
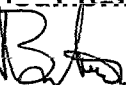
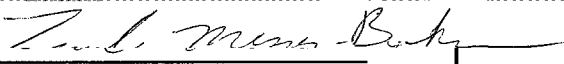




THE

CALIFORNIA MARITIME  
ACADEMY

7-10

<b>ISSUE DATE:</b> November 1, 2008 <b>REVISION DATE:</b>	<b>POLICY: RANGE ELEVATION FOR LECTURERS</b>
<b>REFERENCE:</b>	
<b>APPROVED:</b>  <hr/> President, California Maritime Academy	
 <hr/> Chair, Academic Senate	
 <hr/> Chair, Senate Policy Committee	

This policy has been developed in accordance with Section 12.16 of the Collective Bargaining Agreement between the California Faculty Association and the Board of Trustees of the California State University, which calls for procedures for range elevation on the salary schedule (for lecturers) to be established at each campus by the President and recommendation by the appropriate Academic Senate Committee.

**ELIGIBILITY:**

Lecturers eligible for range elevation on the salary schedule shall be limited to individuals who have no more Service Step Increase (SSI) eligibility (pursuant to Article 12.10 of the Collective Bargaining Agreement (CBA)) in their current range and who have served two (2) years in their current range.

A. Each year the Human Resources Office of the California Maritime Academy shall submit a list of lecturers eligible for range elevation to the Department Chair, an eligible lecturer shall be notified of their eligibility and the Department Chair shall be notified of their eligibility.

D. Each eligible lecturer shall be considered for range elevation on the salary schedule unless he or she informs the Department Chair, in writing, that he or she does not wish to be considered for range elevation.

ACADEMIC SENATE POLICY NO. 525  
RANGE ELEVATION FOR LECTURERS  
PAGE 2

**ESTABLISHING EVALUATION PROCEDURES FOR DEPARTMENTS:**

The recommendation of a range elevation on the salary schedule may be made by the Vice President for Academic Affairs/Provost (V/PA/Provost) after consultation with the pertinent department. That consultation shall be in the form of a written recommendation to the Vice President from the department.

A. Departments may determine their own procedures for evaluating their lecturers and preparing range elevation recommendations.

B. All employees are eligible to participate in all departmental discussions and decisions pertaining to procedures for range elevation. All such employees must be fully informed of their right to participate and the days, times and locations of the meetings at which these issues will be discussed. Such notification must be in writing and must be given five working days before any meeting.

C. Departments may choose one of the following entities to evaluate lecturers for the purpose of making a Range Elevation recommendation:

- The Department Chair,
- A designee,
- An elected Range Elevation Review Committee, or
- Any combination of one or more of the above.

D. If a department chooses to use a Range Elevation Review Committee, all Unit 3 employees are eligible to serve.

E. The voting franchise for the purpose of establishing range elevation procedures and developing departmental policy governing elections related to range elevation should be proportional to the time base of each Unit 3 member, i.e.,

- A Unit 3 member on .20 appointment casts 1 ballot
- A Unit 3 member on .40 appointment casts 2 ballots
- A Unit 3 member on .60 appointment casts 3 ballots
- A Unit 3 member on .80 appointment casts 4 ballots
- A Unit 3 member on 1.0 appointment casts 5 ballots

For purposes of determining the number of ballots an individual receives, appointments that fall between those listed shall be rounded upward.

**ACADEMIC SENATE POLICY NO. 525  
RANGE ELEVATION FOR LECTURERS**

than the proportions described in "E" above.

G. In an election relating to Range Elevation, all voting must be by mailed secret ballots. Such elections must be held over a period lasting at least five working days.

H. In the case of a lecturer who does not hold an appointment within a department, department-level evaluation shall be by an ad hoc committee of faculty appointed by the Chair of the department after consultation with the lecturer(s) as in "B" above.

I. Each department shall forward its initial procedures on Range Elevation to the Office of the Academic Senate within 10 working days of approving the procedures. Any subsequent changes to the department's procedures on Range Elevation must be forwarded to the Academic Senate by November 1 of the academic year the procedures take effect.

