

Department of Business Administration Procedures for Lecturer Salary Range Elevation

To be evaluated for salary range elevation, each candidate (who has been notified by Faculty Affairs that they are eligible) must submit an application to their Area Chair in the Business Administration department. The application must include the following:

- A cover letter stating the request for salary range elevation.
- A statement describing the candidate's professional growth and development that provides the rationale for requesting range elevation. Candidates should give specific examples of how they have successfully fulfilled evaluation criteria listed under SSU policy. The policy and evaluation criteria may be found at: <https://policies.sonoma.edu/policies/lecturers-range-elevation>
- A current CV highlighting the candidate's accomplishments since their date of hire at SSU in the current salary range.
- A description of the candidate's work assignments for each semester of the period under evaluation.
- SETEs for all courses taught by the candidate in the department during the period under evaluation. These need to be combined into one spreadsheet using the SETE Summary Template which is [available here](#).
- Supplementary materials such as teaching award letters, certifications, publications, conference programs and proceedings, public performances and exhibition notices or other relevant documents that provide additional evidence of accomplishments the candidate wishes to be considered as justification of their request for a range elevation.

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."* Please be aware that, in the words of the policy, *"Participation alone, in one or more of the activities... does not certify a lecturer for a range elevation."* It is incumbent upon the candidate to make the case for why they have earned a range elevation based on the quality and appropriateness of their accomplishments to their work assignment and the mission of the university.

Once the Area Chair has received the completed application by the deadline established by Faculty Affairs, the Area Chair (or a Range Elevation Review Committee) will review the application file and make a recommendation to the Dean of the School of Business and Economics. The Area Chair (or the Range Elevation Committee) will send a letter of recommendation (cc'd to the Area Chair if it comes from the committee) along with the entire file to the Dean's office for final decision.

All Range Elevation information is available here: <https://academicaffairs.sonoma.edu/faculty-affairs/temporary-faculty/range-elevation>