DATE: April 7, 2020

TO: Tim Sistrunk, California Faculty Association President
Al Schademan, California Faculty Association Vice-President

FROM: Evanne O'Donnell, Associate Vice Provost for Academic Personnel
Jennifer Haffner, Acting Director Labor Relations
Robin Yant, Assistant Director of Academic Personnel

RE: Range Elevation Applications for Fall 2020

Due to the COVID 19 pandemic and Governor Newsom’s and President Hutchinson's mandatory Stay at Home Orders for employees, it is necessary to extend the timelines and modify the procedures for Lecturer Range Elevations to accommodate operating in a remote environment.

The revised timelines are as follows: Chairs shall forward recommendations to the Dean for individuals who have applied for range elevations no later than April 17, 2020. The College Dean shall make a decision and notify the applicant no later than May 1, 2020.

For chairs who have already obtained a recommendation from the Department Personnel Committee, the procedures as outlined in FPPP 12.2, excluding the above revised timelines, have not changed and shall continue to apply.

For chairs who have not already obtained recommendations from the Department Personnel Committee, the following procedures shall apply: Chairs shall review all Range Elevation applications. Applications with sufficient evidence for a Chair to recommend a range elevation shall make this recommendation to the Dean without further consultation with the Department Personnel Committee. If the application does not contain sufficient evidence for the Chair to recommend a range elevation, then the application shall be reviewed by the entire Personnel Committee whose recommendation, along with the Chair’s recommendation, shall be forwarded to the Dean.

The above revisions do not affect the right to appeal Range Elevation applications that are denied. Any applications that are denied may be appealed pursuant to Article 12.20 of the CBA. Appeals shall be submitted to the Office of Academic Personnel (OAPL).