

Adopted: July 20, 1999

ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS-531-991FAC
RESOLUTION ON
DEPARTMENTAL REVIEW OF SALARY STEP INCREASES

- WHEREAS, The collective bargaining agreement recently ratified for Unit 3 employees now requires that Service Step Increases (SSIs) be determined before consideration of Faculty Merit Increases (FMIs); and
- WHEREAS, SSIs must be reviewed at the department level and granted or denied by the dean or other appropriate administrator; and
- WHEREAS, FMI review must commence by October 1, 1999 and conclude by November 20, 1999; therefore, be it
- RESOLVED: That for the academic year *1999/2000*, the Academic Senate recommend that the department chairhead be the departmental designee for Service Step Increase (SSI) review; and be it further
- RESOLVED: That the Academic Senate encourage SSI eligible faculty to submit their Faculty Activity Reports (PARs) to their department chairhead by September 20, 1999 to allow SSI decisions to be made before commencement of Faculty Merit Increase (FMI) review on October 1, 1999; and be it further
- RESOLVED: That the Academic Senate recommend implementation of the attached SSI criteria and calendar; and be it further
- RESOLVED: That the Academic Senate encourage all departments to determine their own process for departmental SSI review in future years.

Proposed by: Faculty Affairs Committee

Date: July 20, 1999

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SSI (Service Salary Increase) Criteria and Calendar for 1999/00

SSI Criteria: demonstrated satisfactory performance commensurate with rank, work assignment, and service during the period between July 1, 1998 through June 30, 1999.

On or before September 1, 1999

- Academic Personnel office sends to SSI-eligible faculty at their home address and campus address the procedures for applying for Service Step Increases.

September 20, 1999

- All SSI-eligible faculty unit employees submit to department chair/head a Faculty Activity Report that details the following for 1999/00 SSI:

All appropriate activities between July 1, 1998, through June 30, 1999 will be considered for the SSI which will be effective on the incumbent's SSI eligibility date (normally the beginning of Fall Quarter).

Note: This FAR will also be used for employees wishing to be considered for a *1999/00* FMI.

September 20, 1999

- Department chairs/heads provide a copy of FARs that have been submitted by SSI-eligible faculty to dean (or appropriate administrator) and to the President.

September 24, 1999

- Department chairs/heads provide recommendations for 1999/2000 SSIs to dean (or appropriate administrator).

September 27, 1999

- Dean (or appropriate administrator) grants or denies Salary Step Increase and communicates decision to employee, department chair/head and President. An approved SSI shall result in a salary increase of 2.65% to be effective on appropriate SSI eligibility date of incumbent.

SSI Appeals

October 4, 1999

- Employee denied SSI may request meeting with dean (or appropriate administrator) to discuss review.

October 11, 1999

- Employee may appeal the decision to deny a SSI to the President. An appeal committee of faculty shall hear the appeal.

Note: FMI review commencing October 1, 1999

- *1999/00 FMI: The FAR submitted for 1999/00 SSI on September 20, 1999 will also be used for 1999/00 FMI consideration for those employees wishing to be considered for an FMI. Such FARs will be forwarded by department chair/head to appropriate departmental FMI designee (dean and President were provided copies on September 20, 1999).*
- *1998/99 FMI: A separate Faculty Activity Report should be submitted on October 1, 1999 to department chair/head listing all appropriate activities for the period from last review (see Section 2.3 of Campus FMI Policy) to June 30, 1998, for fiscal year 1998/99.*
- *See Cal Poly "Faculty Merit Increase Policy" for procedures and calendar.*

California State University Faculty Activity Report
1999/00 Service Step Increase and 1999/00 Faculty Merit Increase

Applicable time period July 1, 1998 through June 30, 1999

Please check the area of evaluation you wish to have emphasized during this review period (check only one):

- DTeaching (see Section I below)
- DTeaching and scholarship (see Sections I and II below)
- DTeaching and service to University and community (see Sections I and III below)
- DTeaching, scholarship, and service to University and community (see Sections I, II and III below)

Name _____ Dept. _____
 Highest Degree & Date _____

In no more than four (4) typewritten pages using 12-point type and one-inch margins, provide information on your activities, contributions, and accomplishments in the following area(s) you have selected, for the period covered by this report. (Note, the sub-headings under each section are considered guidelines and not an obligatory request for information)

I. Teaching & Contributions to Student Development/Other Primary Work Assignment

- A. Summarize and comment on your student evaluations of teaching.
- B. Describe any changes in teaching approach or in responsibilities.
- C. Describe your responsibilities in advising, supervision, or similar activities.
- D. Course development or other curricular activities (i.e. redesign a major or minor)
- E. Other

II. Scholarly/Creative Activities and Professional Development/Practice

- A. List/describe work completed (books, journal articles, performances, editing, presentations, grant proposals, etc.).
- B. List/describe work in progress.
- C. Other

III. University & Community Service (list/describe your contribution to the following)

- A. Department Committees/Service
- B. College, University, Systemwide Committees/Service
- C. Professional Service Activities
- D. Community Service Activities
- E. Other

IV. Optional: List special accomplishments & other activities not included in any of the above

Are you willing to have your name published if awarded a Faculty Merit Increase? Yes No

I do / do not (circle one) wish to be considered for a Faculty Merit Increase.

I attest that the information provided in this report is accurate and true to the best of my knowledge.

Faculty Member's Signature

Date

*The following information will be accessible to departments, and faculty members are **NOT REQUIRED** to include it on their FAR: Faculty Assignment by Department (FAD) reports for the past five years will be provided to FMI reviewers at department and college levels. FAD summarizes data regarding courses taught and enrollments by term for each faculty member. Academic Personnel will send each Department a report to include: rank/classification; tenured or probationary or temporary; if tenured or probationary, date of initial tenure-track appointment; if temporary, date of first appointment; years in present rank/classification; time base; and Sept. '98 monthly salary.*

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SAN LUIS OBISPO
CA 93407

State of California
Memorandum

Academic Senate

To: Myron Hood
Chair, Academic Senate

Date: August 9, 1999

From: 
Warren J. Baker
President

Copies: Paul Zingg
Mike Suess
College Deans

Subject: Response to AS-531-99/FAC, *Resolution of Department Review of Salary Step Increases*

Based upon the recommendations of the Provost's staff, I am pleased to approve the above Resolution of the Academic Senate which establishes a procedure for addressing salary step increases of faculty unit employees.

Please extend my gratitude to the members of the Academic Senate and the Faculty Affairs Committee for their contributions in developing this new process.