

**Department of Communication & Media Studies**  
**Procedures for Evaluating Lecturer Applications for Salary Range Elevation**  
**(11/01/22)**

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 the COMS department chair (or designee) consisting of the following:

- A cover letter stating the request for salary range elevation.
- A statement describing their 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://www.sonoma.edu/policies/lecturers-range-elevation>
- A current CV highlighting their 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.
- Supplementary materials (course syllabi, teaching award letters, publications, conference programs and proceedings, public performances and exhibition notices, continuing education certificates, funding award letters, etc.) that provide additional evidence of accomplishments they wish to be considered as justification of their request for a range elevation.
- A peer evaluation of one class completed within a year of the request for 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.*" 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 department chair has received the completed application by the deadline established by Faculty Affairs, they will ask all department Unit 3 faculty to elect a Range Elevation Review Committee and charge them with reviewing the application file and making a recommendation to the Dean of Arts & Humanities. The Range Elevation Committee will send their letter of recommendation, cc'd to the department chair, along with the entire file to the Dean's office for final decision.