

B. Lecturer Range Elevation: Criteria and Procedures

Application

Lecturers who are no longer eligible for a service salary increase and who have served at least five years in their current range are eligible to apply for range elevation. Lecturers must apply for range elevation before the periodic review cycle commences (January 18 at the time of approval of this document).

Materials for Submission

- **Current Resume:** See Appendix A, Part 1B for guidance. The resume should be organized according to original education preparation, previous experience, and activities and accomplishments in teaching, professional growth and development, and service. The resume should be specific, include dates, and emphasize activities completed during employment at Cal Poly and specifically during the period within the current Lecturer range. It is important that the resume or accompanying materials describe the significance of accomplishments and the Lecturer's role in the projects.
- **Grading Patterns:** Summary of grades assigned in all courses each quarter for at least the previous five years in current range should be submitted. See Appendix A, Part 1C for format.
- **Student Evaluations:** Lecturers anticipating application for elevation in range normally should perform student evaluations in all courses each quarter for the five years in the current range. See Appendix A, Part 1D for format.
- **Personal Statement and Professional Plan:** This statement should reflect on activities and accomplishments during the period in a Lecturer range and describe the focus, philosophy, goals, and general plans for the future in teaching, professional development, and service.
- **Course Materials for Examination:** For courses that characterize the Lecturer's teaching assignments, submit course materials including course syllabi, handouts, and exams. See Appendix A, Part 2A for guidance.
- **Other Materials:** Materials that characterize activities in professional development and service should be submitted. See Appendix A, Part 2 B-D for guidance.

Evaluation Process

A department peer review committee* will be elected to evaluate the Lecturer's application for range elevation. This committee will review the personnel action file (PAF), submitted materials and may perform any other evaluation activities such as classroom visitation and interview of the applicant. The peer review committee will make a written evaluation and recommendation and present it to the Lecturer for a ten day response period. Following the response period, the evaluation and recommendation along with any responses will be forwarded to the department chair.

*Generally all tenured faculty members are expected to serve, examine the submitted materials and participate in discussions. A subcommittee can be selected to write the single evaluation/recommendation.

The department chair shall provide a recommendation and evaluation (except in the Physics Department where the department chair is part of the peer review committee) and submit it to the Lecturer for the ten day response period. Following the response period, the evaluation and recommendation along with any responses will be forwarded to the College Peer Review Committee for an evaluation and recommendation that will be submitted to the Lecturer for the ten day response period. Following the response period, the evaluation and recommendation of the College Peer Review Committee, along with any responses, will be submitted to the dean for final action and justification.

Criteria for Elevation: Expectations in all areas of evaluation increase with rank.

- Educational Preparation: Normally, the following degrees relevant to the discipline: for Lecturer L, a bachelor's degree; for Lecturer A, a master's degree; and for Lecturers B, C, and D, a Ph.D.
- Teaching: Lecturers should strive for excellence in teaching and there should be evidence of reasonable attainment of this goal. Excellence in teaching is characterized by a learning environment that fosters excitement and curiosity, critical and creative thinking, and intellectual stimulation and development. Course topics and materials should be current and challenging, appropriate in scope and level, and show a thoughtful balance between theory and application. Academic standards consistent with the mission of the University are expected as is a classroom atmosphere and teaching approach that encourages student engagement and success. See section VI.D. on Teaching for detailed evaluative criteria.
- Professional Growth: A documented and continuing professional development program with external validation normally is required for advancement. External validation can take many forms including refereed publications, receipt of competitive grants, invited and competitively accepted papers/presentations, national publication of educational materials such as textbooks and software, leadership activities in professional societies, and productive collaborations with the public or private sector. See section VI.D. on Professional Development for detailed evaluative criteria.
- Service: Active and productive service strengthens a Lecturer's case for advancement.

State of California
M e m o r a n d u m

CAL POLY

To: Phillip S. Bailey, Dean
College of Science and Mathematics

Date: August 13, 2009

From: Robert Koob 
Provost and Vice President for Academic Affairs

Copies: M. Suess

Subject: College of Science and Mathematics Personnel
Policies, Procedures and Evaluation Criteria

The subject item, endorsed by the faculty on July 21, 2006, with minor editorial updates on August 8, 2009 and August 10, 2009, is approved for immediate implementation. Please provide the College of Science and Mathematics faculty access to the document as soon as possible.