RANGE ELEVATION
Time Schedule
2015 - 2016 Academic Year

February 25 or 26, 2016
Range Eligibility List (accompanied by an informational list of all lecturers) is produced by Academic Affairs and given to Faculty Advancement for distribution. Faculty Advancement makes lists available to colleges contingent upon completed application of all 2015-2016 salary adjustments.

March 4, 2016
Deadline for colleges to notify lecturers who are eligible for range elevation stating applications due to department chairs/directors on April 8. (See sample memo to lecturers.)

April 8, 2016
Range Elevation applications due from lecturers to department chairs/directors.

Department/school committee and chair/director shall add their recommendation in a letter addressed to the Dean. (Do not use a 5-day PAF date or copy the applicant.)

April 22, 2016
Applications and recommendations by department/school committee and chair/director due to dean.

May 6, 2016
Dean shall provide written notification of recommendation to applicants. Copies to be sent to the department/school committee, chair/director and to Associate Vice President for Faculty Advancement. (Do not use a 5-day PAF date.) Dean to forward all applicant materials to Faculty Advancement. Materials will be returned to the Dean when the process is complete.

May 13, 2016
Associate Vice President for Faculty Advancement shall send an official letter of acknowledgment approving or denying range elevation. Range elevation salary increases shall be effective at the beginning of the first appointment in the academic year following the review. The approval letter will have the 5-day PAF filing date.

May 20, 2016
Deadline to appeal denial of range elevation.