

PERFORMANCE SALARY STEP INCREASES, 1995-1996¹

This policy was recommended by the Academic Senate on November 9, 1995 and approved by the President on November 17, 1995.

I. ELIGIBILITY

1. All faculty unit employees, as defined in Article 2.13 of the CSU-CFA Memorandum of Understanding (M.O.U.) are eligible for a Performance Salary Step Increase. Faculty members in the Faculty Early Retirement Program (FERP) are not eligible.

II. ALLOCATION OF FUNDS

1. Performance Salary Step Increases shall be distributed among the various colleges and other units in approximate proportion to average faculty utilization² in each of the units during the preceding academic year. Specific allocation procedures are described in Section VI, below.
2. As stated in Article 31.19 of the M.O.U., during academic year 1995-1996 no candidate shall receive more than four (4) Performance Salary Step Increases.

III. THE REVIEW COMMITTEE

1. Applications and nominations for Performance Salary Step Increases shall be reviewed by a university-wide review committee, which shall be the "highest level faculty review committee" under the terms of the M.O.U. At least fifty percent (50%) of the candidates receiving a Performance Salary Step Increase must have received a positive recommendation from the university-wide review committee.
2. The university-wide review committee shall be composed of full-time, tenured faculty.
 - a. Each college shall elect one representative, with the College of Liberal Arts electing two.
 - b. The remaining eligible members of Unit Three (counselors, coaches, and librarians) shall elect one representative to the university-wide review committee. The area from which the representative will be elected will be determined by lot. If no eligible candidate is available from that area, another area will be drawn by lot. All units will vote in the election.
 - c. All members of Unit Three may vote in the election of the university-wide review committee.
 - d. It is the responsibility of the Dean of each College and the Heads of the other Divisions to be sure that each member of Unit 3 in her/his jurisdiction is provided with a ballot for the election of the university-wide review committee.
3. All members of Unit Three are eligible to apply. Any member of any committee reviewing applications for Performance Salary Step Increases shall not participate in the review of her/his application for a Performance Salary Step Increase.
4. Prior to the review of applications, the Review Committee shall develop procedures to ensure that Committee members who are applicants/nominees for a PSSI do not participate in the evaluation of their own proposals. These procedures will be approved by the Executive Committee of the Academic Senate.
5. The Review Committee shall keep minutes which document its procedures but not the substance of its deliberations.

¹ In instances where this policy conflicts with the Memorandum of Understanding (M.O.U.), the M.O.U. shall govern.

² These figures are obtained from the "position report by department worked."

IV. CRITERIA AND EVALUATION CATEGORIES

1. The criteria for the award of Performance Salary Step Increases will be based upon the professional performance of the faculty member since August 1992.
2. To be recommended for Performance Salary Step Increases, candidates must demonstrate outstanding or meritorious performance in one or any combination of the following three categories:
 - a. Student Growth and Development. Contributions to student growth and development through instruction, research, creative activity, and planning. Examples include, but are not limited to, such activities as:
 - (1) teaching and related instructional activities
 - (2) collaborative teaching
 - (3) special contributions to the basic instructional mission of the University
 - (4) advising, mentoring, and supervision
 - (5) involving students in the research and creative processes
 - (6) development of instructional materials
 - (7) curriculum and program development
 - b. Professional and Disciplinary Contributions. Contributions to the growth and development of the discipline or profession through research, planning, and participation. Examples include, but are not limited to, such activities as:
 - (1) active participation at conferences
 - (2) leadership in professional associations
 - (3) publications, exhibitions, and/or performances that advance knowledge
 - (4) thesis research and supervision
 - (5) research and/or creative activity in the discipline
 - (6) research and/or creative activity in discipline-related pedagogy
 - (7) activities enhancing the effective teaching of the discipline
 - c. Other Contributions to the Mission of the University. Contributions to the growth and development of the campus (department/program, college, and university), the community, and campus-community interactions. Examples include, but are not limited to, such activities as:
 - (1) mentoring of colleagues
 - (2) fostering of collegiality
 - (3) collaborative research and creative activity involving the campus and the community
 - (4) recruitment and retention of students and faculty
 - (5) leadership in University governance and campus life at the department, college, university, or system level
 - (6) professional contributions to the community, including professional efforts which bring the community and campus together
 - (7) contributions to improving the campus climate
 - (8) organizing events and activities for the sharing of ideas and knowledge
3. Merit will be based on the quality of the contributions and will be evaluated within the breadth of the candidate's professional responsibilities, as defined in Article 20 of the M.O.U., the individual's contract, and the job description under which the individual was hired.
4. The performance of anyone who is recommended to receive two PSSI step increases must be significantly higher than anyone who is recommended to receive one PSSI step increase. Similar requirements will hold for those who are recommended to receive more than two PSSI step increases, i.e., their performance must be significantly higher than anyone who is recommended to receive one less PSSI step increase.

V. APPLICATION/NOMINATION PROCEDURES

1. A complete and properly formatted proposal is required of all candidates. A total of ten (10) copies of the application is required. The application contains the following:
 - a. A completed application form.
 - b. A narrative (maximum length of three pages) summarizing contributions since August 1992. (Minimum font size: 10 point. Minimum margin size: 3/4")
 - c. Resume, limited to a maximum of two pages. (Minimum font size: 10 point. Minimum margin size: 3/4")
 - d. Letter of support (optional). One letter of support may be included, which should be from a professional colleague who is knowledgeable about the contributions described in the application.
2. Candidates must indicate on the application form one or more of the categories described in Section IV as appropriate for their application.
3. One copy of the application shall be sent to the Academic Senate Office and the rest of the applications must be forwarded through the department chair or appropriate unit administrator to the Academic Senate Office. Applications are due in the office of the chair or unit administrator by February 14, 1996, and must be received in the Academic Senate office no later than February 15, 1996. If the application has not been received by the Academic Senate Office from the department chair or unit administrator by the deadline, the Academic Senate Office shall notify the candidate. The candidate shall then have five (5) working days to submit nine (9) copies of her/his application to the Academic Senate Office.

VI. SELECTION PROCEDURES

1. The committee shall review applications on a college by college basis and, after careful consideration, shall categorize all applications as "strongly recommended," "recommended," or "not recommended."
2. Within each college, beginning with applications categorized as "strongly recommended," followed by "recommended" applications as needed, awards will be assigned in rank order until funds for another whole award in that college are exhausted.
3. Once funds for whole awards within colleges are exhausted, the following procedures shall be applied:
 - a. The committee shall calculate the proportion of awards already assigned per college and compare it to the proportion allocated as described in Section II.1.
 - b. The college for which the proportion of awards is farthest below the allocated proportion shall receive the next award.
 - c. This procedure shall be repeated until all of the funds allocated to the university are used or until there are insufficient funds for another award.
4. The names of the candidates recommended to receive Performance Salary Step Increases (and number of steps for which candidates are recommended), along with the names of those who have applied but not been recommended, shall be sent to the President by March 15, 1996.
5. As indicated in the M.O.U., decisions regarding the award of PSSI's or the number of steps awarded are not grievable.
6. "Candidates who have received a favorable recommendation from the highest level faculty committee and who subsequently fail to receive a Performance Salary Step Increase, shall be eligible to have the increase denial reviewed by a Peer Review Panel . . ." (Article 31, Section 31.36, M.O.U.)

VII. REVIEW OF THE POLICY

1. The policy and procedures adopted for the award of Performance Salary Step Increases in the 1995-1996 academic year shall be reviewed and evaluated under the direction of the Academic Senate immediately after the completion of the process and a report forwarded to the Senate prior to the end of the 1995-1996 academic year.

