



Lecturer Range Elevation Application

Name: _____ EMPL ID: _____ Date: _____

College: _____ Dept/School: _____

To be eligible per CBA 12.17, lecturer faculty must (1) have no more eligibility for service salary step increases (salary above the SSI max on the [Unit 3 faculty salaries at-a-glance](#)) and have served five years in their current range or (2) have six or more years of Full Time Adjusted Service (FTAS) in their range. For each academic year, FTAS is defined as the average FTE over the academic year, divided by .8, up to a maximum of 1.0 for the year.

Please notify the College Analyst as soon as possible if you wish to apply. The College Analyst will then route the form in Adobe Sign. The required documentation must also be submitted/uploaded into a Box folder by March 10th.

Current Range/Rank: Lecturer A/2 Lecturer B/3 Lecturer C/4

Per FPPP 12.2.1:

- I have included in the electronic Box folder a written letter or memorandum clearly stating the request for a range elevation. Please Check with your Chair and department standards about department-specific instructions.
- I have included in the electronic Box folder a complete up-to-date curriculum vita.
- I have included in the electronic Box folder documentation of teaching excellence and currency in the field since the initial appointment or last range elevation, whichever is more recent. Although not required, the documentation may include a description of other activities or accomplishments that contribute to the instructional mission of the University. (Optional)

Applicant Signature

Date

For Internal Use; FPPP 12.2.2.c

DEPARTMENT PERSONNEL COMMITTEE RECOMMENDATION:

After reviewing the applicant's request and supporting documentation, the Department Personnel Committee recommends approval.

Yes No

Dept. Personnel Committee Chair Signature

Date

DEPARTMENT CHAIR RECOMMENDATION: (due April 10th)

Having reviewed the applicant's request for range elevation and supporting documentation, as well as the recommendation of the Department Personnel Committee, I recommend approval.

Yes No

Department Chair / Director Signature

Date

COLLEGE DEAN DECISION: (due April 24th)

Range Elevation Granted Range Elevation Denied

College Dean Signature

Date

Per Article 31.6 of the CBA, Range Elevation granted to lecturers shall be accompanied by a base salary (full-time rate of pay) increase of at least five percent (5%) or the minimum of the next higher rank/grade. The effective date of the Range Elevation will be the beginning of the semester of the next academic year for AY faculty and the September payroll period for 12-month faculty.

ORIG: College PAF | Copy 1: Applicant | Copy 2: Department Chair | Copy 3: Academic Personnel