



APPLICATION FOR RANGE ELEVATION

Temporary faculty employees (lecturers) shall be eligible for range elevation if they are not eligible for additional Salary Step Increases (SSIs) and who have served five (5) years in their current range. In addition, temporary faculty employees who have not exhausted SSI eligibility by the beginning of the 2017/18 academic year may qualify for eligibility for range elevation based on sufficient full-time adjusted service (FTAS). At least thirty (30) days prior to the commencement of the annual campus range elevation process, and no later than March 1, the college shall notify those lecturers who may be eligible for range elevation. If approved, range elevation salary increases shall be effective at the beginning of the first appointment in the academic year following the review.

To be considered for a range elevation, an applicant:

- a. Shall present evidence of excellence in teaching or other assigned duties, and
- b. Shall be allowed to present evidence of professional development or significant contributions to service in the department or school, college, university, or community.

TIMELINE

- MAR 1 Deadline for colleges to notify lecturers who may be eligible for range elevation.
- APR 20 Range elevation applications due from lecturers to department chairs/school directors.
- MAY 2 Application materials and department/school committee and chair/director recommendation letters addressed to the dean due to college.
- MAY 7 Dean provides written notification of recommendation to the applicant. All application materials and recommendation letters are forwarded to the Office of Faculty Advancement.
- MAY 10 Associate Vice President for Faculty Advancement provides official letter approving or denying range elevation.
- MAY 17 Deadline to appeal denial of range elevation.

APPLICANT INFORMATION

Name of Applicant: _____
Last Name First Name M.I.

College: _____ Department: _____

Please submit ALL of the following:

- Applicant request (Application for Range Elevation form)
- A complete curriculum vitae
- A summary of contributions to the University and community since initial appointment or last range elevation, whichever is more recent.

Applicant's Signature _____
Date