

SERVICE SALARY INCREASE PROGRAM

Pursuant to Article 31 of the CBA, the campus shall have a merit pay program.¹ This program shall consist of two components for merit pay. These components are the Service Salary Step Increase (SSI) and the Faculty Merit Increase (FMI). There shall be separate compensation pools for each component of the merit pay program.

For fiscal years 1999/2000 and 2000/01, the compensation pool for faculty members eligible for a SSI shall be calculated by multiplying the total salary and benefits of each eligible faculty member by two and sixty-five one-hundredths percent (2.65%). The remainder of the compensation pool shall be designated for the Faculty Merit Increase Program.

There shall be no requirement to expend all the funds available in either compensation pool identified for this program. Any portion of funds not expended in any fiscal year shall automatically be added to the merit pool for the next year.

A SSI refers to upward movement within a salary range. Therefore, a SSI shall be in the form of a permanent increase in the base salary of the individual. The amount of the increase in any year shall be subject to negotiations between the California State University and the California Faculty Association.

I. ELIGIBILITY

1. SSI eligibility is limited to those faculty who following appointment or the most recent promotion have received no more than
 - (a) four (4) steps on the salary schedule in effect prior to the 1995-98 Agreement, or
 - (b) eight (8) Service Salary Step Increases under the salary schedule(s) in effect since that Agreement, or
 - (c) a combination of both (a) and (b) above which does not exceed a total of eight (8) Service Salary Step Increases on the salary schedule.
2. Pursuant to Article 12 of the Agreement, part-time faculty must have completed twenty-four (24) units to be eligible for a SSI.
3. No SSI's will be granted above, nor shall the granting of a SSI result in a salary rate above, the SSI maximum rates of pay for all bargaining unit ranks and classifications on the salary schedule.
4. Academic Personnel Services will provide each department with the names of faculty members in the department who are or will be eligible to be considered for a SSI during the academic year.

¹ For purposes of these procedures, the Library is treated as a school, the Student Affairs Area is treated as a school, and Athletics is treated as a school.

5. All persons who are eligible to be considered for a SSI or who will become eligible during the current fiscal year AND who submit a Faculty Activity Report shall be considered for a SSI during this review process.

II. INFORMATION TO BE PROVIDED

In order to facilitate the process, Academic Personnel Services will provide each college/school/department with the following information:

- (1) the name of each faculty unit employee in the unit
- (2) the rank/classification of each faculty unit employee in the unit
- (3) the date of appointment of each faculty unit employee in the unit
- (3) the annual salary of each faculty unit employee in the unit
- (4) the SSI eligibility of each faculty unit employee in the unit.

III. FACULTY ACTIVITY REPORTS (FAR)

1. All faculty unit employees shall submit an annual FAR which shall be used in the consideration for a SSI. (See Appendix A, Guidelines)
2. The format for the annual FAR shall be the format provided by the California State University. Faculty members may not append evidentiary documents or otherwise supplement the information requested in these reports.
3. For a SSI during the **1999-2000 academic year**

All faculty members shall submit a report of their activities to their department chair with a copies to the school dean and Provost, by **October 1, 1999**. This report shall detail in separate sections the following:

- a) all appropriate activities for the period **July 1, 1998 through June 30, 1999** for fiscal year 1999/2000 for a SSI to be effective on the appropriate date, and
- c) shall include the faculty member's rank/classification, salary, date of appointment, and whether the faculty member is eligible for a SSI.

4. For a SSI during the **2000-2001 academic year and thereafter**

All faculty members unit employees shall submit a report of their activities to their department chair, dean and Provost by **October 1 of each year thereafter** which shall be utilized for the consideration for a SSI.

This report shall detail the following:

- a) all appropriate activities for the period **July 1 through June 30 of each fiscal year** for fiscal year 2000/01 and thereafter to be effective on the appropriate date, and
- b) shall include the faculty member's rank/classification, salary, date of appointment, and whether the faculty member is eligible for a SSI.

