

Memorandum 2021

Range Elevation Policy for Lecturers

Under the terms of the bargaining agreement, lecturers who meet certain eligibility requirements may request range elevation, that is, a change in the salary range under which they are paid and a resulting increase in pay rate.

Range elevation is described in Article 12.16 of the faculty bargaining agreement, which can be found online at [Range Elevation, CBA, Article 12.13](#) with further eligibility criteria outlined in the [Memorandum of Understanding - Amendments to the Range Elevation Procedures 2016](#) and implemented by campus policy, online at [SSU Campus Policy Range Elevation](#).

Campus policy requires departments with eligible faculty to develop procedures for evaluating applications for range elevation. Departments that have established such procedures in past years for the review of other faculty are not obligated to revise those policies, but must provide a copy of the procedures to the currently eligible faculty no later than November 1, and may certainly do so earlier.

To be evaluated for range elevation, each candidate must submit application materials that conform to the requirements of their department by the dates outlined in [the Range Elevation Application Schedule](#).

The application materials must demonstrate, in the words of the policy, "...professional growth and development appropriate to the lecturer's work assignment and the mission of the university during 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." More information is available in campus policy and departmental procedures.

If you are eligible and choose not to apply for range elevation, please notify your department in writing, with a copy to your dean and to Academic Personnel. Such notice need not be more than a one-sentence memorandum or e-mail.

In some cases, eligibility for the range elevation may be contingent upon an appointment in the upcoming spring semester to complete the minimum year criteria for eligibility.

If you have questions about this policy, please contact the Office of Academic Personnel.