

Reference Number: F95-194

Senate Approval Date: Friday, September 01, 1995

****SUPERSEDED BY F96-194 AND S97-194****

PERFORMANCE SALARY STEP INCREASES

F95-194

At its meeting of December 5, 1995, the Academic Senate approved the following policy on performance salary step increases:

This policy complies with Articles 31.17 - 31.42 of the Collective Bargaining Agreement (CBA) between the California State University and the California Faculty Association, as formally accepted by both parties on October 4, 1995. See sections 31.11, 31.14 and 31.17-31.42 of the CBA for additional information regarding the Performance Salary Step Increase Program.

I. Performance Salary Step Increases (PSSI)

This document constitutes the interim policy for academic year 1995/96 for the Performance Salary Step Increase Program at San Francisco State University. During Spring and Fall 1996, the Faculty Affairs Committee shall evaluate the operation of this interim policy and, as necessary, develop a revised version of it as permanent policy. As one part of this process, the Spring semester ballot shall include an advisory referendum on the role for departments and department chairs.

For this year it is recommended that as many individuals as possible receive an award.

II. Funding for the PSSI Program

For fiscal year 1995/96, the Vice President for Academic Affairs shall make available, as a guideline, the number of PSSI steps which could be funded for the University as a whole, using the value of a step increase for the median faculty step as an approximation of the cost per step. For this year, it is recommended that as many individuals as possible receive an award, and that these awards be allocated equitably among the College equivalent units.

III Eligibility & Application

All unit three employees are eligible. To be considered for a PSSI award, a faculty member must either apply or be nominated on the approved PSSI form. Candidates may be nominated by unit employees or academic administrators. The PSSI form must be signed by the candidate attesting to the truthfulness of the statements contained in the application/nomination. No more than one application/nomination may be submitted by a candidate.

IV. Standards and Criteria

Teaching, as the primary mission of the CSU, should be the primary focus of these awards. Applicants/nominees must demonstrate outstanding and exceptional performance in one or any combination of teaching, professional accomplishments including scholarly or creative activity, and service to the Community and/or University. These activities should directly support the Mission of San Francisco State University (as described in its Mission Statement). Faculty who have non-teaching assignments may also use them for the purpose of demonstrating outstanding and exceptional performance.

Applicants/nominees must be performing satisfactorily in all areas of assigned workload.

For this year, the period of review will be the two preceding academic years.

V Composition of PSSI Review Committees

All PSSI review committee members must be tenured faculty. A faculty member cannot serve on more than one PSSI review committee. A faculty member submitting an application/ nomination is ineligible to serve on a PSSI review committee charged with reviewing his/her application/nomination.

Each College/Library/Student Services faculty unit shall elect a PSSI review committee from among the tenured faculty of that unit. This vote for the 1995/1996 PSSI award process shall be completed by no later than February 1, 1996. These College/Library/Student Services PSSI review committees will be the highest level of faculty review for the PSSI program. Each PSSI review committee shall be composed of no fewer than three members. No more than one member from any single department shall serve on a College PSSI review committee. Library and Student Services units shall elect their PSSI review committees in accordance with their internal organizations.

VI. PSSI Review Procedures

All applications/nominations received by a review committee must be evaluated and categorized as highly recommended, recommended or not-recommended. A majority vote, taken by secret ballot, shall be required for any committee recommendation.

Completed applications/nominations must be signed and submitted to the Department Chair and President (or designee) no later than February 15, 1996. Departments must forward all applications to the appropriate College/ Library/Student Services unit review committee. College/Library/Student Services unit review committees must forward all applications and evaluations to the President (or designee) no later than March 15, 1996.

VII. Review by the President

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 of each year in which negotiated Performance Salary Step Increases are awarded in the future. He/She shall also determine the appropriate number of steps to be granted, consistent with the limitations provided in the contract.

VIII Peer Review of Performance Salary Step Denials

Peer review shall be conducted in accordance with articles 31.37 through 31.42 of the CBA.

IX. Reporting of Awards

PSSI awards shall be reported to CFA in accordance with Article 31.34, with a copy of the report submitted to the Academic Senate.

X Evaluation of PSSI Policy

The policy adopted for the award of Performance Salary Step Increases in the 1995-1996 Academic year shall be reviewed and evaluated under direction of the Academic Senate immediately after the completion of the process and a report forwarded to the Academic Senate prior to the end of the 1995/96 academic year.

XI. PSSI Application/Nomination Form

(To be submitted as a cover sheet on all applications/nominations)

Name:

Date of Application/Nomination:

Department or Equivalent Unit:

College or Equivalent Unit:

Rank:_Step:_(as of September, 1995)

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Application Statement

In five (5) or fewer typed pages (minimum 12 point type font, one side only), which may include an abbreviated vita, describe and/or document the candidate's achievements and the significance of these activities. Please clearly specify which area(s) of the criteria and standards is being addressed. Excess pages will not be considered and may be discarded prior to review. No additional supporting documentation will be accepted.

My signature signifies that the information on this PSSI cover sheet and the attached statement is true to the best of my knowledge.

Signature of Candidate_Date

APPROVED BY PRESIDENT CORRIGAN ON DECEMBER 14, 1995

