



## GUIDE FOR PREPARING LECTURER RANGE ELEVATION PORTFOLIO

Unit 3 temporary employees seeking range elevation shall prepare a Range Elevation Portfolio (REP) which addresses their accomplishments in those areas that fall within their workload assignments. Employees should review Appendix K, II.B.3. and complete their portfolio. Use this document to help you organize your materials in a three-ring binder with tabbed "sections" matching sections below.

Note that Appendix K asks that employees only reference activities completed in the last five (5) years and cited only once under the most appropriate section and cross-referenced in other sections if desired. For assistance in preparation of the Range Elevation Portfolio, consult with the department chair, a mentor in the department, the Faculty Development Coordinator (x4772) and/or the Chair of the University Faculty Personnel Committee (x3657).

### **Section I: Curriculum Vitae**

See Appendix K, III.B for specific CV content to include. In addition, directly under your contact information on your CV, include the following:

1. When were you were first employed at HSU?
2. At what range?
3. What is your present range?

Note: Appendix K, III.B.5 and III.B.6 currently reads that "effectiveness" should be documented on the CV. Instead, the applicant will document effectiveness though sections IV, V and VI of his or her portfolio.

### **Section II: Teaching or Professional Philosophy Statement**

### **Section III: Workload Documentation**

1. Table summarizing workload assignments (Course number & Title or short description of other responsibility, WTUs or assigned time, # of students served, dates)
2. Copies of all appointment letters or Lecturer Transaction Form. These should indicate the final time base for each semester, i.e. the last time base revision for each semester, for each of the last five years.

### **Section IV: Collegial Support Letters**

Letters of recommendation that clearly and sufficiently address the candidate's effectiveness in one or more of the areas relevant to the review process.

**Section V: Formal Performance Evaluations**

Previous annual performance evaluations from the last 5 years from the candidate's department or unit supervisors or committees.

**Section VI: Official Teaching Evaluations (Required only for Instructors)**

For candidates whose workload assignments include teaching, both qualitative and quantitative student evaluations that clearly and sufficiently represent the candidate's present teaching effectiveness.

**Section VII: Department Personnel Policy**

Department policy for implementing the Periodic Evaluation of Temporary Faculty Unit Employees, as outlined in Articles 15.21 through 15.24 of the CSU-CFA Collective Bargaining Agreement. This can be obtained from the department chair or the initiating unit personnel committee chair. If a policy is not available, an explanation by the department chair or the chair of the initiating unit personnel committee should be included.

**Section VIII: Supplementary Materials (Optional)**

Any additional materials that document work performance.

Note:

See Appendix K, II.C for areas of performance that should be, and others that optionally may be, addressed in REP:

- C.1. Effectiveness in performing workload assignment duties (required)
- C. 2 Activities that support performance of workload assignment (optional)
- C. 3 Activities in addition to performance of workload assignment (optional)