

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Lecturer Range Elevation

Operating Procedures for Faculty, Chairs, and Deans

Governing Policies: CBA Article 12 (Provisions 12.16–12.20) | CBA Article 31.6 | CBA MOU – Temporary Range Elevation (expired June 30, 2025- no longer applies) | FAM 653.43

Overview

Range elevation is the process by which a lecturer faculty member advances to the next higher salary range (A → B → C → D). It represents a salary increase of at least 5% and is based primarily on teaching effectiveness.

These procedures apply to all eligible CSUSB lecturer faculty, regardless of time base, and outline the responsibilities of lecturers, department chairs, department evaluation committees, college deans, and faculty affairs and development throughout the process.

Policy basis: CBA Article 12.16–12.20 and Article 31.6 set the minimum requirements for range elevation systemwide. FAM 653.43 establishes CSUSB's specific campus procedures, approved by the Faculty Senate on October 27, 2020 and signed by the President on January 26, 2021.

Eligibility

To be eligible for range elevation, a lecturer must meet **both** of the following criteria:

- No remaining Service Salary Increase (SSI) steps in their current range (i.e., they are at the salary maximum for that range), AND
- Have served five (5) years in their current range and department.
- *Please note: Eligibility is department specific, lecturers working in multiple departments may be eligible in one department but not the other.*

The eligibility table below summarizes standard eligibility:

Condition	Standard Eligibility
Service in current range and department	5 years
SSI steps remaining	Must be at SSI maximum (no steps remaining)
Applies to	All eligible lecturers

Extended eligibility (MOU): A Memorandum of Understanding signed January 26, 2024, extends CBA provision 12.17 through the 2024/25 Academic and Fiscal Year. Lecturers with 6 or more years of Full Time Adjusted Service (FTAS) in their current range are also eligible to apply. FTAS = average FTE for the year ÷ 0.8, up to a maximum of 1.0 per year. **Expired as of June 20, 2025-does not currently apply**

Important note on FMI: *The campus eligibility notification will inform lecturers that receipt of a previous Faculty Merit Increase (FMI) may affect range elevation eligibility. Failure to receive the notification does not automatically grant elevation, but eligible lecturers who were not notified may still apply. (CBA 12.18)*

Participants and Their Roles

Lecturer

- Can determine their own eligibility (with assistance from faculty affairs and development office) however, Faculty Affairs and Development will determine eligibility and notifies lecturers.
- Notify FAD by the published December deadline of intent to apply for range elevation.
- Prepares and submits the Range Elevation Report (RER) by the published deadline.
- Verifies receipt of joint department report, may respond in writing to the joint department recommendation within 10 calendar days.
- Verifies receipt of the Dean's decision in writing.
- May initiate a Peer Review appeal if the request is denied.

Department Evaluation Committee/ Lecturer Evaluation Committee

- Reviews the electronic Working Personnel Action File (WPAF) for each eligible applicant.
- Prepares a joint evaluation and recommendation alongside the Department Chair.
- Criteria applied must be appropriate to lecturer work assignments, not tenure-track standards. (CBA 12.19)

Department Chair (or Equivalent)

- Recommended to check-in with lecturers who are eligible to answer any questions prior to submitting RER.
- Prepares the joint evaluation and recommendation alongside the Department Evaluation Committee.
- Submits the joint recommendation to the College Dean and FAD.
- Works with FAD to ensure the lecturer is provided a copy of the report and given 10 calendar days to respond.

College Dean (or Equivalent)

- Reviews the full electronic WPAF, joint recommendation, and the lecturer's written response (if any).
- Approves or disapproves the range elevation request.
 - If approved, percentage of increase should be included in Dean's letter.
- If denying, provides written justification.
- Works with FAD to communicate the decision to the faculty member and obtains verification of receipt.
- Decision is due by mid-March.

Office of Faculty Affairs and Development

- Faculty Affairs and Development determine and notifies faculty if they are eligible. FAD will notify deans and department chairs of their list of eligible lecturers.
- Sets and publishes exact annual deadlines at the start of each academic year.
- Sends eligibility notifications to qualifying lecturers by the second week of October.
- Assembles the electronic WPAF for all lecturers upon notice of request to apply for range elevation.
- Distributes copies and monitors workflow of applicant files.

Associate Provost for Faculty Affairs and Development

- Receives written appeals from lecturers denied range elevation.
- Initiates the Peer Review Panel process upon receipt of a timely appeal.

Step-by-Step Procedures

Step 1

Eligibility Notification — Second Week of October

The Office of Faculty Affairs and Development notifies all lecturers who are at the SSI maximum and have five (5) years of service in a department in their current range that they are eligible to apply for a range elevation. Notification also informs lecturers of any FMI that may affect eligibility. FAD will include deans and department chair in the lecturer's notification.

[CBA 12.18](#) | [FAM 653.43](#)

Step 2

Lecturer Prepares and Submits the Range Elevation Report (RER) — Due First Week of Spring Semester

Lecturers will notify FAD by the first week of December of their intent to apply for a range elevation and completes the electronic RER, covering work since the last range elevation or the last six years (whichever is more recent), with supporting documentation.

[FAM 653.43](#)

Step 3

Electronic WPAF Assembled

Upon receipt of the RER, Faculty Affairs and Development office creates and reviews the electronic Working Personnel Action File (WPAF) submitted by the lecturer, which includes the RER, visitation reports, previous evaluations, classroom materials (syllabi, exams, lecturer data form), and student evaluations (uploaded by FAD).