IV. FACULTY RESPONSIBILITIES

The primary professional responsibilities of instructional faculty members are: teaching, research, scholarship, creative activity, and service to the University, profession and to the community.

Faculty members have additional professional responsibilities such as: advising students, participation in campus and system-wide committees, maintaining office hours, working collaboratively and productively with colleagues, and participation in traditional academic functions.

The performance of instructional responsibilities extends beyond duties in the classroom and includes such activities as: preparation for class, evaluation of student performance, syllabus preparation and revision, and review of current literature and research in the subject area, including instructional methodology. Research, scholarship and creative activity in the faculty member's field of expertise are essential to effective teaching. Mentoring students and colleagues is another responsibility that faculty members are frequently expected to perform.

The professional responsibilities of faculty members include research, scholarship and creative activity which contribute to their currency, and the contributions made within the classroom and to their professions. The professional responsibilities of faculty members are fulfilled by participation in conferences and seminars, through academic leaves and sabbaticals that provide additional opportunities for scholarship and preparation, and through a variety of other professional development activities.

Instructional faculty members are not normally expected participate in all of these activities during each academic term or year.

V. CRITERIA

The criteria for the award of a SSI shall be as follows:

Faculty shall be eligible for Service Salary increases pursuant to the Collective Bargaining Agreement for satisfactory performance, commensurate with rank, work assignment and years of service, for the quality of the faculty member's overall performance.

For faculty whose responsibilities are non-instructional, evidence of demonstrated professional effectiveness may be substituted for teaching. Faculty unit employees whose performance does not include assignments in all of the areas shall nonetheless be eligible to be considered for a SSI on the basis of their performance in the individual areas of their assignment.

In the evaluation of the candidate's performance within these criteria, committees and appropriate administrators shall exercise reasonable flexibility, balancing where the case requires, heavier commitments in one area with lesser commitments in another. Evaluators should also recognize that faculty responsibilities, priorities and opportunities vary according to rank, work assignment, and years of experience. The committees and appropriate administrators must judge whether the faculty member is engaging in a pattern of activities which is sound, productive, and contributes to the overall mission of the department, the school, and the University.

VI. PROCEDURES

A) General Guidelines

The following are the general procedures that apply to the entire process.

1. The department chair and the dean are responsible to assure procedures and established timelines are followed.
2. All deliberations related to recommendations regarding a SSI shall be conducted in executive session and remain confidential. Violations of this confidentiality are considered to be unprofessional conduct and may be grounds for disciplinary action.
3. At each level of review, a faculty member may be requested to provide supporting data. These materials should already be in the Open Personnel File. If they are not in the Open Personnel File, they shall be added to the Open Personnel File. Copies of the supporting data shall be provided by the faculty member within seven (7) days of the request.
4. Each level shall make an independent recommendation from the annual FAR presented.
5. A faculty member shall not review his/her own annual FAR for a SSI. However, no faculty member shall become ineligible for service on a departmental or appeal committee because he/she submitted an annual FAR for a SSI.
6. Failure to meet any established deadline for recommendations shall automatically result in the forwarding of all annual FARs to the next level of review.
7. All persons who are eligible to be considered for a SSI or who will become eligible during the current fiscal year AND who (a) submit a FAR shall be considered for a SSI during this review process.
8. A faculty member may review, and may submit a written rebuttal to, the recommendations to the dean. Any rebuttal may not exceed three (3) typewritten, single spaced pages and must be submitted within four (4) days.
9. The department shall forward its recommendations on SSIs before determining recommendations on FMIs.

B) Departmental Peer Review Procedures

1. Each department² shall vote to determine its own procedure for evaluating Faculty FARs and recommending SSIs. Departmental recommendations shall be made by either a committee of faculty unit employees, the department chair, a designee, or combination of the above at the discretion of the department. All faculty unit employees in the department, including part-time lecturers, are eligible to vote for and serve on any committee elected by the department to evaluate Faculty FARs and recommend SSIs.

