

State of California
Memorandum

CAL POLY

To: David Wehner, Dean
College of Agriculture

Date: September 18, 2003

From: Paul J. Zingg 
Provost and Vice President for Academic Affairs

Copies: Mark Shelton
Michael Suess

Subject: CAGR Criteria and Procedures for Lecturer
Range Elevation

The "College of Agriculture Policy for Lecturer Range Elevation" is approved for immediate implementation. Please extend my appreciation to the faculty for developing the document.

State of California

MEMORANDUM

RECEIVED

FEB 21 2003

CAL POLY
ACADEMIC PERSONNEL



To: Paul Zingg
Provost & VP Academic Affairs

Date: February 19, 2003

From: Mark Shelton
Associate Dean

A handwritten signature in cursive script, appearing to read "Mark S. Shelton".

Copies: Mike Suess
Dave Wehner

Subject: CAGR Criteria and Procedures for Lecturer Range Elevation

Attached are the CAGR Criteria and Procedures for Lecturer Range Elevation, developed in response to Academic Senate Resolution AS-538-00/FAC, Resolution on Range Elevation Procedures for Temporary Faculty. An ad hoc group charged with the task developed these criteria and procedures. The group was comprised of one Department Chair (Dr. Kenneth Scott), one tenure track faculty member (Dr. Brent Hallock), one full-time lecturer (Gary Weisenberger), the college's personnel analyst (Linda Sullivan) and myself. After review and endorsement by CAGR's Department Heads & Chairs the document attached is forwarded for your approval. Upon university approval, the new policy will be implemented and incorporated into the CAGR Personnel Policies and Procedures.

COLLEGE OF AGRICULTURE POLICY FOR LECTURER RANGE ELEVATION

GUIDELINES FOR IMPLEMENTATION OF POLICY AND CRITERIA FOR RANGE ELEVATION

It is recognized that, when being considered for range elevation, the candidate will be required to document a higher level of performance than was expected at the initial time of appointment or at the time of previous range elevation.

ELIGIBILITY

Those eligible for lecturer range elevations shall be limited to lecturers who have no more eligibility in their current range (ref.: criteria specified in Section 12.16 of the Faculty Bargaining Unit Contract) or have obtained an additional academic degree or professional certification relevant to their teaching discipline. Lecturer range elevations are subject to budget availability, as are promotions for tenure-track faculty. All elevations will be effective the beginning of fall quarter.

1. Elevation from Lecturer A to Lecturer B will require a Masters Degree and evidence of excellence in teaching.
2. Elevation from Lecturer B to Lecturer C will require evidence of excellence in teaching, and significant contributions in either service (departmental, college, university, or community-wide) or professional development.
3. Elevation from Lecturer C to Lecturer D will require a Ph.D., or the equivalent terminal degree and "distinguished" credentials, as determined within individual disciplines.

CRITERIA FOR RANGE ELEVATION EVALUATION

1. Applicants shall be evaluated according to their effectiveness in performing workload assignments.
2. As for all College of Agriculture faculty, the first and most important characteristic expected in a faculty member is the ability to teach well in the classroom, in supervised instruction, in the laboratory, and/or in the field. The faculty member has a responsibility to keep course material current and innovative, and to advise students effectively. Faculty are encouraged to participate in teaching enhancement activities, including seminars, short courses, and development of personal teaching portfolios.
3. Teaching shall be evaluated by the criteria specified in the College of Agriculture Personnel Policies and Procedures document (section titled "Teaching Performance"). Applicants may introduce additional evidence that they have maintained currency and active involvement in their disciplinary field. Examples might include evidence of continuing education, maintenance

of professional licenses, involvement in scholarly research or creative activity, and involvement in community or University service related to the faculty member's discipline.

4. It is not expected that temporary faculty engage in traditional areas of scholarship and university or community service unless such activities form part of their work assignment. If the work assignment includes such requirements, evaluators shall apply the established criteria for those areas from the Personnel Policies and Procedures document in a manner that reflects the scope of the assignment and the appropriate proportion among the areas being evaluated.

EVALUATION PROCESS

A department peer review committee will be selected to evaluate the lecturer's application for range elevation. An applicant may request that a lecturer in a higher range be included in the peer review committee. The committee will review the submitted materials and perform any other desired and reasonable evaluation activities such as classroom visitation and interview of the applicant. The peer review committee will make a written recommendation and justification and present it to the lecturer for a seven-day response period. Following the response period, the recommendation, any responses, and any reactions to the response will be forwarded to the dean for final action. For appeal of negative decisions, refer to Section 12.18 of the faculty contract.

