

# **RANGE ELEVATION POLICY FOR TEMPORARY UNIT 3 EMPLOYEES**

## **PROCEDURE**

Implementation Date: 01/01/03

Revised: 00/00/00

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### **Purpose**

This policy describes the intent and procedures involved in range elevation for temporary faculty (part time or full time). Range elevation is an increase in salary subject to meeting the criteria defined below.<sup>1</sup>

Deleted:

### **Eligibility**

Temporary faculty who are eligible for range elevation shall be limited to those who have served at least five calendar years, not necessarily consecutive, in their current range and are not eligible for additional Service Salary Increases in their current range. The one exception to the five-year eligibility criterion is if an employee attains a higher degree appropriate to her/his work assignment before completing five years of service.

### **Criteria**

To be considered for range elevation under this policy, an applicant shall:

Attain a higher degree appropriate to her/his work assignment;

OR

1) Hold additional accreditation or suitable professional experience or present evidence of professional development in her/his field appropriate for her/his work assignment(s); and 2) present evidence of excellence in teaching and/or professional duties; and 3) present evidence of sustained contribution to the instructional mission of the University.

Longevity alone is an insufficient basis for range elevation.

Examples of contributions to the instructional mission of the University include, but are not limited to: 1) activities enhancing the effective teaching of the discipline; 2) research and/or creative activity involving the campus or the community; and 3) contributions to improving the learning climate of the University. Evidence of sustained contributions in any one of these areas would be sufficient to meet this requirement.

<sup>1</sup> This policy is mandated by language in the Collective Bargaining Agreement (Article 12) stipulating that each CSU campus establish appropriate range elevation procedures.

## Application

A temporary faculty member who wishes to be considered for range elevation shall provide the following materials:

- 1) Memorandum stating the applicant's request
- 2) Current vitae
- 3) a) Faculty with teaching assignments:  
Documentation supporting excellence in teaching, including the following:
  - i) List of all courses taught over the past 5 academic years
  - ii) Assigned grade distribution and summary of student evaluation of teaching for all courses taught in the last academic year and at least one course per academic year for the previous 5 academic years.
  - iii) Narrative describing teaching philosophy and development as a teacher over the past 5 years (2 pages maximum).
- b) Faculty with non-instructional assignments:  
Documentation supporting excellence in professional duties, including the following:
  - i) Job description
  - ii) List of professional development activities
  - iii) Narrative describing development as a professional over the past 5 years (2 pages maximum).

## Procedures

1. The deadline for application is on or before October 15.
2. Applications shall be submitted to the appropriate Center Director/Program Director/Department Chair with a copy to the Dean. Where departments, programs, or centers do not exist, the employee shall submit the application directly to the Dean. The Director/Chair shall make his/her recommendation, and forward both the application and the recommendation to the Dean no later than November 15. The Director/Chair shall provide the applicant with a copy of the recommendation. The applicant may submit a rebuttal to the Dean no later than November 22.
3. The Dean shall provide written notification to the applicant of the decision no later than December 5. The award will become effective the first semester after the final decision.
4. Denial of range elevations shall be subject to the peer review process. If a temporary faculty member wishes to appeal a negative decision, he/she should submit in writing the rationale of the appeal. The President will then establish a panel, within the unit, consisting of all full-time tenured employees who have served on committees that made recommendations on matters of appointment, reappointment, promotion or tenure and who have attained the rank of full professor or equivalent. The membership of the Range Elevation Appeals Committee shall be selected by lot from that panel and will consist of three members and one alternate.

1 Appeals shall be submitted to the Office of Academic Resources by December 15. The  
2 temporary faculty member will be notified of the decision by February 15. Pursuant to  
3 CBA Article 12, the Range Elevation Appeals Committee decision is final.  
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ACADEMIC SENATE  
of  
THE CALIFORNIA STATE UNIVERSITY

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AS-2628-03/FA  
November 13-14, 2003

2003-04 Supplemental Report Language

Passed

- 1 RESOLVED: That the Academic Senate of the California State University (CSU)  
2 reaffirm its commitment to primacy of high quality instruction in  
3 academic programs as the fundamental mission of the CSU; and be it  
4 further  
5  
6 RESOLVED: That the Academic Senate CSU recognize that the California Legislature  
7 has adopted *2003-2004 Supplemental Report Language*; and be it further  
8  
9 RESOLVED: That the Academic Senate CSU encourage the CSU administration to  
10 implement these budgetary principles and reporting procedures on a  
11 systemwide level, and direct local administrators to follow these  
12 principles and procedures on individual campuses; and be it further  
13  
14 RESOLVED: That the Academic Senate CSU transmit copies of this resolution to the  
15 Chancellor of the CSU, campus presidents and chairs of campus  
16 academic senates.  
17  
18 RATIONALE: To protect, to the greatest extent possible, the CSU's  
19 primary educational mission of undergraduate and graduate instruction,

1                   the *2003-2004 Supplemental Report Language* sets important principles and  
2                   guidelines for the CSU administration to follow. The Chancellor's Office  
3                   has already accepted these principles, and has agreed to the reporting  
4                   procedures set by the legislature.

