

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
LECTURER RANGE ELEVATION
2007-08 APPLICATION CYCLE

November 15	<u>Department Chair</u> : Submits criteria for lecturer range elevations to AVP for Faculty Affairs.
December 15	<u>AVP for Faculty Affairs</u> : Notifies lecturers eligible for a range elevation.
By February 1	<u>Candidate for Range Elevation</u> : Submits application to Department Chair.
February 8	<u>Department Chair</u> : Provides applications from candidates to Department Review Committee consisting of at least 3 tenured faculty members.
February 15 – 29	<u>Department Review Committee</u> : Evaluates candidates for range elevation.
February 15 – 29	<u>Department Chair</u> : If the Department Chair is not on the Department Review Committee, then the Department Chair evaluates candidates for range elevation.
February 29	<u>Department Review Committee</u> : Provides a copy of the evaluation results and recommendation to the candidate. The recommendation is to be in memo format, addressed to the Dean. The evaluation/recommendation from the Department Chair (if separate from the committee) is also due on this date.
Feb. 29 – Mar. 10	<u>Candidate</u> : Reviews recommendations from Department Review Committee and Department Chair. The candidate has ten calendar days to write a response if desired.
March 10	<u>Department Chair</u> : Forwards recommendations and candidate's responses, if any, to the Dean.
Mar. 10 – March 24	<u>Dean</u> : Reviews recommendations from Department Review Committee and Department Chair and evaluates candidate for range elevation.
March 24	<u>Dean</u> : Provides a copy of his/her evaluation and recommendation to the candidate. The recommendation is to be in memo format, addressed to the Provost.
March 24 – Apr. 4	<u>Candidate</u> : Reviews evaluation/recommendation from the Dean. The candidate has ten calendar days to write a response if desired.
April 4	<u>Dean</u> : Forwards recommendations (Dean's and department's) and candidate's responses, if any, to the AVP for Faculty Affairs.
April 4 - April 11	<u>Provost</u> : Reviews recommendations and evaluates the application.
April 11	<u>Provost</u> : Informs candidate of decision.
April 21	<u>Candidate</u> : May submit an appeal of a negative decision to the Associate Vice President for Faculty Affairs.