**Temporary Faculty: Range Elevation**

1.0 Eligibility: Temporary faculty employees (excluding coaches) shall be eligible for range elevation if they (a) are not eligible for additional Salary Step Increases (SSIs) in their current range and (b) have been employed in their current range for at least five years.

2.0 Criteria: To be considered for 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.

3.0 The application shall consist of a memorandum including (a) the applicant’s request, (b) a complete curriculum vitae, and (c) a summary of contributions to the university and community since initial appointment or last range elevation, whichever is more recent.

4.0 Procedures

   4.1 Annually the Office of Faculty Affairs shall publish a schedule of deadlines for application, review, and notification. 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.

   4.2 Applications shall be submitted to the department chair or school director; a copy shall be submitted to the dean. The chair or director shall obtain a recommendation from the unit, shall add a recommendation, and shall forward the application and both recommendations to the dean.

   4.3 The dean shall provide written notification to the applicant of his or her recommendation. The Office of Faculty Affairs shall provide the official notification to the applicant.

   4.4 Range elevation applications that are denied may be appealed to the Office of Faculty Affairs.