

**COLLEGE OF EDUCATION
CAL POLY, SAN LUIS OBISPO**

LECTURER RANGE ELEVATION CRITERIA AND PROCEDURES
October, 2004

Eligibility

Those eligible for lecturer range elevations shall be limited to Lecturers who have no more SSI eligibility in their current range and who have served five (5) years in their current range.

Procedures

Application:

Lecturers normally should request range elevation at the time of application for reappointment for the subsequent academic year or no later than May 1st, whichever comes first.

Materials for Submission:

Current Vita: Include the Lecturer's degrees and credentials, teaching and/or supervisory experiences, other relevant projects, and activities related to professional growth and service.

Personal Statement and Professional Plan: Briefly describe the Lecturer's views on the preparation of educational professionals and how these views are aligned with the mission of the College of Education. Present goals for the future in terms of instructional activities (or simply course work), professional growth, and service activities.

Teaching and/or Supervisory Materials: Include materials that reflect the courses taught, such as syllabi, resources available to students, handouts, and assessments. Include a thorough summary of student evaluations for courses taught or supervisions conducted during the previous two years of appointment.

Other Job-Related Materials: Submit other materials reflecting the nature of the Lecturer's appointment, such as reports or summaries of activities (e.g., K-14 outreach, student teaching placements).

Professional Development Materials: Submit materials that show the Lecturer's professional growth activities, particularly those indicating currency in the field.

Service Materials: Submit materials that show the Lecturer's service, particularly to the College of Education, university, and K-14 communities.

Evaluation Process:

A division peer review committee is selected by the chair/director to evaluate the Lecturer's application for range elevation. This committee reviews the submitted materials and performs any other desired and reasonable evaluation activities such as classroom observations or interview of the applicant. The committee makes a written recommendation and justification based on the College of Education approved range elevation policy and presents it to the Lecturer for a seven (7) day response period. Following the response period, the recommendation, response, and any committee reaction to the response are forwarded to the division chair/director. The division chair/director endorses or doesn't endorse the committee's report, writes a justification, and presents it to the Lecturer who has another seven (7) day response period. All recommendations, responses, and reactions to the responses are forwarded to the dean for final action.

The percentage of salary increase resulting from an approved review will be determined by the candidate's experience and qualifications as approved by the Dean.

Criteria for Evaluation

Educational Preparation and Experience: Possession of a bachelor's degree relevant to the discipline and extensive education-related experience. Possession of a master's level degree is required for appointment to the Lecturer B Range; a doctoral degree is required for appointment to the Lecturer C, or D Range.

Teaching and/or Supervising: Lecturers should strive for excellence in teaching and/or supervising. The instructional approach should be consistent with the mission and values of the College of Education, focusing on candidate engagement and success. Course topics and materials should be current and challenging, show a balance between theory and application, and, where appropriate, be tied to state credentialing or other accepted standards (e.g., National Board of Professional Teaching Standards). Assignments and assessments should reflect the goals of the course and reinforce Cal Poly's learning by doing approach. Evaluations by students and other relevant groups (e.g., peer review committee, master teachers) should reflect the Lecturer's success at meeting these criteria.

Other Job Responsibilities: Lecturers may be asked to take on non-teaching, education-related activities, including (but not limited to) coordinating school partnership events, directing K-14 outreach initiatives, or conducting systematic assessments. Documentation of these responsibilities should include products (e.g., reports) of the activity and evaluation by the faculty or administrator in charge.

Professional Growth: Lecturers should strive to maintain a professional development program that enhances their currency in the field. The program should be appropriate to the Lecturer's experience and position, including (but not limited to) pedagogy workshops, conference presentations, publications, grants, leadership in professional organizations, and collaborations with other education agencies.

Service: Lecturers should strive to maintain service activities that benefit the College of Education, university, and/or K-14 communities. These activities should be appropriate to the Lecturer's experience and position, including (but not limited to) serving on committees, conducting workshops, and other related activities.