Item 1

FROM: Gladys E. Gregory /cpslo,employee

Item 2

ARPA MESSAGE HEADER

Item 3

A continuation of Tuesday's meeting will be held in Building 2 room 204 tomorrow Thursday, April 15 from 3-5 p.m.

We will only address Business Items B and A from the April 13 agenda.

We ask anyone who in unable to attend this meeting to please submit a proxy. We need 28 people represented to have a quorum and we must conclude action on the FMI's.

Thank You,

Myron Hood, Chair

* Gladys E. Gregory, Administrative Assistant *
* Academic Senate, Cal Poly *
* Office 805.756.1259/Fax 805.756.7027 *
* gggregory@calpoly.edu *

************************************************
WHEREAS, The CSU Board of Trustees has imposed working conditions on the faculty of the CSU, and

WHEREAS, The Statewide Academic Senate suggests that under such an imposition of working conditions, "campus senates refrain from developing criteria and standards, procedures or structure related to the implementation of any imposed terms and conditions of employment," and

WHEREAS, The Academic Senate of Cal Poly has already recommended that the merit money be "distributed broadly and equitably among all eligible faculty members," and

WHEREAS, The imposed working conditions call for faculty and department chair participation in the review process for merit pay, and

WHEREAS, Such faculty participation in the process will be divisive and further erode the morale of the faculty; therefore be it

RESOLVED: That the Academic Senate of Cal Poly not participate further in the developing or approving of criteria, standards or process for merit pay under the imposed working conditions, and be it further

RESOLVED: That the Academic Senate of Cal Poly strongly urge that all faculty and department chairs protest this imposition of working conditions by refusing to participate in any level of the review process for the merit pay, and be it further

RESOLVED: That the Academic Senate of Cal Poly urge and encourage every eligible faculty member to submit the required FAR forms and apply for both FMI's so that the intentions of the third Whereas may be carried out, and be it further

RESOLVED: That the Academic Senate of Cal Poly inform the University's administration, the CSU administration, and the Board of Trustees that faculty applications for FMI's are not to be considered as either an endorsement or acceptance of the merit pay system contained in the imposed working conditions, but the only available means to obtain the salary due to the faculty.
WHEREAS, The Imposed Working Conditions require that every faculty member submit a FAR (Faculty Activity Report) form in order to qualify for a FMI (Faculty Merit Increase) award, and

WHEREAS, The Academic Senate of Cal Poly has recommended that merit money be "distributed broadly and equitably among all eligible faculty members," and

WHEREAS, Money for FMIs at Cal Poly is approximately $950,000 and has already been designated as a salary allocation, therefore be it

RESOLVED: That the Academic Senate of Cal Poly urge and encourage all eligible faculty to submit the required FAR forms and apply for both FMIs, and, be it further

RESOLVED: That the Academic Senate of Cal Poly inform the University's administration, the CSU administration, and the Board of Trustees that faculty applications for FMIs are not to be considered as either an endorsement or acceptance of the merit pay system contained in the Imposed Working Conditions but the only available means to obtain the salary due to the faculty.

Proposed by: Myron Hood  
Date: April 9, 1999
WHEREAS, CFA (California Faculty Association), the legally constituted bargaining agent for the faculty of the CSU, rejected the Tentative Agreement proposed by the CSU; and

WHEREAS, Chancellor Reed recommended that the CSU Board of Trustees impose working conditions on the faculty; and

WHEREAS, The imposed working conditions call for faculty to participate in a system of merit pay similar to the one that was rejected by CFA in the Tentative Agreement; and

WHEREAS, The CSU Academic Senate has recommended that faculty refuse to participate in the administration of this system of merit pay; therefore, be it

RESOLVED: That the Academic Senate at Cal Poly strongly urge all faculty to refuse to administer this system by not participating in any of the functions necessary to its operation.

Proposed by: Simon Evnine
Date: April 7, 1999
Business Item B: Resolution on Faculty Merit Increase Policy

Changes made to draft #4 Faculty Merit Increase Policy pp. 15-23 in April 13 Senate agenda:

1.2.1 No candidate shall receive an FMI that results in more than a twelve and one-half percent (12.5%) salary increase in any year.

1.5 There is no requirement to expend all funds dedicated to the PSSI-FMI program in any given fiscal year. Any portion of the funds not expended in any fiscal year will automatically carry forward to the PSSI FMI pool in the next fiscal year. In the event that the PSSI FMI program is eliminated, any funds that have been carried forward shall be used for the professional development opportunities identified in Provision 25. of the MOU.

2.3 For FMIs retroactive to July 1, 1998, evidence submitted in support of an applicant/nominee a candidate should emphasize the period since the application deadline of the employee's last PSSI award. (The deadline for 1997-98 PSSIs was January 30, 1998; 1996-97 PSSI deadline was November 7, 1996; and 1995-96 deadline was January 25, 1996). For those who have not received a PSSI, the candidate should emphasize the 5 year period prior to the current PSSI-FMI evaluation; or the interval since their initial appointment at Cal Poly if less than 5 years.

