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Supplement #1

**To:** Associate Vice Presidents, Faculty Affairs/Academic Personnel  
Associate Vice Presidents, Human Resources  
Payroll Managers

**From:** Beth Ryan  Associate Vice Chancellor, Human Resources  
Dr. Sarah Fried-Gintis  Sr. SW Director, Academic & Staff Human Resources

**Subject:** Range Elevation Processes for Temporary Faculty (Unit 3)

**Summary:**

This technical letter is a supplement to [HR/Salary 2024-09](#), FY 2023/2024 Salary, Benefits, and Leave Programs for California Faculty Association (CFA-Unit 3) Employees. This letter (1) reviews range elevation processes for temporary faculty during FY 2023/2024 in conjunction with contract provisions agreed to by the California State University (CSU) and the California Faculty Association (CFA) on March 4, 2024, and (2) extends the Full Time Adjusted Service (FTAS) process through the expiration of the Unit 3 collective bargaining agreement (CBA) on June 30, 2025.

**Action Item(s):** Administer campus range elevation provisions in conjunction with additional salary provisions and contract changes effective March 4, 2024.

**Affected Employee Groups/Units:**

Eligible California Faculty Association employees.

**Details:**

The agreement reached between the California State University (CSU) and the California Faculty Association (CFA – Unit 3), which was fully ratified by the parties on March 4, 2024, includes several salary provisions, including range elevation processes based upon either (1) time in rank and SSI eligibility or (2) Full-time Adjusted Service (FTAS).

**Range Elevation:**

Range elevation is the advancement of a lecturer or temporary librarian faculty unit employee from one salary range to the next following a campus review process. Provisions 12.16 - 12.20 of the collective bargaining agreement provides two different processes to determine faculty eligibility for range elevation.

1. Article 12.17 provides that lecturers who have served at least five years in their current range and have no more remaining eligibility for Service Salary Increases (SSIs) are eligible to apply for range elevation.
  - a. **Eligibility:** Lecturers apply for range elevation based on years of service and having reached SSI maximums at rank. Eligibility is determined based on their FY 2023/2024 salary in Fall 2023.
  - b. **Reminder:** Campuses will need to calculate and confirm eligibility after the FY 2023/2024 SSI has been applied.

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**Distribution:**

Vice Chancellor, Human Resources  
Provost/Vice President of Academic Affairs

Payroll Managers

2. Article 12.17 also provides that lecturers and temporary librarian faculty unit employees with six or more years of FTAS in their current range in the same department are also eligible to apply for range elevation.
- a. **Eligibility:** Lecturers and temporary librarian faculty who apply for range elevation based upon FTAS will have their eligibility determined based on FTAS achieved at the conclusion of the Spring 2024 semester. FTAS is calculated from the semester in which the faculty member first entered their current range in the current department. Eligible employees may apply during the application window even if they applied for and were denied range elevation the previous academic year.
  - b. **Expiration:** The FTAS process to apply for range elevation will remain in effect through the conclusion of the current collective bargaining agreement on June 30, 2025, and will apply to academic year 2024/2025. Eligibility for range elevation via FTAS will continue to be based on FTAS earned by the conclusion of the prior Spring 2024 semester.

**Faculty may be eligible for range elevation through one or both processes but may only be granted one range elevation per review cycle.**

**Calculation of FTAS:**

- FTAS is defined as the average Full Time Equivalent (FTE) service over the academic or fiscal year, divided by 0.8, up to a maximum of 1.0 for the year.
- Unit 3 lecturers and temporary librarian faculty with 6 or more years of FTAS accrued as of Spring 2024 are eligible to apply for range elevation during 2024-2025 academic year through their campus's established procedures. If granted, range elevation salary increases would be effective at the beginning of the first appointment in the academic year following review (in most cases this will be Fall 2025).
  - For individuals working in more than one department at a campus, eligibility is defined separately for each department.
  - FTAS only includes actual assignments (including assigned time and leaves with pay). Unpaid leaves of absence are not included in FTAS calculations.
  - FTAS is inclusive of service during the academic year (i.e., Fall and Spring terms) and does not include summer appointments.
  - FTAS calculations are based on a .8 full-time instructional workload that is typically spread across a 10-month work period.
- For each academic or fiscal year, FTAS can be determined in 1 of 2 ways:
  - Based on the average FTE assigned each term and divided by .8 or
  - By using the number of WTUs assigned over the academic year to determine an average FTE. To do this, one should add up the number of WTUs assigned over the academic year and divide by:
    1. 24 (for semester campuses) or
    2. 36 (for quarter campuses).The WTU-based FTE approximation is then divided by .8.
- The following examples illustrate how FTAS may be calculated:
  - **Example 1 (based on FTE):** A temporary librarian has an appointment that runs from July 1, 2023, through June 30, 2024, with an FTE of 0.75. FTAS for the librarian would be calculated as follows:

