

Department of English Procedures for Evaluating Lecturer Applications for 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 the department chair consisting of the following:

- A cover letter stating the request for salary range elevation.

A statement describing your professional growth and development that provides the rationale for requesting range elevation. Please highlight specific achievements that demonstrate this development, keeping in mind the evaluation criteria listed at:

<http://www.sonoma.edu/uaffairs/policies/range.htm>.

- A current CV enumerating achievements (ie, accomplishments that have furthered your development as a teacher/writer or teacher/scholar) while working at SSU in your *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 you wish to be considered in your application

Please keep in mind that 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.*" It's important also to bear in mind, per SSU policy, that "*Participation alone, in one or more of the activities... does not certify a lecturer for a range elevation.*" It is incumbent upon you to for a range elevation based on the exceptional quality of your pedagogical, creative, and/or scholarly pursuits.

Once the department chair has received the completed application by the deadline established by Faculty Affairs, s/he will charge the Staffing Committee with reviewing the application file and making a recommendation to the Dean of Arts & Humanities. The Staffing 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.