² For purposes of this policy, “department” also means “program” for those programs so recognized by the Provost.

2. The determination of procedures shall be made in consultation with all faculty unit employees in the department including part-time lecturers.
3. The department shall forward a recommendation to the dean on each faculty member in the department who is eligible for an SSI and submits an annual FAR. A copy of the recommendation shall be given to the affected faculty member.
4. The department shall provide a reason(s) for each recommendation.
5. If a department does not make a recommendation by the established deadline to do so, the annual FAR shall be considered by the dean without the recommendation of the department.

C) Dean's Decision^{3, 4}

1. The dean shall review all faculty FARs and recommendations from the department and any written rebuttals. The dean shall review the Open Personnel File of each faculty member being considered for a SSI to assess the overall suitability of the faculty member for an increase.. A copy of the recommendation shall be given to the affected faculty member.
2. The dean may grant or deny a SSI and shall provide a reason(s) for each recommendation.
3. The decision to grant or deny a SSI shall not be subject to the grievance procedure as provided in Article 10 of the Collective Bargaining Agreement, but shall be subject to the Faculty Merit Increase Appeal Process as described in Section VII of this policy.

VII. Appeal Process

A) *Eligibility for Filing an Appeal*

1. Any faculty member may appeal the dean's decision to deny a SSI.
2. The faculty member may file an appeal with the Appeals Committee via Academic Personnel Services no later than fourteen (14) days after receipt of the dean's decision. The appeal shall be no longer than three (3) typewritten single spaced pages. The appeal shall state the reason(s) the faculty member believes that he/she should receive a SSI.

B) *Election of an Appeal Panel*

1. Each department shall elect the equivalent of one-tenth (1/10th) of its FTEF to serve as part of an Appeals Panel from which an Appeals Committee to hear appeals regarding SSI's and FMI's shall be selected by lot.

³ For purposes of this policy, "Dean" also means the Dean of Library Services for librarians, the Vice President for Student Affairs and Dean of Students for SSP-AR's, and the Director of Athletics for coaches.

⁴ Prior to the final decision, the dean will normally consult with the Provost.

2. Each faculty member who is elected to the panel shall serve a staggered three (3) year term. However, once an individual has served on an Appeals Committee, he/she shall be excused from further service and his/her department shall elect a replacement.
3. All faculty unit employees in the department are eligible for election to the Appeals Panel.
4. Service on the Appeals Panel and Appeals Committee is a normal faculty responsibility.

C) Appeals Committee⁵

1. Five (5) individuals shall be selected by lot from the Appeals Panel to serve on the Appeals Committee. Faculty unit employees who are appealing a Faculty Merit Increase decision or a denial of a Service Salary Increase shall not serve on the committee during that year.
2. Selection by lot shall be by the Vice President for Administration or designee in the presence of a designated representative of the exclusive bargaining agent and the appropriate administrator.
3. No more than one person from any one college/school may serve on the Appeals Committee at one time.⁶
4. The Appeals Committee shall hear all Service Salary Increase Appeals individually. All SSI appeals shall be heard first.
5. The Appeals Committee will be provided with the appellant's
 - (a) Faculty FAR
 - (b) all the recommendations
 - (c) rebuttals, if any
 - (d) letter of appeal.

In addition, the Appeals Committee shall review the Open Personnel File of any faculty member who is appealing a denial of a SSI.

6. The Provost or designee and the appellant (or his/her representative) may present evidence to the panel. In such instances, the faculty member or his/her representative shall first present his/her appeal with the appropriate administrator providing a response, if any. A written copy of the presentation may be provided to the Appeals Committee.

⁵ In Fall 1999, there will be two (2) appeal committees selected. One committee will hear appeals for the time period up until June 30, 1998. The second committee will hear appeals for the period July 1, 1998 to June 30, 1999. The second committee will also hear appeals of denials of Service Salary Increases.