1.  $(0.75 \text{ FTE for the year}) / 0.8 = 0.9375 \text{ FTAS}$
  - **Example 2 (based on FTE):** A lecturer does not work in fall 2023 but is hired full-time for spring 2024. The lecturer's FTE in the fall is 0 and is 1.0 in the spring. The average FTE and FTAS for the lecturer would be calculated as follows:
    1.  $(0 \text{ FTE}) + (1 \text{ FTE}) / 2 = 0.5 \text{ FTE}$
    2.  $(0.5 \text{ FTE for the year}) / 0.8 = 0.625 \text{ FTAS}$
  - **Example 3 (based on WTUs):** A lecturer at a semester campus is assigned 9 WTU in fall 2023 and 6 WTU in spring 2024. The average FTE and FTAS for the lecturers would be calculated as follows:
    1.  $(9 \text{ fall WTU}) + (6 \text{ spring WTU}) / (24 \text{ semester campus WTU}) = 0.625 \text{ FTAS}$ .
  - **Example 4 (based on WTUs):** A lecturer works 42 WTU over the academic year 2023-24 at a quarter campus. The average FTE and FTAS for the lecturers would be calculated as follows:
    1.  $(42 \text{ annual WTU}) / (36 \text{ quarter campus WTU}) = 1 \text{ FTAS}$   
**NOTE:** though  $42/36 = 1.167$ , the maximum FTAS for a given year is 1.0, per the language of the agreement.
- FTAS totals are cumulative, summed over the total number of years the faculty member has served in their current range.
  - **Given that the maximum FTAS earned per year is 1.0, FTAS totals cannot exceed the number of years since the individual was appointed to their current range.**

**Range Elevation Process:**

Existing campus processes for range elevation, including criteria, timelines, and review, as established pursuant to provisions 12.16 – 12.19 of the CFA Collective Bargaining Agreement, shall be used for range elevation based upon both the time in rank and SSI eligibility avenue and the FTAS eligibility avenue.

If range elevation is granted following campus review, the individual must be appointed in the new range as of the first appointment in the academic year following the review. Per the CFA CBA, range elevation must be accompanied by a salary increase of at least 5% or the percentage increase necessary to reach at least the minimum of the next range, whichever is greater.

- **Example 1:** A lecturer in salary range 2 (Lecturer A) is granted range elevation to range 3 (Lecturer B). The lecturer's salary in range A happens to be the same as the minimum salary in Lecturer B. Upon reappointment, the lecturer will be entitled to appointment in Lecturer B and a 5% salary increase.
- **Example 2:** A lecturer has a salary that is below the SSI maximum in Lecturer B but qualifies for eligibility for range elevation based on FTAS. The lecturer applies, and range elevation is granted. A salary review determines that to reach the minimum salary for Lecturer C, the lecturer requires a salary increase of 7.5%. Upon reappointment and range elevation, the lecturer is entitled to the 7.5% increase identified in the salary review.

Campuses are reminded that provision 12.18 of the CFA CBA requires that individuals eligible for range elevation each year must be notified of their eligibility at least thirty (30) days prior to the commencement of the annual campus range elevation process. Individuals must also be notified that receipt of a previous FMI will not affect their eligibility for range elevation, and that, if granted, range elevation will be accompanied by a salary increase of at least 5% or the minimum percentage increase required to reach at least the minimum of the next range, whichever is greater.

**Processing Instructions:**

For processing information, refer to [HR/Salary 2017-14, Attachment A](#).

**General Information**

Questions regarding this Technical Letter may be directed to the CO Human Resources Management Team at [hradmin@calstate.edu](mailto:hradmin@calstate.edu) | (562) 951-4411. For your convenience, this memorandum is also available on the CSYou website at: <https://csyou.calstate.edu/Policies/HRPolicies/Forms/Default.aspx>.

BR/SFG