

Adopted: October 15, 1996

**ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California**

**AS-465-96/FA
RESOLUTION ON
1996-97 INTERIM PERFORMANCE SALARY STEP INCREASE POLICY**

WHEREAS, The faculty contract ("Unit 3 Memorandum of Understanding" or MOU) has created Performance Salary Step Increases ("PSSIs"); and

WHEREAS, The MOD delegates to the Academic Senate on each campus the task of establishing standards, criteria, and procedures for granting such step increases; and

WHEREAS, The Academic Senate enacted (on November 28, 1995) an interim policy on procedures, standards and criteria for the granting of PSSIs during the 1995-96 academic year and directed that the interim policy be reviewed and a more permanent policy be put in place by June 1, 1996 to apply for academic years 1996-97 and 1997-98; and

WHEREAS, The Faculty Affairs Committee has reviewed the interim policy following the April 1, 1996 award of PSSIs by the President; therefore, be it

RESOLVED: That the 1995-96 policy (as revised and attached) be extended for the 1996-97 PSSI cycle; and be it further

RESOLVED: That each college/unit be required to elect a committee for the purpose of developing criteria by the end of Winter Quarter 1997 to evaluate PSSI applications, and such criteria shall be reviewed by the appropriate deans and approved by the Provost; and, be it further

RESOLVED: These approved criteria be applied in PSSI cycles beginning in 1997-98.

Proposed by Faculty Affairs Committee
May 14, 1996
(Attachment Revised October 15, 1996)

1996-97 PERFORMANCE SALARY STEP INCREASE POLICY

This policy is considered interim for the ~~1996-97~~ 1995-96 academic year. It ~~shall be reviewed and monitored by the appropriate Academic Senate committee during 1996 Winter and Spring Quarters.~~ A permanent policy shall be considered by the Academic Senate prior to the conclusion of Spring Quarter ~~1997~~ 1996.

1.0 Performance Salary Step Increases

1.1 Performance Salary Step Increases (PSSIs) recognize outstanding or meritorious performance in the areas of teaching performance and/or other professional performance, professional growth and achievement, and service to the University, students, and community. (MOU 31.17)

1.2 The recognition of outstanding or meritorious performance by a Unit 3 employee shall be in the form of a permanent increase in the base salary of the individual, in one or more steps on the salary schedule. (MOU 31.18)

1.3 ~~During academic year 1995/96 no candidate shall receive more than four (4) PSSIs. In 1996/97 and in any future year a~~ No candidate shall receive more than five (5) PSSIs. (MOD 31.18)

1.4 The effective date of all PSSIs shall be ~~in accordance with the collective bargaining agreement January 1 of each year that there be negotiated PSSIs.~~ (MOU 21.11)

2.0 Eligibility and Criteria

2.1 All Unit 3 employees are eligible each year to submit an application or to be nominated by other faculty or academic administrators for PSSIs.

2.2 Applicants/nominees are to be evaluated in the following areas: teaching performance and/or other professional performance; professional growth and achievement; and service to the university, students, and community.

2.3 The performance of applicants/nominees is expected to be ~~at least meritorious in all areas outstanding in the area of teaching performance (or other professional performance for librarians, coaches, and student services professional academic related) and at least meritorious in either of the two remaining areas.~~ Applicants will identify which ~~areas aside from teaching performance they consider their performance to be outstanding and/or meritorious.~~ Teaching performance will be given greater weight than the other areas.

2.4 For the purposes of this document, the following working definitions shall apply.

Outstanding: exceptional performance; superior to others of its kind; distinguished, excellent; readily acknowledged as a model for other faculty to follow.

Meritorious: deserving of reward or praise; cooperative and productive work with colleagues.

2.5 The following areas are examples of the kinds of information applicants/nominees may submit, appropriately validated, as evidence of their performance in each area. Applicants/nominees shall not be limited to the following types of evidence:

AREA I: TEACHING PERFORMANCE and/or OTHER PROFESSIONAL PERFORMANCE (when addressing teaching performance, applicants may, but are not required to, include examples of course syllabi; samples of examinations; description of innovative pedagogy and/or traditional modes of instruction; summary of quantitative student evaluations for past two years along with grade distribution for classes that were evaluated, and the basis for used for grading students).

teaching effectiveness recognized by peers and/or students;

curriculum development and application of innovative and effective teaching methods and materials including such activities as development of new courses, programs, majors, or degrees;

scholarship of teaching (see Cal Poly Strategic Plan, Section 2);

performance of professional responsibilities by librarians, counselors, or coaches.

