

**Reference Number:** S15-211

**Senate Approval Date:** Tuesday, February 10, 2015

**San Francisco State University**

**Academic Senate Policy for**

**Temporary Faculty Range Elevation**

**#S15-211**

(formerly A.S. Policy #S00-211)

At San Francisco State University, the Policy on Temporary Faculty Range Elevation is established in compliance with the current Collective Bargaining Agreement (hereafter Agreement) between the California State University and the California Faculty Association.

**Eligibility & Criteria.** Temporary faculty (excluding coaches) are instructors of record appointed on either a full-time or part-time basis in an academic unit (department or equivalent unit). Temporary faculty may apply for range elevation on the salary schedule once they become eligible. Eligibility for range elevation is established by the following two conditions:

1. No longer eligible for Salary Step Increases in current range, AND
2. Five years of appointment in the current range.

To be considered for range elevation, an applicant shall present evidence of excellence in teaching and/or other assigned duties, and if applicable, additional evidence of significant professional development and/or significant contributions to the department, college, university, and/or community.

A faculty member with appointments in more than one department shall apply for range elevation separately in the department(s) in which eligibility is established. A range elevation applies only to the department in which it is granted. Range elevations become effective at the beginning of first semester of appointment following the favorable range elevation decision. The amount awarded as part of a range elevation is determined by the current Agreement.

### **Procedure & Time-line**

At San Francisco State University, the procedure for temporary faculty range elevation shall be as follows:

*Departmental Review & Recommendation -> Dean's Recommendation -> Presidential Decision*

The Office of Academic Affairs, in conjunction with Human Resources, shall notify the affected faculty via the college dean and the department chair of temporary faculty eligibility for range elevation by the seventh week of the spring semester.

**The eligible faculty member** may apply for range elevation in the department in which his/her eligibility is established. The application dossier for range elevation shall consist of: 1) a written memorandum stating the applicant's intent to request a range elevation; 2) a summary of the applicant's contribution in areas as stated in the "criteria" section; and 3) a current curriculum vitae. The application dossier may include supplementary materials as evidence and/or documentation of contributions.

**The department chair** (or equivalent unit director) shall coordinate a peer review of the application and make a recommendation to the college dean; the college dean shall then make his/her independent recommendation to the university president or his/her designee for the final decision.

Temporary faculty range elevation shall be processed in the spring semester as follows:

11th week                    Faculty submits a complete application dossier to chair/director

14th week                    Department submits recommendation to college dean, with copy to applicant.

-Faculty rebuttal (within 5 working days) if applicable

17th week                    Dean submits recommendation to university president, with copy to applicant.

-Faculty rebuttal (within 5 working days) if applicable

June 30th                    Presidential decision

-Appeal if applicable

### **Appeal**

Denial of range elevation is subject to the peer review process

**\*\*\*Unanimously Approved at the Academic Senate Meeting on Tuesday, February 10, 2015\*\*\***

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