of the Dean’s letter denying range elevation.

If you have any questions on how to submit materials for range elevation, please contact your Dean’s office.

- c: Deans
Associate Deans
Department Chairs
CFA Chapter President
ASMs