-- techniques that show excellence in teaching.

-- evidence of significant professional development as it relates to teaching excellence.

-- evidence of significant scholarly activity as it relates to the subject taught.

AREA II: PROFESSIONAL GROWTH and ACHIEVEMENT

For a full description of the following kinds of activities, see "Cal Poly Strategic Plan", Section 2, and Administrative Bulletin 85-2, "Role and Definition of Professional Growth and Development."

activities in the scholarships of teaching, discovery, integration, and application (see Strategic Plan);

activities in professional growth and development as defined in AB 85-2.

AREA III: SERVICE TO UNIVERSITY, STUDENTS AND COMMUNITY

participation in university governance at the department, college/division, university or CSU levels.

participation, as an advisor or mentor, in student organizations;

involvement in diversity-related activities;

involvement, e.g. by presenting talks, organizing colloquia, or service as an officer, in the work of community groups related to one's teaching/professional area;

involvement with the K-12 community provided that these activities go beyond those required in the faculty unit employee's normal instructional program and are related to one's teaching/professional area;

community-related service projects provided that these activities go beyond those required in the faculty unit employee's normal instructional program and are related to one's teaching/professional area.

participation in governance and committees of the exclusive bargaining agent (CFA).

3.0 Application

3.1 The period emphasized for outstanding or meritorious performance is five academic years immediately preceding the academic year in which submission of the application/nomination is made. It is the responsibility of the applicant to make a persuasive case for the recognition of these achievements. Applicants should describe in six (6) or fewer pages (additional pages will be discarded) their vita, achievements and the significance of these activities, and examples of appropriate evidence. All documentation must be in writing (videos and communications requiring electronic access will not be considered).

3.2 Signed applications/nominations shall be submitted to the department chair/head. To go forward as an application to the College (Unit) PSSI Committee a nomination must have the approving signature of the nominee. The approving signature of the applicant/nominee authorizes access to their personnel action file to those involved in considering PSSIs. Only one application/nomination may go forward for any candidate.

3.3 Applicants/nominees shall provide the College (Unit) PSSI Committee with relevant documentation regarding outstanding or meritorious performance.

4.0 Review by College (Unit) and University PSSI Committees

4.1 Each department shall have the opportunity to select a tenured faculty member to serve on the College (Unit) PSSI Committee. For the purpose of considering PSSIs, coaches will be merged with the faculty of Physical Education and Kinesiology; and faculty unit employees from the Library, University Center for Teacher Education, and Counselors shall be combined into a single "Unit." Each college and the UCfE/Library/Counselor Unit shall select a tenured faculty member to serve on the University PSSI Committee.

4.2 Applications and nominations shall be forwarded to College (Unit) PSSI Committees consisting of tenured Unit 3 employees. No more than one Unit 3 employee from a department shall serve on the College (Unit) PSSI Committees except in cases where this would result in a committee of fewer than three people.

4.3 College (Unit) and University PSSI Committees shall review and categorize all applications. Three categories shall be used: highly recommended; recommended; not recommended. For those candidates recommended favorably, the College (Unit) and University PSSI Committees shall recommend the number of steps to be awarded. Applicants have seven calendar days after College or University PSSI Committee recommendation to provide a written rebuttal statement, not to exceed one page (supplemental documentation is not permitted), to respective committee chair with a copy to President.

4.4 Applicants for PSSIs shall not serve on College (Unit) or University PSSI Committees.

4.5 College (Unit) and University PSSI Committees shall inform all applicants of their recommendations at the time that they are forwarded.

5.0 Review by the President

5.1 All recommendations are forwarded to the President or his/her designee no later than ~~March 15, 1996, and no later than~~ December 1 (February 6 for 1996-97) of each year in which ~~negotiated~~ PSSIs are awarded ~~in the future~~.

