

**Department of Economics**  
**Department 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 the Economics department chair 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://policies.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 such as teaching award letters, publications, conference programs and proceedings, public performances and exhibition notices that provide additional evidence of accomplishments they wish 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 department chair has received the completed application by the deadline established by Faculty Affairs, the chair will review the application file and make a recommendation to the Dean of School of Business and Economics. The chair will send a letter of recommendation along with the entire file to the Dean's office for final decision.