⁶ For purposes of this provision, the library faculty, the SSP-AR faculty, and the coaching faculty shall be considered one (1) school.

7. The proceedings shall not be open to the public and shall not be a hearing. Therefore, witnesses shall not be permitted to testify orally or to submit written statements on behalf of either party.
8. There shall be no tape recordings or verbatim minutes.
9. No member of the Appeals Committee shall discuss any appeal with anyone other than another member of the Committee. A member of the Appeals Committee may not seek information independent of the process.
10. All written and oral information, including the deliberations of the Appeals Committee, are confidential.
11. All the decisions of the Appeals Committee shall be final and binding and are not subject to the grievance procedures outlined in Article 10 of the Collective Bargaining Agreement.
12. At the conclusion of the appeals process, the Appeals Committee shall give the President all the records of the committee and related documentation. The materials shall be retained by the President for three (3) years.

Reference: CBA Articles 20, 31

Approved by the Academic Senate
Approved by the President

September 1999
September 1999

APPENDIX A

CALIFORNIA STATE UNIVERSITY, FRESNO FACULTY ACTIVITY REPORT GUIDELINE

The following campus guideline should assist you in completing the CSU Annual Activity Report. Using this outline is optional. Below the category from the CSU Activity Report are types of activities you might wish to consider including when submitting information. Feel free to improvise.

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

- A. List Courses Taught and Enrollment by Term**
- B. Summarize your student evaluations of instruction (include overall evaluation of the course).**
- C. Describe any changes in teaching approach or in responsibilities**

new preparations taught
new courses you have developed
new program you have developed

D. Describe your responsibilities in advising, supervision or similar activities

The number of students by term that you

- i. Have been assigned formal advising responsibility
- ii. Have supervised an independent study
- iii. Have participated on a project/thesis/dissertation committee
- iv. Have chaired a project/thesis/dissertation committee
- v. Have participated on or chaired a Qualification Examination Committee
- vi. Have supervised in field work / student teaching, etc.

Student clubs or activities including board memberships you have served as advisor or sponsor including the activities with these groups.

Publications or other professional activities in which you involved your students.

E. Other

List any activities for which you received assigned time
List any core curriculum you have formulated
List any service learning activities
Anything you believe to be relevant and not covered elsewhere

II. Scholarly/Creative Activities and Professional Development / Practice

A. List/describe work completed (books, journal articles, performances, editing, presentations, grant proposals, etc.)

Works with status (e.g. submitted, accepted; published)

- i. Books
- ii. refereed/juried publications (by type)
- iii. non-refereed publications (by type)
- iv. performances (by type) (indicate if invited / refereed)
- v. professional editorial responsibilities
- vi. presentations given (indicate if invited / refereed)
- vii. papers given (indicate if invited / refereed)
- viii. grant proposals by
 - a. Total number of proposals submitted
 - b. Grants approved and funded
 - c. Grants Currently under review

B. Works in Progress -- Describe work accomplished.

Suggest using guideline for A.

C. Other

Involvement in local, state, regional, national and international professional organizations including offices held
 professional consulting
 clinical services provided
 course software developed
 colloquia, workshops, or other forums sponsored by you
 video productions or television programs created by you
 anything you believe to be relevant not listed elsewhere

III. University and Community Service

A. Department committees/service

B. College, University, Systemwide Committees/Service

You may wish to indicate when you have chaired an activity

C. Professional Service Activities

D. Community Service Activities

Presentations / speeches / talks before community groups
 Service work with community groups
 Collaborative projects with local, state, national agencies including schools
 and type of involvement.

E. Other

Anything you believe to be relevant and not listed elsewhere

IV. Special Accomplishments and Other Activities not Listed Above

Awards or other forms of recognition received
Special accomplishments and other activities not included above