SCHEDULE FOR APPLYING FOR RANGE ELEVATION

Statement of intent from candidate to dean	February 2
File completed, submitted to Department Head/Chair	February 9
Peer review committee reports to candidate (1 week to respond)	March 2
Peer review report to Department Head/Chair	March 16
Department Head/Chair to candidate (1 week to respond)	April 20
Department Head/Chair to dean	May 1
Dean to candidate	May 18

**COLLEGE OF AGRICULTURE
POLICY FOR LECTURER RANGE ELEVATION**

**GUIDELINES FOR IMPLEMENTATION OF POLICY AND CRITERIA
FOR RANGE ELEVATION**

It is recognized that, when being considered for range elevation, the candidate will be required to document a higher level of performance than was expected at the initial time of appointment or at the time of previous range elevation.

ELIGIBILITY

Those eligible for lecturer range elevations shall be limited to lecturers who have no more eligibility in their current range (MOU 12.16) or have obtained an additional academic degree or professional certification relevant to their teaching discipline. Lecturer range elevations are subject to budget availability, as are promotions for tenure-track faculty. All elevations will be effective the beginning of fall quarter.

1. Elevation from Lecturer A to Lecturer B will require a Masters Degree and evidence of excellence in teaching.
2. Elevation from Lecturer B to Lecturer C will require evidence of excellence in teaching, and significant contributions in either service (departmental, college, university, or community-wide) or professional development.
3. Elevation from Lecturer C to Lecturer D will require a Ph.D., or the equivalent terminal degree and "distinguished" credentials, as determined within individual disciplines.

CRITERIA FOR RANGE ELEVATION EVALUATION

1. Applicants shall be evaluated according to their effectiveness in performing workload assignments.
2. As for all College of Agriculture faculty, the first and most important characteristic expected in a faculty member is the ability to teach well in the classroom, in supervised instruction, in the laboratory, and/or in the field. The faculty member has a responsibility to keep course material current and innovative, and to advise students effectively. Faculty are encouraged to participate in teaching enhancement activities, including seminars, short courses, and development of personal teaching portfolios.
3. Teaching shall be evaluated by the criteria specified in the College of Agriculture Personnel Policies and Procedures document (section titled "Teaching Performance"). Applicants may introduce additional evidence that they have maintained currency and active involvement in their disciplinary field. Examples might include evidence of continuing education, maintenance of professional licenses, involvement in scholarly research or creative activity, and involvement in community or university service related to the faculty member's discipline.
4. It is not expected that temporary faculty engage in traditional areas of scholarship and university or community service unless such activities form part of their work assignment. If the work assignment includes such requirements, evaluators shall apply the established criteria for those areas from the Personnel Policies and Procedures document in a manner that reflects the scope of the assignment and the appropriate proportion among the areas being evaluated.

**GUIDELINES FOR IMPLEMENTATION OF POLICY AND CRITERIA
FOR RANGE ELEVATION**

page two

EVALUATION PROCESS

A department peer review committee will be selected to evaluate the lecturer's application for range elevation. An applicant may request that a lecturer in a higher range be included in the peer review committee. The committee will review the submitted materials and perform any other desired and reasonable evaluation activities such as classroom visitation and interview of the applicant. The peer review committee will make a written recommendation and justification and present it to the lecturer for a seven-day response period. Following the response period, the recommendation, any responses, and any reactions to the response will be forwarded to the dean for final action. For appeal of negative decisions, refer to section 12.18 of the MOU.

SCHEDULE FOR APPLYING FOR RANGE ELEVATION

Statement of intent from candidate to Dean	February 2
File completed, submitted to department head/chair	February 9
Peer review committee reports to candidate (1 week to respond)	March 2
Peer review report to department head/chair	March 16
Department head/chair to candidate (1 week to respond)	April 20
Department head/chair to Dean	May 1
Dean to candidate	May 18

In the event the established deadline falls on a weekend or academic holiday, the date will be extended to the Monday immediately following that date, except for promotion notification, which must be made prior to June 1.

State of California



MEMORANDUM

RECEIVED

FEB 19 2003

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

*Mike Suess
Plus
Provost
resp. for
Signature*

To: Paul Zingg
Provost & VP Academic Affairs

Date: February 19, 2003

From: Mark Shelton
Associate Dean

Mark J. Shelton

Copies: Mike Suess
Dave Wehner

Subject: CAGR Criteria and Procedures for Lecturer Range Elevation

Attached are the CAGR Criteria and Procedures for Lecturer Range Elevation, developed in response to Academic Senate Resolution AS-538-00/FAC, Resolution on Range Elevation Procedures for Temporary Faculty. An ad hoc group charged with the task developed these criteria and procedures. The group was comprised of one Department Chair (Dr. Kenneth Scott), one tenure track faculty member (Dr. Brent Hallock), one full-time lecturer (Gary Weisenberger), the college's personnel analyst (Linda Sullivan) and myself. After review and endorsement by CAGR's Department Heads & Chairs the document attached is forwarded for your approval. Upon university approval, the new policy will be implemented and incorporated into the CAGR Personnel Policies and Procedures.

