



**SAN FRANCISCO
STATE UNIVERSITY**

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**ACADEMIC SENATE POLICY
#S15-211**

February 11, 2015

TO: Les Wong, President
San Francisco State University

FROM: Trevor Getz, Chair
San Francisco State University Academic Senate

RE: Approved Revisions to Temporary Faculty Range Elevation Policy #S00-211

SOURCE COMMITTEE:

Faculty Affairs Committee

SENATE ACTION:

At its meeting on Tuesday, February 10, 2015 the Academic Senate approved revisions to the Senate policy #S15-200, now **Temporary Faculty Range Elevation Policy #S15-211**.
We seek your concurrence.
Thank you.

cc: Sue V. Rosser, Provost and Vice President for Academic Affairs
Shawn Whalen, Chief of Staff, Office of the President
Sacha Bunge, Dean, Faculty Affairs & Professional Development
Ann Sherman, AVP, Human Resources

cc: all College Deans and Associate Deans

PRESIDENTIAL ACTION:

APPROVED: Leslie E Wong **DATE:** 2-16-15



**SAN FRANCISCO STATE UNIVERSITY
ACADEMIC SENATE POLICY FOR
TEMPORARY FACULTY RANGE ELEVATION
#S15-211
(formerly A.S. Policy #S00-211)**

At San Francisco State University, the Policy on Temporary Faculty Range Elevation is established in compliance with the current Collective Bargaining Agreement (hereafter Agreement) between the California State University and the California Faculty Association.

Eligibility & Criteria. Temporary faculty (excluding coaches) are instructors of record appointed on either a full-time or part-time basis in an academic unit (department or equivalent unit). Temporary faculty may apply for range elevation on the salary schedule once they become eligible. Eligibility for range elevation is established by the following two conditions:

1. No longer eligible for Salary Step Increases in current range, AND
2. Five years of appointment in the current range.

To be considered for range elevation, an applicant shall present evidence of excellence in teaching and/or other assigned duties, and if applicable, additional evidence of significant professional development and/or significant contributions to the department, college, university, and/or community.

A faculty member with appointments in more than one department shall apply for range elevation separately in the department(s) in which eligibility is established. A range elevation applies only to the department in which it is granted. Range elevations become effective at the beginning of first semester of appointment following the favorable range elevation decision. The amount awarded as part of a range elevation is determined by the current Agreement.

Procedure & Time-line

At San Francisco State University, the procedure for temporary faculty range elevation shall be as follows:

Departmental Review & Recommendation -> Dean's Recommendation -> Presidential Decision

The Office of Academic Affairs, in conjunction with Human Resources, shall notify the affected faculty via the college dean and the department chair of temporary faculty eligibility for range elevation by the seventh week of the spring semester.

The eligible faculty member may apply for range elevation in the department in which his/her eligibility is established. The application dossier for range elevation shall consist

of: 1) a written memorandum stating the applicant's intent to request a range elevation; 2) a summary of the applicant's contribution in areas as stated in the "criteria" section; and 3) a current curriculum vitae. The application dossier may include supplementary materials as evidence and/or documentation of contributions.

The department chair (or equivalent unit director) shall coordinate a peer review of the application and make a recommendation to the college dean; the college dean shall then make his/her independent recommendation to the university president or his/her designee for the final decision.

Temporary faculty range elevation shall be processed in the spring semester as follows:

11th week	Faculty submits a complete application dossier to chair/director
14th week	Department submits recommendation to college dean, with copy to applicant. -Faculty rebuttal (within 5 working days) if applicable
17th week	Dean submits recommendation to university president, with copy to applicant. -Faculty rebuttal (within 5 working days) if applicable
June 30th	Presidential decision -Appeal if applicable

Appeal

Denial of range elevation is subject to the peer review process

*****Unanimously Approved at the Academic Senate Meeting on Tuesday, February 10, 2015*****

SAN FRANCISCO STATE UNIVERSITY
POLICY ON TEMPORARY FACULTY RANGE ELEVATION
#S00-211
(formerly A.S. Policy #S00-211)

1 ~~At its meeting of April 25, 2000, the Academic Senate approved the following policy on~~
2 ~~temporary faculty range elevation which was signed by the President with a change on~~
3 ~~May 5, 2000.~~

4 At San Francisco State University, the Policy on Temporary Faculty Range Elevation is
5 established in compliance with the current Collective Bargaining Agreement (hereafter
6 Agreement) between the California State University and the California Faculty
7 Association.

8 **Eligibility & Criteria.** Temporary faculty (excluding coaches) are instructors of record
9 appointed on either a full-time or part-time basis in an academic unit (department or
10 equivalent unit). Temporary faculty may apply for range elevation on the salary schedule
11 once they become eligible. Eligibility for range elevation is established by the following
12 two conditions:

- 13 1. No longer eligible for Salary Step Increases in current range, AND
- 14 2. Five years of appointment in the current range.

15 To be considered for range elevation, an applicant shall present evidence of excellence in
16 teaching and/or other assigned duties, and if applicable, additional evidence of significant
17 professional development and/or significant contributions to the department, college,
18 university, and/or community.

19 A faculty member with appointments in more than one department shall apply for range
20 elevation separately in the department(s) in which eligibility is established. A range
21 elevation applies only to the department in which it is granted. Range elevations become
22 effective at the beginning of first semester of appointment following the favorable range
23 elevation decision. The amount awarded as part of a range elevation is determined by the
24 current Agreement.

25 **Procedure & Time-line**

26 At San Francisco State University, the procedure for temporary faculty range elevation
27 shall be as follows:

28 *Departmental Review & Recommendation => Dean's Recommendation => Presidential*
29 *Decision*

30 The Office of Academic Affairs, in conjunction with Human Resources, shall notify the
31 affected faculty via the college dean and the department chair of temporary faculty

32 eligibility for range elevation by the seventh week of the spring semester. ~~by the end of~~
33 ~~the fall semester.~~

34 **The eligible faculty member** may apply for range elevation in the department in which
35 his/her eligibility is established. The application dossier for range elevation shall consist
36 of: 1) a written memorandum stating the applicant's intent to request a range elevation; 2)
37 a summary of the applicant's contribution in areas as stated in the "criteria" section; and
38 3) a current curriculum vitae. The application dossier may include supplementary
39 materials as evidence and/or documentation of contributions.

40 **The department chair** (or equivalent unit director) shall coordinate a peer review of the
41 application and make a recommendation to the college dean; the college dean shall then
42 make his/her independent recommendation to the university president or his/her designee
43 for the final decision.

44 Temporary faculty range elevation shall be processed in the spring semester as follows:

45 ~~3rd~~ 11th week Faculty submits a complete application dossier to chair/director

46 6th 14th week Department submits recommendation to college dean, with copy to
47 applicant.

48 -Faculty rebuttal (within 5 working days) if applicable

49 9th 17th week Dean submits recommendation to university president, with copy
50 to applicant.

51 -Faculty rebuttal (within 5 working days) if applicable

52 ~~13th week~~ June 30th Presidential decision

53 -Appeal if applicable

54 **Appeal**

55 Denial of range elevation is subject to the peer review process

56 ~~**APPROVED BY PRESIDENT CORRIGAN ON MAY 5, 2000**~~