F95-2

At its meeting of November 20, 1995, the Academic Senate approved the following Policy Recommendation presented by David McNeil for the Professional Standards Committee.

POLICY RECOMMENDATION

WHEREAS: The Memorandum of Understanding negotiated between the California Faculty Association and the California State University was ratified by the parties; and

WHEREAS: One component of the Agreement entails a provision for the awarding of "Performance Salary Step Increases"; therefore be it

RESOLVED: That the attached policy be implemented.

APPROVED FOR FIRST READING October 30, 1995; PRESENT: Kumar, McNeil, Nellen, Phillips, Sagatun-Edwards, Sivertsen, Stevens; ABSENT: Chi, Hsu, Lee; VOTE: 7-0-0)

AMENDED VERSION APPROVED: November 13, 1995

PRESENT: Chi, Kumar, Lee, McNeil, Millen, Phillips, Sagatun-Edwards, Sivertsen, Stevens

ABSENT Hsu, Nellen

VOTE: 9-0-0

FINANCIAL IMPACT: For awards made in fiscal year 1995-96, the first-year cost is $73,322, plus benefits; the future year cost of this year's awards is $146,644 per year plus benefits. The amount to dedicate to such pay increases is negotiated annually between CFA and CSU in the collective bargaining process. An unknown increase in faculty and staff workload will also result.

PERFORMANCE SALARY STEP INCREASES FOR
UNIT 3 FACULTY EMPLOYEES

1. PREAMBLE

This policy is to be used in implementation of Article 31, Sections 31.17-31.42, of the Agreement between the CSU and the CFA, July 1, 1995 - June 30, 1998. It is understood that availability of Performance Salary Step Increases is subject to system-wide CSU/CFA negotiations and/or increases in the CSU budget as per sections 31.11-3l.l4 of the Agreement.

2. PURPOSES

Performance Salary Step Increases (hereafter PSSIs) are awards that recognize outstanding or meritorious performance in the areas of teaching, service to the University, or other professional accomplishments which enhance the mission of the University. The recognition of outstanding or meritorious performance by a Unit 3 employee (hereafter "faculty unit employee") -- including tenured and tenure-track instructional faculty, lecturers, librarians, and Unit 3 employees who serve as student service professionals, psychological counselors, coaches, vocational instructors, and some others -- shall be in the form of a permanent increase in the base salary of that faculty unit employee, in the amount of one or more steps on the salary schedule.

3. CATEGORIES OF AWARDS

Each award shall be made in one of four categories. Awards in the first three categories may be recommended by faculty committees and awarded by the President. The University President may also make awards in the fourth category pursuant to provisions below. Criteria for each award shall include satisfactory performance in all assigned duties, in addition to exceptional performance in one or more of the following areas:

Awards for Teacher-scholars: for exceptional teaching effectiveness or exceptional effectiveness in other academic assignment. Examples include but are not limited to curriculum development and student advising and mentoring (Student Opinions of Teaching Effectiveness may be considered, but they may not be the sole basis for evaluating teaching performance);

Awards for exceptional professional attainment. Examples include but are not limited to a major publication or other scholarly achievement, demonstration of excellence in the scholarship of teaching, a significant performance or other creative activity, exemplary contributions to one's professional discipline, etc.;

Awards for Exemplary Service to campus, campus community, the surrounding metropolitan area, the California State University, or regional, state, national, or international arenas. Examples include but are not limited to service in university governance, working with student organizations, leadership roles in important professional organizations, service to community organizations and public schools, etc.);

President's Special Recognition awards: for exceptional achievements that advance the University's mission.

4. IMPLEMENTATION

In academic year 1995/96 no candidate shall receive more than four (4) PSSIs. In 1996/97 and in any future year no candidate shall receive more than five (5) PSSIs. The effective date of all PSSIs shall be January 1 of each year (and effective retroactively for 1995/96).

5. PRELIMINARY PROCEDURE

In each year that there are funds budgeted for PSSIs, the Provost shall forward to each College (or equivalent unit) a report with following information: The number of PSSI's each College (unit) would receive if a) there were to be proration of such step increases based on College (unit) FTE/F actually appointed the immediately preceding academic year and b) there were to be proration of such step increases based on the total number of College (unit) faculty unit employees (excluding FERP and adjunct faculty) utilizing the average campus-wide PSSI cost per step. These figures are to be used as suggested allocations to inform college (unit) decisions and assist the President in his/her awarding of PSSIs. This information shall also be provided to the campus Labor/Management Committee and the Executive Committee of the Academic Senate. This report shall serve as a guideline only and shall not be determinate of the actual number of PSSIs to be awarded within each College (unit). At the same time, the Office of Faculty Affairs shall establish and announce a timetable for the nomination/application and recommendation process.

6. ELIGIBILITY

All faculty unit employees are eligible each year to submit an application or be nominated by other faculty unit employees or academic administrators for PSSIs. Nominations must be received by the College Dean (or equivalent unit administrator as appropriate) not later than ten days before the deadline for applications. The Dean shall notify the nominee; faculty unit employees may accept a nomination by submitting a signed application.