Failure to meet these deadlines for recommendations shall automatically result in the forwarding of all applications/nominations to the President for his/her award of PSSIs. (see MOU 31.27)

5.2 The President or designee shall review all of the applications/nominations which have been submitted, and select the recipients of the increases from among this candidate pool by ~~April 1, 1996, and no later than~~ January 1 (February 21 for 1996-97) of each year in which ~~negotiated~~ PSSIs are awarded ~~in the future~~. He/she shall also determine the appropriate number of steps to be granted. (see MOU 31.28)

5.3 The decision to grant or deny an increase for meritorious performance, and the number of steps to be granted, shall not be subject to the grievance procedure. (see MOU 31.28 and Section 8, below). Only correspondence which documents information that a faculty member was granted PSSI(s) will be placed in a faculty member's Personnel Action File.

6.0 Special Provisions (see MOU 31.29--31.31)

6.1 At least fifty percent (50%) of the candidates receiving a PSSI must have received a positive recommendation from the ~~College (Unit) University~~ PSSI Committees provided that:

The ~~College (Unit) University~~ PSSI Committees makes a positive recommendation for enough candidates to fully expend the campus pool for PSSIs in that fiscal year and

The ~~College (Unit) University~~ PSSI Committees meets the time requirement for the review and recommendations of all candidates to the President as specified above.

6.2 If the ~~College (Unit) University~~ PSSI Committees submits fewer than the minimum number of positive recommendations needed to expend fully the pool for PSSIs in any fiscal year, then the percentage of candidates receiving a PSSI that must also have received a positive recommendation from the ~~College (Unit) University~~ PSSI Committees shall be reduced proportionately from fifty percent (50%).

7.0 Relationship to RPT Deliberations

7.1 The decision to grant or deny a PSSI shall not be considered during deliberations regarding the granting of reappointment, promotion or tenure. This shall not preclude the consideration of any facts during RPT deliberations which are also considered during PSSI deliberations. (see MOU 31.35)

8.0 Peer Review of Performance Salary Step Denials (see MOU 31.36- 31.42)

8.1 Candidates who have received a favorable recommendation from the ~~College (Unit) University~~ PSSI Committee and who subsequently fail to receive a PSSI shall be eligible to have the increase denial reviewed by a University Peer Review Panel.

8.2 The University Peer Review Panel shall be selected by lot from among all full-time tenured faculty who did not serve on that year's ~~University or College (Unit) PSSI Committees, and were not applicants/nominees for PSSI.~~

8.3 The President shall consider the University Peer Review Panel's recommendations and all forwarded materials and, no later than fourteen (14) days after receipt of the University Peer Review Panel's report, notify the affected employee and the University Peer Review Panel of his/her final decision, including the reasons therefor. Notification to the employee of the President's decision concludes the peer review procedure and such decision shall not be reviewable in any forum.

8.4 All requests for peer review must be submitted in writing to the ~~Provost and Vice President for Academic Affairs~~ no later than ~~April 15, 1996, and no later~~ than January 15 ~~(March for 1996-97)~~ of each year in which negotiated PSSIs are awarded in the future.

9.0 Reporting of Awards

9.1 The University shall report to the Academic Senate annually by College (Unit) the appropriate aggregate statistics regarding the number of candidates in each category, the number of recipients and the number of steps granted.

PERFORMANCE SALARY STEP INCREASE (PSSI)
APPLICATION / NOMINATION FORM

Name: _____

Department /
College (Unit): _____

Date of Application: _____

If applicable, nominated by: _____

The performance of applicants/nominees is expected to be OUTSTANDING in the area of teaching performance (or other professional performance for librarians, coaches, and student services professional academic related) and at least meritorious in either of the two remaining areas at least meritorious in all areas. Applicants, please identify below which areas aside from teaching/other professional performance you consider your performance to be outstanding and/or meritorious. Teaching performance will be given greater weight than the other areas.

