

Department of History 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:

1. A cover letter stating the request for salary range elevation.
2. 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 specified in the Range Elevation for Lecturers Policy.
3. A current CV enumerating achievements (i.e., accomplishments that have furthered your development as a teacher and scholar) while working at SSU in your current salary range.
4. A description of the candidate's work assignments for each semester of the period under evaluation.
5. A completed SETE Summary Template for the period under evaluation.
6. Supplementary materials (grants, fellowships, awards, publications, conference programs, etc.) that provide additional evidence of accomplishments that 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 is important 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 make your case for a range elevation based on the quality of your pedagogy, scholarship, and service to the university and community.

Once the department chair has received the completed application by the deadline established by Faculty Affairs, the department chair will review the application file and make a recommendation to the Dean of Social Sciences.