5  
6                   Since these principles will have to be implemented by campus  
7                   administrators, their commitment to these principles and the reporting  
8                   process is essential in successful implementation of the document.  
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ACADEMIC SENATE  
of  
THE CALIFORNIA STATE UNIVERSITY

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AS-2629-03/FGA  
November 13-14, 2003

*Passed*  
*EC*

Privacy and Right to Read

- 1 RESOLVED: That the Academic Senate of the California State University (CSU) urge  
2 Congress to move expeditiously to correct defects in the U.S.A. Patriot  
3 Act which threaten the civil liberties of students and faculty who use  
4 libraries and computers. Specifically, we recommend passage of  
5 HR.1157: "Freedom to Read Protection Act," and S.436: "Domestic  
6 Surveillance Oversight Act." (Attached)  
7  
8 RESOLVED: That the Academic Senate CSU support the resolution of the California  
9 Library Association in Support of User Privacy and Freedom of  
10 Information (Feb. 12, 2003—attached) and the resolution of the  
11 American Library Association entitled "On the U.S. Patriot Act and  
12 Related Measures that Infringe on the Rights of Library Users."  
13 (Attached)  
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15 RESOLVED: That the Academic Senate CSU forward this resolution to the CSU  
16 campus academic senates, the California congressional delegation, and  
17 California's two U.S. Senators.

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RATIONALE: The U.S.A. Patriot Act and the Homeland Security Act

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have been interpreted by the Attorney General in a manner that many

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believe allows investigators to violate First and Fourth Amendment

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rights of library users. Since our democratic republic is premised on an

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educated public, the right to read should be sacrosanct.

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ACADEMIC SENATE  
of  
THE CALIFORNIA STATE UNIVERSITY

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AS-2632-03/FGA/AA  
November 13-14, 2003

Enrollment, Budget and Educational Quality in the CSU

*Passed  
EC*

- 1 RESOLVED: That the Academic Senate of the California State University (CSU)  
2 reaffirm its support of the principles contained in its unanimously  
3 adopted resolution AS-2612, *Recommended CSU Budget Priority for 2003-*  
4 *2004* (attached), and endorse the remarks of Senate Chair Robert Cherny  
5 that were given at the hearing of the Assembly Higher Education  
6 Committee on September 23, 2003 (attached); and be it further  
7  
8 RESOLVED: That the Academic Senate CSU urge the Chancellor to limit the  
9 enrollment targets for the CSU for 2004-2005 to the number of students  
10 fully supported in the Governor's January Budget; and be it further  
11  
12 RESOLVED: That the Academic Senate CSU urge the Chancellor's Office to work  
13 with the Department of Finance and the Legislative Analyst to redefine  
14 "marginal cost" for enrollment growth in the CSU in a manner which  
15 reflects the actual costs of additional students; and be it further  
16  
17 RESOLVED: That the CSU not increase any enrollment unless such an increase is  
18 funded at an appropriate level based on the new marginal cost; and be it  
19 further  
20  
21 RESOLVED: That the CSU devise an admission policy that allows for adjustments in  
22 enrollment that reflect the final state budget for that year.  
23



24 RATIONALE: For the last decade, the CSU has not received adequate  
25 funding from State revenues and student fees to maintain the quality of  
26 education that should be provided to those attending the CSU. The  
27 Chancellor's Office calculated that for 2003-2004, under the Partnership  
28 Agreement with the State, the CSU should have received \$12,051 per  
29 student. In fact, the CSU received only \$10,355 per student— a shortfall  
30 of \$1,696 per student. Even the \$12,051 represents only a minimum  
31 funding agreement. This shortfall in funding has resulted in  
32 overcrowded classes and laboratories, a decline in the number of  
33 tenure/tenure-track faculty, obsolete or broken lab equipment, eroded  
34 library collections and services, deteriorating facilities and faculty  
35 salaries that fall further and further behind those at comparable  
36 institutions. This has been documented in the *CSU at the Beginning of the*  
37 *21<sup>st</sup> Century* report.

38  
39 Much of this shortfall has been due to using a calculation of marginal  
40 cost that is woefully outdated. Again refer to the 21<sup>st</sup> Century document,  
41 specifically pages 47-49.