Outstanding Meritorious

_____ _____ teaching performance and/or other professional performance

_____ _____ professional growth and achievement (scholarship of teaching, discovery, integration, application)

_____ _____ service to the university, students, and community

If applicable, date of last PSSI received and number of steps awarded: _____
(Date) (Steps)

It is the responsibility of the applicants to make a persuasive case for the recognition of these achievements. Applicants should describe in six (6) or fewer pages their vita, achievements and the significance of these activities. Please clearly specify which areas you are addressing. The period emphasized for outstanding or meritorious performance is five academic years immediately preceding the application. Applicants should describe in six (6) or fewer pages (additional pages will be discarded) their vita, achievements and the significance of these activities. Please clearly specify which areas you are addressing. All documentation must be in writing (videos and communications requiring electronic access will not be considered). When addressing teaching performance, applicants may, but are not required to, include examples of course syllabi; samples of examinations; description of innovative pedagogy and/or traditional modes of instruction; summary of quantitative student evaluations for past two years along with grade distribution for classes that were evaluated, and basis used for grading students. The period emphasized for outstanding or meritorious performance is five academic years immediately preceding the application.

My signature certifies that the statements in this application are true and factual and authorizes review of my personnel action file by those involved in considering PSSIs. I understand that the PSSI committees reserve the right to request and review additional documentation.

Applicant's Signature _____ Date _____

1996-97 PERFORMANCE SALARY STEP INCREASE CALENDAR

<u>Action</u>		<u>Remarks</u>
Academic Senate final action	October 15	
Applications/nominations provided directly to Department Chair/Head with a copy to President (MOU 31.19)	November 7	
Departments and Colleges (equivalent units) select College (Unit) and University Committee representatives: --tenured Unit 3 employees --not being considered for PSSSI	November 7	
Last day for Department Chair/Head to forward signed application forms to College (Unit) PSSSI Committee	November 7	
College (Unit) PSSSI Committees review applications, forward recommendations to University PSSSI Committee and advise candidates of status: --highly recommended; number of steps --recommended; number of steps --not recommended	December 9	<i>Nov 11: Veterans'DayHoliday Nov27-Dec 1: Thanksgiving</i>
Applicant's rebuttal statement, if any, due to College (Unit) PSSSI Committee with copy to President and University PSSSI Committee	December 16	<i>Dec 9-13: Final Exams Dec 14: Fall Commencement Dec 15-Jan 5: Academic Holiday</i>
University PSSSI Committee reviews applications, forwards recommendations to President and advises candidates of status (MOU 31.27): --highly recommended; number of steps --recommended; number of steps --not recommended	February 6	<i>Dec 15-Jan 5: Academic Holiday Jan 20: Martin Luther King Holiday</i>
Applicant's rebuttal statement, if any, due to University PSSSI Committee with copy to President	February 13	
President makes award decisions (MOU 31.28)	February 21	<i>Feb 17: Washington's Birthday</i>
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Written requests for Peer Review due in Provost and Vice President for Academic Affairs' Office	March 7	
Peer Review Panel(s) selected by lot	March 21	<i>March 17-21: Final Exams</i>
Peer Review Panel(s) forward findings and recommendations to President	April 21	<i>March 22-30: Academic Holiday</i>
President notifies affected employees and Peer Review Panels of final decisions	May 5	

RECEIVED

Memorandum

ceT 25 1996


Academic Senate

To : Harvey Greenwald, Chair
Academic Senate

Date : October 22, 1996

File No.: AS46596.FA

Copies : Paul Zingg
Mike Suess
Deans


From : Warren J. Baker
President

Subject: Academic Senate Resolution: AS-465-96/FA

The Academic Senate resolution (AS-465-96/FA) which addresses the 1996-97 Interim Performance Salary Step (PSSI) Policy is approved. As provided in Section 5.2 of the Policy, I intend to confer with and engage the deans and Provost in reaching final PSSI decisions.

As the Academic Senate continues to develop a permanent procedure, I hope that future timetables will provide for PSSI applications/nominations to be reviewed annually through the level of the PSSI University Committee by the close of Spring Quarter. This would *allow* PSSI decisions to be finalized and funds distributed shortly after budget allocations are released each fiscal year.

Please extend my appreciation to both the Academic Senate and to the members of the Faculty Affairs Committee for their expeditious development of these guidelines.