[FAM 653.43](#)

Step 4

Department-Level Review — Per Published Campus Deadlines

The Department Evaluation Committee and Department Chair jointly review the WPAF and submit a single joint evaluation and recommendation to the electronic

	WPAF for the College Dean to access. The lecturer is provided a copy of the recommendation and has ten (10) calendar days to respond in writing. CBA 12.16 FAM 653.43
Step 5	Dean Reviews and Decides — Due Mid-March The College Dean reviews the full WPAF, the joint recommendation, and the lecturer's written response (if any), and decides to approve or deny the range elevation. If approved, the salary increase (percentage amount) is included in the letter. If denied, the Dean provides written justification. The decision is communicated to the lecturer, who must verify receipt in writing. CBA 12.16 FAM 653.43
Step 6	Salary Increase Effective (If Approved) A successful range elevation is accompanied by a salary increase of at least 5% on the salary schedule, effective at the beginning of the first appointment in the academic year following the review. If salary is below the minimum of the approved range, salary will automatically be brought to the minimum. CBA 12.16 , 31.6
Step 7	Appeal Process (If Denied) — Within 10 Academic Days A lecturer who is denied range elevation may initiate a Peer Review appeal by submitting a written request to the Associate Provost for Faculty Affairs and Development within ten (10) academic days of receiving the denial. The Peer Review Panel convenes within 30 days and renders its decision within 30 days of the hearing. The Panel allows the appellant to present and to be represented by CFA. The Panel's decision is final and binding on all parties. CBA 12.20 FAM 653.43

What to Include in the Range Elevation Report (RER)

The RER should cover the period since the lecturer's last range elevation or the last six years, whichever is more recent. Supporting documentation should be attached where appropriate.

1. Teaching and Instructionally Related Assignments

- List all courses taught, including course number and title.
- Attach a copy of the syllabus for each course.
- Include any additional evidence supporting the evaluation of teaching effectiveness, such as:
 - Participation in teaching-related conferences or seminars
 - Special course preparation or curriculum development
 - Direction of MA theses, independent studies, or internships
 - Development of new courses or programs
 - Innovative approaches to standard courses

2. Professional Activities (If Applicable)

- List activities that demonstrate maintaining currency in the discipline and that support the work assignment (e.g., conferences, seminars, professional licenses or certifications, scholarly or creative activity, community involvement in the discipline).
- List any other professional activities.

3. Service to the University and/or Community (If Applicable)

- List service activities related to maintaining disciplinary currency or that are part of the work assignment.
- List any other service activities.

Note on non-teaching activities: *It is not expected that lecturers engage in traditional areas of scholarship or university/community service unless such engagement forms part of their work assignment. These areas are evaluated only if explicitly included in the work assignment. (FAM 653.43 | CBA 12.19)*

Timeline Summary

Exact dates are published annually by the Office of Faculty Affairs and Development at the start of each academic year.

Milestone	Timing	Policy Reference
Office of Faculty Affairs & Development sends eligibility notices	Second week of October	FAM 653.43 ; CBA 12.18
Lecturer notifies FAD if intent to apply for Range Elevation	Per campus deadlines (First week of December)	FAM 653.43 ; CBA 12.16
Lecturer submits Range Elevation Report (RER)	First week of Spring Semester	FAM 653.43
Dept. Evaluation Committee & Chair submit joint recommendation	Per campus deadlines	FAM 653.43 ; CBA 12.16
Lecturer may respond in writing to joint recommendation	Within 10 calendar days of receipt	FAM 653.43
College Dean issues decision	Mid-March	FAM 653.43
Lecturer may appeal denial to Associate Provost	Within 10 academic days of receiving denial	FAM 653.43 ; CBA 12.20
Peer Review Panel convenes	Within 30 days of appeal	CBA 12.20
Peer Review Panel renders final decision	Within 30 days of hearing	CBA 12.20
Salary increase effective (if approved)	Beginning of first appointment in following academic year	CBA 12.16

Evaluation Criteria — Overview

To be recommended for range elevation, a lecturer must be rated as performing at an Exceeds Expectations level. Teaching effectiveness as described in FAM 654.43.

- A → B: Proficiency in all four teaching criteria plus evidence of maintaining currency in the discipline.
- B → C: All of the above, plus a level of excellence beyond routine classroom proficiency (e.g., range of courses, pedagogical innovation, new course development, student achievement).
- C → D: All of the above, plus demonstrated superior subject matter mastery through professional activities or a terminal degree.

Full criteria: Complete evaluation criteria are set forth in FAM 652.1 (Procedures and Criteria for Performance Review and Periodic Evaluation) and FAM 653.43. Chairs and committee members should refer to those documents when conducting reviews.

Resources and Contacts

- [Office of Faculty Affairs and Development](#) — primary point of contact for eligibility, deadlines, and WPAF assembly for all lecturers.
 - **Stephanie Martinez**, SMartine@csusb.edu or **Rosie Torres**, rtorres1@csusb.edu
- College Office — primary point of contact for part-time lecturers.
- California Faculty Association (CFA) — available to represent lecturers during the Peer Review appeal process.
- Associate Provost for Faculty Affairs and Development — receives written appeal requests if range elevation is denied.

Policy documents:

- [CBA](#) (2022–2025, as modified March 4, 2024) — Articles 12.16–12.20, 31.6, and MOU – Temporary Range Elevation (expired as of June 30, 2025- not currently applicable).
- [FAM](#) 653.43 — Procedures and Criteria for Range Elevation (CSUSB; effective January 26, 2021)
- [FAM](#) 652.1 — Procedures and Criteria for Performance Review and Periodic Evaluation
- [FAM](#) 652.2 — Procedures and Criteria for Evaluation of Lecturers