California State University **Chico**
Academic Affairs
FACULTY AFFAIRS AND SUCCESS

College Staff – Box Range Elevation Application Guide
(Updated 4-19-24)

The lecturer range elevation application process is now managed electronically using Box folders. Application materials and department and Dean recommendations will be submitted electronically via Box.

Application Process

Lecturers who meet the eligibility criteria will be notified towards the beginning of the spring semester. Eligible lecturers should notify their Dean's office and Department Chair as soon as possible if they wish to apply. The Dean's office will set up a Box folder for the applicant to upload supporting materials. After the supporting materials have been uploaded, the applicant should then submit the Lecturer Range Elevation Application Form to their Dean's office. The form will be routed through AdobeSign for the appropriate signatures.

The application shall consist of the Lecturer Range Elevation Application form, a complete up-to-date vita, documentation of teaching excellence and currency in the field since the initial appointment or last range elevation, whichever is more recent, and an optional written letter or memorandum highlighting or summarizing the documentation. To assist lecturers in preparing their applications, the college will provide lecturers access to their PAFs. The college will also provide access to the lecturer's PAFs to department personnel committees and department chairs with the materials submitted. Although not required, the documentation may include a description of other activities or accomplishments that contribute to the instructional mission of the University.

Spring Process Timeline

Pursuant to CBA 12.18, lecturers who meet the eligibility criteria will be notified thirty (30) days prior to the commencement of the annual campus range elevation process. In that notification, the campus shall inform the lecturers that receipt of a previous Faculty Merit Increase may affect their eligibility for range elevation.

Eligible individuals must apply for range elevation by March 10th. Applications and accompanying materials must be uploaded to the applicant's range elevation Box folder.

The department personnel committee and department chair will review both the applicant's submitted materials and PAF and then upload their recommendations to the applicant's range elevation Box folder no later than April 3rd.

The College Dean shall make a decision and notify the applicant in writing no later than April 17th.

Box Folder Process

1. College Office Personnel will create department lecturer range elevation application folders and individual candidate subfolders for each faculty member applying for a range elevation. Because Box limits the length of a path (to just 144 characters), abbreviate as much as possible! Each candidate undergoing a range elevation review will have:
   a) College Office top folder (23-24 Lecturer Range Elevation Applications).
   b) Candidate Application Materials and Recommendations organized by Department folders.
      a. LastName, FirstName Application
         i. Application Materials
         ii. Recommendations
2. Candidates upload application materials directly to their Box folder by the due date. After the due date, the college staff copies the current PAF into the folder so that the department personnel committee and department chair have access to both the candidate materials and PAF. The college then notifies the department personnel committee and the department chair that the materials are ready for review.
3. The department personnel committee reviews the application materials and PAF and writes a recommendation. The recommendation is uploaded to the "Recommendations" folder for the candidate. The department personnel committee should notify the college staff that their recommendation has been submitted.
4. The department chair reviews the application materials, PAF, and the department personnel committee's recommendation and writes their recommendation. The recommendation is uploaded to the "Recommendations" folder for the candidate. The department chair should notify the college staff that their recommendation has been submitted.
5. The Dean reviews the application materials, PAF, department personnel committee's recommendation, and department chair's recommendation and writes a decision. The range elevation decision is sent to the candidate and uploaded to the "Recommendations" folder for the candidate.
6. College staff uploads the signed application form to the candidate's application materials folder.

Folder Structure	Access
CME RTP Level 1	College Office Staff & Dean/Associate Dean **Editor Access**
23-24 Lecturer Range Elevation Applications	
CMAS Lecturer Range Elevation Applications	Dept. Committee and Chair **Viewer/Uploader Access**
LastName, FirstName Application	Candidate - **Editor Access** until materials are submitted; **Viewer Access** after application deadline.
PAF	
Application Materials	
Recommendations	