

Department of Curriculum Studies and Secondary Education (CSSE)

RANGE ELEVATION POLICY FOR LECTURERS

Approved by the CSSE Department on 12-8/17

I. Eligibility

Lecturers eligible for range elevation on the salary schedule shall be limited to those who have no more service step increase eligibility in their current range, and have served five (5) years in their current range.

A. Each year the Associate Provost for Faculty Affairs shall compile a list of lecturers eligible for range elevation. On or before November 1, each eligible lecturer shall be notified of eligibility and each department shall receive a list of lecturers eligible in that department.

B. Each eligible lecturer shall be considered for a range elevation on the salary schedule unless he or she informs the department chair in writing of his or her desire not to be considered at this time.

II. Application

1. Eligible temporary CSSE faculty shall originate the process for Range Elevation of Lecturers with an application to the CSSE Department. To be evaluated for range elevation, each candidate must submit application materials that conform to the requirements of his or her department.

2. The applicant shall provide up to date documentation for the application file showing evidence of the applicant's achievements and professional development. This documentation shall include the following:

- a. **current curriculum vitae**,
- b. **description of the candidate's work assignments** for each semester of the period under consideration,
- c. **narrative describing his/her professional growth and development** since the last range elevation review or the past five years.
- d. **student evaluation summaries** for all evaluated courses taught by the candidate in the department since the last range elevation review or the past five years,
- e. **peer observation** and additional materials that the applicant wishes to have considered (evidence from unidentified sources shall be excluded from the application file excepting student evaluations, which may be anonymous).

Access: an applicant shall have access to his or her application file at any time, but may not remove material therefrom.

III. Evaluation

1. Department of Curriculum Studies and Secondary Education (CSSE)

- a. The CSSE Department Review Committee shall prepare a recommendation regarding range elevation for each eligible candidate considered. This recommendation shall be a written report that includes the CSSE Department Review Committee's decision as well as the reasons for reaching that decision. A copy of this recommendation shall be forwarded to the candidate, CSSE Department Chair and the Dean of the School of Education.
- b. The CSSE Department Review Committee will assess the quality and appropriateness of the candidate's experience. Materials submitted by the candidate shall be evaluated in relation to the candidate's work assignment while employed in the department. The CSSE Department Review Committee may consider evidence of performance outside of the area of the candidate's work assignment.
- c. CSSE Department Review Committee evaluators may seek additional information to verify a candidate's claims. The candidate may be required to provide additional documentation. Evaluators may also solicit written comments from the CSSE Department Chair or faculty peers to clarify information provided by the candidate. Any comments that are used to determine a recommendation must be included as supplemental attachments to the final written report and must be made available to the candidate.
- d. When a candidate is asked to provide additional documentation, the burden of supplying this documentation in a timely manner resides with the candidate. Failure to provide requested information shall not delay either the evaluation process, or the preparation of the department's recommendation.

2. The Dean of the School of Education

- a. Once the CSSE Department Review Committee has prepared its recommendation, it shall be forwarded to the Dean of the School of Education, who shall make the final decision on awarding a range elevation to the candidate.
- b. A written copy of the decision of the Dean shall be forwarded to the candidate and the CSSE Department Chair.
- c. If a candidate's request is denied, the Dean must provide the candidate and CSSE Department with a written explanation of the reasons for the denial.

IV. Levels and Sequence of Review

1. The CSSE Department Review Committee
The existing RTP Committee of the CSSE Department shall serve as the CSSE Department's Review Committee for Range Elevation.
2. Faculty Mentors
 - a. The applicant may choose a member of the faculty to serve as a mentor.
 - b. If the selected committee member consents to work with the applicant, they will work together to prepare documents to place in the applicant's file for the Review Committee to consider.
3. The Dean of the School of Education