7. NOMINATION OR APPLICATION

The period of consideration or review for outstanding or meritorious performance shall be the five years immediately preceding submission of the nomination/application, the period of employment at San Jose State University, or the period since the most recent award of a PSSI at San Jose State University, whichever period is shorter.

A one-page application form developed by the Executive Committee of the Academic Senate in consultation with the Office of Faculty Affairs shall be used. Nominees/applicants must sign this form and may append to it a personal statement and/or a partial vita, with other documentation relevant to the category or categories of award applied for. Appended material must be limited to no more than five pages. It is understood that the applications are to be brief and uncomplicated. Only one nomination/application may be submitted for any candidate.

Each department shall, according to regularly established departmental policy, either forward all nominations/applications directly to the College (unit) committee (as described below), or shall review them at the departmental level. If there is a departmental review, an appropriate departmental personnel committee consisting of tenured Unit 3 faculty will review the nomination/application materials and make a recommendation (favorable or unfavorable) before sending the materials on to the college (unit) committee, or else this function shall be delegated to the Department Chair. Whether a faculty unit member is nominated or applies shall not be a factor in the evaluation or the recommendation. If there is no departmental recommendation, the Department Chair shall state, at the appropriate place on the application form, whether or not the nominee/applicant is performing satisfactorily in all assigned duties at the time of nomination/ application. The Department Chair, at his/her option, may consult with an appropriate departmental committee in the course of his/her certification. If the Department Chair is applying or nominated for PSSIs, an appropriate departmental committee shall perform this certification for him/her, and perform the review and recommendation.

8. RECOMMENDATION AT THE COLLEGE LEVEL

All nominations and applications shall be submitted to the appropriate College (or appropriate unit), unless withdrawn by the nominee or applicant. College (unit) PSSI committees shall be constituted in accordance with the procedures used to constitute college (unit) RTP committees, except that no faculty unit member applying or nominated for an award may serve on a College committee.

College (Unit) PSSI committees shall review and categorize all applications as "not recommended," "recommended," or "strongly recommended." The "strongly recommended" rating is reserved for "truly extraordinary" faculty who are found to be superior in all categories subject to faculty review: Teacher-Scholar, Professional Attainment, and Execmplary Service. Whether a faculty unit member is nominated or applies shall not be a factor in the evaluation or the recommendation. Those candidates who are "recommended" will be recommended for a one step award. Only

those who are "strongly recommended" may be recommended for more than one step.

The College (unit) committee recommendations shall be in writing and sent to the President, with a copy to the Dean (or equivalent administrator) and the nominee/applicant. The Dean shall append a statement of agreement or disagreement with the committee's recommendation, and a copy of this shall also be sent to the nominee/applicant.

9. REVIEW BY THE PRESIDENT

All recommendations are to be forwarded to the University President or his/her designee no later than March 15, 1996, and no later than December 1 of each subsequent year that PSSIs are available. Failure to meet these deadlines for recommendations shall automatically result in the forwarding of all nominations/applications to the President.

The President or his/her designee shall review the nominations/ applications and select the recipients from among them by April 1, 1996, and no later than January 1 of subsequent years. He/she shall also determine the appropriate number of salary steps to be granted for each award. In selecting the recipients and the number of salary step increases for each, he/she shall take into consideration the allocations to colleges, as described in Section 5 above.

All nominees/applicants shall be provided notice in writing of the President's decision.

10. APPEAL

The decisions to grant or deny a PSSI award, and the number of steps to be granted, shall not be subject to the grievance procedure.

Candidates who have received a favorable recommendation from the College (unit) committee and who subsequently fail to receive a PSSI may have the denial reviewed by a University Peer Review Panel constituted in accordance with Articles 31.36-31.42 of the Agreement.

All requests for peer review must be submitted in writing to the Provost (or his/her designee) no later than fourteen (14) days after receipt of the President's decision.

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

11. REPORTING AND FILES

The President (or his/her designee) shall report to the Academic Senate, the SJSU chapter of the CFA, and to the CFA/SJSU Labor/ Management Committee annually, the appropriate aggregate statistics by College (Unit) regarding the numbers of candidates in each category, the number of awardees, and the number of steps for each award. The President (or his/her designee) shall report to the CFA/SJSU labor relations committee annually, the names of the faculty unit employees awarded PSSIs and the number of PSSIs awarded, indicating which PSSIs were recommended for awarding by the College (unit) committee of tenured faculty unit employees.

After final decisions are made, the nomination/application records shall become part of the faculty unit employee's Personnel Action file, but neither the award nor the denial of a PSSI may be used as evidence in deliberations about retention, tenure, and promotion, or used in subsequent PSSI applications.

12. REVIEW OF POLICY

This policy shall be reviewed by the Professional Standards Committee before September 30, 1996, in consultation with the campus Labor/Management Committee, and any necessary changes in the policy will be recommended to the Senate in October 1996. The review shall include a survey of departmental and college policies and practices for PSSIs.

ACTION BY UNIVERSITY PRESIDENT: Approved by President Robert Caret on December 4, 1995.