

University Studies Procedures for Evaluating Lecturer Applications for Salary Range Elevation

Lecturers who have been notified as eligible for salary range elevation by Faculty Affairs must submit an application to the University Studies department chair consisting of the following:

- A cover letter stating the request for salary range elevation. The letter should describe your professional growth and development in your current salary range. Please highlight specific pedagogical, creative, and/or scholarly achievements that demonstrate this development, keeping in mind the evaluation criteria listed at: <http://www.sonoma.edu/uaffairs/policies/range.htm>.
- A current CV outlining achievements (e.g., accomplishments that have furthered your development as an instructor and scholar) while working at SSU in your *current salary range*.
- A description of your work assignments for each semester of the period under evaluation.
- SETEs for all courses you have taught in the department during the period under evaluation.
- Supplementary materials (course syllabi, teaching award letters, publications, professional organization or conference presentations, funding award letters, campus department partner recognitions, additional program coordination or collaborations, etc.) that provide additional evidence of accomplishments you wish to be considered in your application.

In addition, the University Studies department chair may conduct classroom observations. Once the department chair has received the completed application by the deadline established by Faculty Affairs, the department chair will review the application and forward a recommendation to the Dean of University Studies, who shall make the final decision on awarding a range elevation to the candidate. If a candidate's request is denied, the Dean must provide the candidate with a written explanation of the reasons for the denial.