PERIODIC EVALUATIONS & RANGE ELEVATION FOR TEMPORARY FACULTY
PROCESS TIMELINE AY 2019-2020

For more detailed information regarding this process, please refer to Faculty Advancement website on the Periodic Evaluation and Range Elevation pages.

NOVEMBER 2019
After the census in Fall Semester, Academic Affairs – Resource Management generates range eligibility reports for Faculty Advancement. Lecturers are eligible for range elevation if they have served five years in their current range and have exhausted their Salary Step Increase (SSI) eligibility (Standard Provisions). Additionally, lecturers who had not exhausted SSI eligibility by the beginning of the 2017/18 academic year may qualify for eligibility based on sufficient full-time adjusted service (FTAS) (Expanded Provisions). In 2019/20, individuals with six (6) or more years of FTAS are eligible to apply. Colleges will be provided a copy of the eligibility list for their reference.

MON, DEC 2, 2019
Faculty Advancement directly notifies lecturers eligible for range elevation with a copy to deans, chairs/directors, RTP and range elevation college representatives, department/school coordinators and CFA.

MON, DEC 16, 2019
Colleges may begin creating periodic evaluation and range elevation cases in Interfolio. College RTP Representative must update Interfolio with the names of temporary faculty periodic evaluation committee members and notify Faculty Advancement. Note: If a faculty member is undergoing periodic evaluation and range elevation, a case review step must be added to the Interfolio case – see staff guidelines for periodic evaluation for details.

FRI, FEB 7, 2020
Submission Deadline. Temporary faculty undergoing a periodic evaluation and/or range elevation must submit their material via Interfolio by this date.

FRI, FEB 14, 2020
Staff verifies eligibility if range elevation consideration is selected. If undergoing periodic evaluation but not eligible for range elevation, staff notifies lecturer their evaluation will proceed without range elevation consideration and forwards to reviewers.

FRI, MAR 6, 2020
Department/School Peer Review Committee AND Department Chair/School Director (or designee of the dean) sends periodic evaluations to temporary faculty undergoing an annual or cumulative evaluation, and/or range elevation review; response/rebuttal due 10 days from receipt of evaluation (approximately MAR 16). If there is a response/rebuttal, the reviewing body is not required to respond; but should they decide to do so, they have 10 days to respond (approximately MAR 26).

MAR 30-APR 3, 2020
Spring Break and Cesar Chavez Holiday (Campus closed on MAR 31)

FRI, APR 10, 2020
Dean sends periodic evaluations to temporary faculty undergoing a cumulative evaluation and/or range elevation review. (There is no response or rebuttal to this personnel decision.)

FRI, MAY 1, 2020
AVP for Faculty Advancement provides official letter approving or denying range elevation via Interfolio.

FRI, MAY 8, 2020
Completed evaluations to be filed in official Personnel Action Files.

MON, AUG 24, 2020
Deadline to submit range elevation appeal to the Office of Faculty Advancement.

SEPTEMBER 2020
Range Elevation Hearing Panel convenes to hear appeals.

OCTOBER 2020
Range Elevation Hearing Panel communicates final appeal decision to the Office of Faculty Advancement.

Office of Faculty Advancement – 10/2019 – Periodic Evaluation & Range Elevation documents are available on the web at http://fa.sdsu.edu