

**COMPUTER SCIENCE DEPARTMENT
RANGE ELEVATION POLICY FOR LECTURERS
As of September 26, 2006**

I. Eligibility

Lecturers eligible for range elevation on the salary schedule shall be limited to those who have no more service step increase eligibility in their current range, and have served five (5) years in their current range.

- A. Each year the associate vice-president for faculty affairs shall compile a list of lecturers eligible for range elevation. On or before November 1, each eligible lecturer shall be notified of eligibility and each department shall receive a list of lecturers eligible in that department.
- B. Each eligible lecturer shall be considered for a range elevation on the salary schedule unless he or she informs the department chair in writing of his or her desire not to be considered at this time.

II. Application

- A. Eligible temporary Computer Science faculty shall originate the process for Range Elevation of Lecturers with an application to the Computer Science Department. To be evaluated for range elevation, each candidate must submit application materials that conform to the requirements specified in Section II.B.
- B. The applicant shall provide up to date documentation for the application file showing evidence of the applicant's achievements and professional development. This documentation shall include the following:
 - 1. a current curriculum vitae,
 - 2. a description of the candidate's work assignments for each semester of the period under consideration,
 - 3. a narrative describing his/her professional growth and development (refer to SSU Campus Policy #2000-3: *Range Evaluation for Lecturers Policy* for examples of activities that may be used to demonstrate appropriate professional growth and development),
 - 4. student evaluation summaries (SETE reports) for all evaluated courses taught by the candidate in the department during the last three years,
 - 5. transcripts of written student comments for two courses taught by the candidate in the department during the last three years,
 - 6. two Computer Science Department peer observations, and
 - 7. additional materials which the applicant wishes to have considered (evidence from unidentified sources shall be excluded from the application file excepting student evaluations which may be anonymous).

- C. An applicant shall have access to his or her application file at any time, but may not remove material there from.

III. Evaluation

A. The Computer Science Department

1. The Computer Science Department shall prepare a recommendation regarding range elevation for each eligible candidate considered. This recommendation shall be a written report that includes the Computer Science Department's decision as well as the reasons for reaching that decision. A copy of this recommendation shall be forwarded to the candidate, the Computer Science Department Chair and the Dean of Science and Technology.
2. The Computer Science Department will assess the quality and appropriateness of the candidate's experience. Materials submitted by the candidate shall be evaluated in relation to the candidate's work assignment while employed in the department. The Computer Science Department may consider evidence of performance outside of the area of the candidate's work assignment.
3. Computer Science Department evaluators may seek additional information to verify a candidate's claims. The candidate may be required to provide additional documentation. Evaluators may also solicit written comments from the Computer Science Department Chair or faculty peers to clarify information provided by the candidate. Any comments that are used to determine a recommendation must be included as supplemental attachments to the final written report and must be available to the candidate.
4. When a candidate is asked to provide additional documentation, the burden of supplying this documentation in a timely manner resides with the candidate. Failure to provide requested information shall not delay either the evaluation process, or the preparation of the department's recommendation.

B. The Dean of Science and Technology

1. Once the Computer Science Department has prepared its recommendation, it shall be forwarded to the Dean of Science and Technology, who shall make the final decision on awarding a range elevation to the candidate.
2. The decision of the Dean shall be forwarded to the candidate and the Computer Science Department.
3. If a candidate's request is denied, the Dean must provide the candidate and Computer Science Department with a written explanation of the reasons for the denial.

IV. Levels and Sequence of Review

A. The Computer Science Department Committee

The Computer Science Department Chair shall serve as the Computer Science Department's Review Committee for Range Elevation.

B. The Dean of Science and Technology