

What is Range Elevation?

Range elevation is the advancement of a lecturer or temporary librarian from one salary range to the next (e.g., L-A to L-B; see [faculty salary schedule](#)), accompanied with a raise of at least 5%. Advancement is granted after a review of professional performance by department faculty and administrators, resulting in a finding of professional growth and development appropriate to the lecturer's work assignment and the mission of the university. The period of review is the time since entry into the current range—since appointment or previous range elevation—or the prior six years of service in range. The range elevation application (described below) is submitted and reviewed in eFaculty. (See [CBA 12.16 -12.20](#); University Policies [S21-2](#), [F12-6](#) & [S20-4](#); [SOTE/SOLATE Interpretation Guide](#).)

Eligibility

Lecturers and librarians are eligible to apply for range elevation if they have served at least 5 years in their current range in a single department or equivalent unit and have no more remaining eligibility for Service Salary Increases (SSIs).

Applications

Applications are only accepted via eFaculty; items are placed in Activities Tabs in Faculty180. The following items from the "period of review" constitute and are required for the Range Elevation Application:

1. Index of all material being submitted; placed in eFaculty Activities tab: "Review: Lecturer Range Elevation."
2. Curriculum Vitae (CV); uploaded to the same-named tab in eFaculty Activities.
3. All prior periodic evaluations for the period under review; uploaded to the same-named tab.
4. All official SOTEs and/or SOLATEs; Spring 2013 to present are automatically entered in the "Classes Taught at SJSU" tab (select the blue pencil on the far right of the row for a class). Look for a blue number under "course evaluation" (and select it), or under the "Additional Student Evaluations" tab, do the same. Missing items may be requested from (eFaculty@sjsu.edu). All required evaluations must be accounted for (see [F12-6](#) and [S20-4](#)).
5. Direct Observations of teaching; All required direct observations must be accounted for (see [F12-6](#)) and/or uploaded to the eFaculty Activities tab: "Direct Observations of Teaching."
6. Narrative: Description and Evidence of Professional Growth and Development. Explain professional progress toward becoming a more effective lecturer—growth that enhances abilities to teach and perform other duties (as applicable to the assignment) in the discipline, and that supports the mission of the university. Placed in the tab: "Candidate's Narrative Statement."
7. Evidence of activities and achievements that demonstrate merit and support range elevation (e.g., terminal degree earned, specialized knowledge/training, professional experience/expertise, patents, effective advising/supervision, innovative/advanced teaching, leadership in service or governance, technical support of labs, comparative student achievement, professional honors); see [S21-2](#), Appendix A. Documentation of professional progress, evidence, and activities referred to in the narrative. For faculty whose assignment has primarily been teaching, please provide syllabi for the most recent class of each course title taught, and upload examples of effective teaching (e.g., class assignments, projects, lectures) as well.

Copies of any material entered by the department or appropriate administrator must be given to the faculty member before the first level of review begins. Please see the [What Goes Where? Preparing Materials in eFaculty guide](#) or view [the video, Range Elevation in eFaculty](#), for more information on preparing your application in eFaculty. *You may begin building your application in eFaculty at **any** time, even prior to "initiating your case," but the application must be completed by **the deadline found on the Range Elevation Calendar**.*

Criteria for Range Elevation

Range Elevation requires that a lecturer or librarian demonstrate professional growth and development appropriate to their work assignment and the mission of the university during the period of review.

Accumulated teaching experience alone is not a criterion for range elevation. This is the only review type in which candidates' professional achievements shall also be evaluated. Advancement at higher ranges (e.g., L-C to L-D) requires a higher level of professional growth and development, and higher ratings of performance in the work assignment, than does advancement at lower ranges (e.g., L-A to L-B). At minimum, prior ratings of performance in the work assignment (in prior periodic evaluations) must meet the following thresholds:

- L-A to L-B: sustained "satisfactory" performance
- L-B to L-C: mostly "good" performance
- L-C to L-D: mostly "excellent" performance

Initiating Your Case

To initiate your case, you must notify Faculty Services staff that you intend to apply using your SJSU email account. Please send a note stating your intent to apply by completing the [Intent to Apply Form](#). After a case has been created for the reviewers, you will receive an email confirmation. If you do not see a case appear within a few days of your submission, please reach out to Faculty Services staff by email to eFaculty@sjsu.edu.

Where to Get Help:

- Range Elevation website contains the [Range Elevation calendar](#) for important deadlines, instructions for how to submit and for viewing your application (your packet) as reviewers will see it are found in the [What Goes Where? guide](#)
- How to prepare your materials for quality review: cfeti@sjsu.edu
- Help with using eFaculty: eFaculty@sjsu.edu or drop into an [Open Lab](#)
- Questions about the process: Scott Nguyen, email eFaculty@sjsu.edu.
- University Policies or Evaluation Procedures: AVP James Lee (james.lee@sjsu.edu)