**EVALUATION CRITERIA**

To be recommended for range elevation, a lecturer must show professional growth and development appropriate to the lecturer's work assignment and the mission of the university. The evaluation period shall be the period between the date of initial appointment or, where applicable, the date of the last range elevation and the time of the current request. This evaluation period shall be reviewed in which candidates' professional achievements shall be evaluated.

This section lists examples of activities that may be used to demonstrate appropriate professional growth and development. It is neither exhaustive nor minimal, but simply a list of activities that are considered to be appropriate for a wide range of disciplines. In all cases, quality of performance and appropriateness of the activity shall be the primary consideration when evaluating the merit of a specific activity. Participation alone, in one or more of the activities listed below, does not certify a Lecturer for a Range Elevation. Activities are listed alphabetically, and no weighting shall be inferred from the order.

- Active participation at professional meetings and conferences.
- Activities enhancing the effective teaching of the discipline.
- Advising and mentoring student associations.

ACADEMIC SENATE POLICY NO. 525

RANGE ELEVATION OF LECTURERS

PAGE 4

Collaborative research and creative activity involving the campus and the community.

Collaborative teaching

and acceptance of diversity in all its forms.

- Creative activities in support of effective teaching.
- Curriculum and program development.
- Development of instructional materials.
- Development of standards and/or outcomes assessment.
- Editing of publications.
- External fundraising and resource development related to the mission of the university.
- Fostering of collegiality.
- Grant proposals to conduct research in the discipline, to support pedagogy, or to further the mission of the University

Increased mastery of the discipline evidenced by additional relevant education or an additional degree.

Involvement of students in the research and creative processes

- Leadership and active participation in service activities of professional associations.
- Leadership and special contributions to the basic instructional mission of the university.
- Leadership in faculty governance and campus life at the department, college, university, or CSU-system level.
- Maintenance and technical support of university labs, equipment, materials, supplies, safety standards and any other support of environments that require

special environments

- Mentoring of colleagues.
- Organizing events and activities for the sharing of ideas and knowledge.
- Presentations at conferences.
- Professional contributions to the community including professional efforts that bring the community and the campus together.
- Program advising.
- Publications, exhibitions, and/or performances that advance knowledge.
- Recruitment and retention of students
- Research and/or creative activity in discipline related pedagogy.
- Research and/or creative activity in the discipline
- Teaching and instructionally related activities.
- Thesis research and supervision.

ACADEMIC SENATE POLICY NO. 525  
RANGE ELEVATION FOR LECTURERS  
PAGE 5

APPLICATION AND EVALUATION

A. Application

1. The Candidate: For each range elevation, each candidate must submit application materials that demonstrate his or her department or her department.
2. The Department: As part of its range elevation procedures, each department may define the collection of materials to be considered in an application for range elevation. At a minimum, the candidate shall submit the following materials:
  - A current curriculum vitae,
  - A description of the candidate's work assignments for each semester of the period under consideration,
  - A narrative describing his/her professional growth and development, and,
  - Student evaluation summaries for all evaluated courses taught by the candidate in the department during the period of evaluation.

B. Evaluation

1. The Department:
    - a. Each department shall prepare a recommendation regarding range elevation for each eligible candidate considered. This recommendation shall be a written report that includes the department's decision as well as the reasons for reaching that decision. A copy of this recommendation shall be forwarded to the candidate, Department Chair and Vice President of Academic Affairs.
    - b. The department must 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. Departments may not require, but may consider evidence of performance outside of the area of the candidate's work assignment.
- Department evaluators may seek additional information to verify a candidate's claims. The candidate may be required to provide additional documentation. Evaluators may also consult with members of the department chair or other faculty members.

**RANGE ELEVATION FOR LECTURERS**  
**PAGE 6**

information provided by the candidate. Any comments that are

used to determine a recommendation must be included as

available to the candidate.

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

forwarded to the VPAA who shall make the final decision on

The decision of the VPAA shall be forwarded to the candidate and the department.

When a candidate's request is denied, the VPAA must provide the candidate and department with a written explanation of the reasons for the denial.

C. **Timetable** – The Office of Academic Affairs shall provide a timetable for all deadlines related to Range Elevation. This will be distributed each year prior to October 1<sup>st</sup>.

**HANDLING DISPUTES**

Denial of range elevations shall be subject to the peer review process pursuant to provision 10.10. The decision of the peer review panel shall be final and binding on the parties.