COLLEGE OF AGRICULTURE POLICY FOR LECTURER RANGE ELEVATION

GUIDELINES FOR IMPLEMENTATION OF POLICY AND CRITERIA FOR RANGE ELEVATION

It is recognized that, when being considered for range elevation, the candidate will be required to document a higher level of performance than was expected at the initial time of appointment or at the time of previous range elevation.

ELIGIBILITY

Those eligible for lecturer range elevations shall be limited to lecturers who have no more eligibility in their current range (ref.: criteria specified in Section 12.16 of the Faculty Bargaining Unit Contract) or have obtained an additional academic degree or professional certification relevant to their teaching discipline. Lecturer range elevations are subject to budget availability, as are promotions for tenure-track faculty. All elevations will be effective the beginning of fall quarter.

1. Elevation from Lecturer A to Lecturer B will require a Masters Degree and evidence of excellence in teaching.
2. Elevation from Lecturer B to Lecturer C will require evidence of excellence in teaching, and significant contributions in either service (departmental, college, university, or community-wide) or professional development.
3. Elevation from Lecturer C to Lecturer D will require a Ph.D., or the equivalent terminal degree and "distinguished" credentials, as determined within individual disciplines.

CRITERIA FOR RANGE ELEVATION EVALUATION

1. Applicants shall be evaluated according to their effectiveness in performing workload assignments.
2. As for all College of Agriculture faculty, the first and most important characteristic expected in a faculty member is the ability to teach well in the classroom, in supervised instruction, in the laboratory, and/or in the field. The faculty member has a responsibility to keep course material current and innovative, and to advise students effectively. Faculty are encouraged to participate in teaching enhancement activities, including seminars, short courses, and development of personal teaching portfolios.
3. Teaching shall be evaluated by the criteria specified in the College of Agriculture Personnel Policies and Procedures document (section titled "Teaching Performance"). Applicants may introduce additional evidence that they have maintained currency and active involvement in their disciplinary field. Examples might include evidence of continuing education, maintenance

of professional licenses, involvement in scholarly research or creative activity, and involvement in community or University service related to the faculty member's discipline.

4. It is not expected that temporary faculty engage in traditional areas of scholarship and university or community service unless such activities form part of their work assignment. If the work assignment includes such requirements, evaluators shall apply the established criteria for those areas from the Personnel Policies and Procedures document in a manner that reflects the scope of the assignment and the appropriate proportion among the areas being evaluated.

EVALUATION PROCESS

A department peer review committee will be selected to evaluate the lecturer's application for range elevation. An applicant may request that a lecturer in a higher range be included in the peer review committee. The committee will review the submitted materials and perform any other desired and reasonable evaluation activities such as classroom visitation and interview of the applicant. The peer review committee will make a written recommendation and justification and present it to the lecturer for a seven-day response period. Following the response period, the recommendation, any responses, and any reactions to the response will be forwarded to the dean for final action. For appeal of negative decisions, refer to Section 12.18 of the faculty contract.

SCHEDULE FOR APPLYING FOR RANGE ELEVATION

Statement of intent from candidate to dean	February 2
File completed, submitted to Department Head/Chair	February 9
Peer review committee reports to candidate (1 week to respond)	March 2
Peer review report to Department Head/Chair	March 16
Department Head/Chair to candidate (1 week to respond)	April 20
Department Head/Chair to dean	May 1
Dean to candidate	May 18

4
36 RESOLVED: That the appropriate departmental/area committee shall consider such requests for
37 elevation in light of the college/unit's approved range elevation criteria; and be it
38 further

39 RESOLVED: That the appropriate departmental/area committee shall inform any temporary
40 faculty member who is being recommended for reappointment what
41 recommendation they have made regarding any requested range elevation, and
42 give their reasons, in writing, and these reasons shall make reference to the
43 college/unit's approved range elevation criteria; and be it further
44

45 RESOLVED: That the college dean/unit director shall inform temporary faculty members who
46 are being reappointed what decision the dean/director has made regarding any
47 request for range elevation and for what reasons.

Proposed by: The Academic Senate Faculty
Affairs Committee

Date: April 10, 2000

Revised: April 11, 2000

Revised: May 16, 2000