712.2 Range Elevation

1. Eligibility and Criteria
   At any time following their initial appointment within a given range on the salary schedule, lecturers may, through meeting conditional eligibility requirements and through completion of an additional graduate degree or other professional accomplishments, attain the minimum qualifications in terms of professional preparation to apply for range elevation. This will be accompanied by advancement of at least two (2) service salary increases (5%) on the salary schedule. Such minimum qualifications are described in Section 709.5.
   a. Conditional Eligibility for Application for Range Elevation
      Lecturers (excluding coaches) eligible for lecturer range elevation shall be limited to lecturers who have no more eligibility for Service Salary Increases pursuant to provision 12.10 in their current range and have served five (5) years in their current range.
   b. Criteria for Range Elevation
      Criteria for range elevation (excluding coaches) shall require lecturers to demonstrate achievement appropriate to their work assignments and the mission of the university. To receive a range elevation, lecturers must continue to demonstrate professional development since their initial appointment or last range elevation. Accumulated teaching experience alone is not considered sufficient for range elevation.

2. Procedures
   a. Responsibility for Decision
      The Dean, in consultation with the Department Chair, and after careful consideration of the material in the Personnel Files as defined in Section 703, shall be responsible for granting or denying a request for elevation to the next higher salary range.
   b. Timing
      (1) Departments shall publicize their criteria for elevation to the next higher salary range. Eligible lecturers seeking elevation must request such elevation in writing from Department Chairs. All supporting documentation that demonstrates the applicant's attainment of minimum qualifications for elevation to the next higher salary range that are not otherwise contained in the lecturer's Personnel Action File (see 703.1.2), shall be placed in the applicant's Professional Information File, which shall be submitted with the request for elevation.
      (2) This request must be submitted to the Department Chair no later than May 1 (Spring Semester) or October 1 (Fall Semester).
      (3) The Department Chair shall notify the lecturer of the Chair's recommendation in writing within three weeks of receipt of the request.
      (4) If the Department Chair issues a negative recommendation, the lecturer may request a meet-and-confer session with the Department Chair as outlined in Section 714.2.1. If the lecturer does not request such a session, the Department Chair shall forward to the Dean the negative recommendation along with the lecturer's Professional Information and Personnel Action Files. The Department Chair shall not forward to the Dean a negative recommendation until a requested meet-and-confer session has been completed.
      (5) If the Department Chair issues a positive recommendation, this recommendation shall be forwarded with the lecturer's Professional Information and Personnel Action Files to the Dean at the same time as a copy of the recommendation is sent to the lecturer.
      (6) The Dean shall notify the lecturer of the Dean's decision, in writing, within ten (10) working days following the transmittal of the Department Chair's recommendation.
      (7) A positive decision by the Dean shall be implemented at the beginning of the subsequent semester of employment.
      (8) Should the Dean issue a negative decision, the lecturer may request a meet-and-confer session with the Dean as outlined in Section 714.2.2.
      (9) Neither the Department nor the University shall take any punitive action against a lecturer for having applied for elevation to a higher salary range.
      (10) Denial of range elevation shall be subject to the peer review process pursuant to Article 10.11 in the Faculty Collective Bargaining Agreement except that the peer review panel's decision shall be final.