3.4 3.2 (3.2 and 3.3 reordered) Academic departments/units shall constitute the highest level faculty review committee with regard to PSSI-FMI recommendations, applications/nominations unless replaced by a Review Board. Members of a departmental FMI committee or Review Board must be full-time and hold tenured. All faculty unit employees on campus during Spring Quarter 1999 are eligible to vote for members of a departmental FMI committee or Review Board. Votes are weighted in proportion to the incumbent's time-base (i.e., the vote of a lecturer with a half-time assignment would count as 50%; a FERP with a one-third assignment would count as 33%).

4.1 [last sentence of paragraph]. . . The total cost of all steps salary increases recommended by the Dean shall not exceed the target allocation for the college/unit.

[On agenda page 21 entitled California State University Faculty Activity Report replace paragraph at bottom of page with the following paragraph:

The following information will be accessible to departments and faculty members NOT REQUIRED to include it on their FAR. Faculty Assignment by Department (FAD) reports for the past five years will be accessible 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 monthly salary.
Amendment to the Substitute Resolution I
Proposed by Carol Scheftic

Resolved: That the Academic Senate of Cal Poly strongly urge that all faculty and department chairs/heads protest the imposition of working conditions by universally recommending that the merit money be distributed broadly and equitably among all eligible faculty members, and be it further

Amendment to the Substitute Resolution II
Proposed by Tom Hale

Resolved: That the Academic Senate strongly urge the faculty of the Cal Poly to protest the imposition of an unacceptable and unworkeable merit pay process by voting in their review committees to distribute the available money equally, based on the FTEF work load of those who apply for the FMI's, and be it further

Resolved: That the department chairs/heads carry forward recommendations for merit compensation to be distributed equally, based on FTEF, to those who apply, and be it further
CAL POLY

PERFORMANCE SALARY-STEP FACULTY MERIT INCREASE POLICY

1.0 Performance Salary-Step Faculty Merit Increases - General Provisions

1.1 Performance Salary-Step Increases (PSSI) recognize outstanding or meritorious performance in each of the following areas: teaching and other professional performance, professional growth and achievement, and service to the University community, students, and community. Faculty unit employees whose performance does not include assignments in all of the above areas shall nonetheless be eligible for a PSSI on the basis of their performance in the individual areas of their assignment (MOU—see Article 31.14).

1.1(a) The following working definitions shall apply:

Outstanding: exceptional performance; distinguished; acknowledged as a model of performance.

Meritorious: commendable performance; worthy of praise; cooperative and productive work with colleagues.

1.2 The recognition of outstanding or meritorious performance by a Unit 3 employee shall normally be in the form of a permanent increase in the base salary of the individual. PSSI awards shall consist of from one to five steps on the salary schedule in any single year (MOU—see Article 31.15), or shall be in the form of a bonus (not a permanent increase in the base salary) of no more than 2.4% of the candidate’s annual salary base in those cases where the faculty unit employee has reached the top step of his/her rank. (Employees in the full professor rank for any instructional faculty classification may be paid at a salary rate above the performance maximum for their classification.)

1.2.1 No candidate shall receive an FMI that results in more than a twelve and one-half percent (12.5%) in any year.

1.2.2 FMI may be in the form of a bonus (not a permanent increase in the base salary of the individual) of no more than the equivalent of an annual salary increase of two and four-tenths percent (2.4%) in the case of faculty unit members whose outstanding or meritorious performance was part of an activity or project conducted by a team, department or group of employees.

1.3 For the purposes of PSSI FMI review and funding targets, counselors, librarians, athletic coaches, and UCTE Unit 3 employees shall be considered separate units. (MOU—see Article 31.23).

1.4 The effective date of all PSSI FMI awards shall be July 1st of each year that there are negotiated Performance Salary Step Faculty Merit Increases (MOU—see Article 31.25).

1.5 There is no requirement to expend all funds dedicated to the PSSI FMI program in any given fiscal year. Any portion of the funds not expended in any fiscal year shall automatically carry forward to the PSSI FMI pool in the next fiscal year. In the event that the PSSI FMI program is eliminated, any funds that have been carried forward shall be used for the professional development opportunities identified in Provision 25.1 of the MOU.

1.6 Each year that the PSSI FMI program is funded, the President shall allot 95% of the campus funding to the colleges/units based on the pro rata share of total salary filled full-time equivalent faculty positions for Unit 3 employees (department chairs/heads not included in these calculations) in each college/unit (MOU—see Article 31.29) and shall reserve 5% of the campus funding to provide a pool for applicants who are subsequently awarded a PSSI pursuant to an appeal (MOU—see Article 31.39), for discretionary use. A separate allocation of FMI funds designated for department chairs/heads shall be based on the FTEF pro rata portion of chairs/heads in each college or unit. The Chair of the Academic Senate shall be notified of the allocation model by the Provost and Vice President for Academic Affairs in a timely fashion.

College Deans shall distribute the PSSI FMI allocation pools to departments/equivalent units after factoring out a pro rata amount (based on total salaries filled full-time equivalent faculty positions (department chair/head positions not included) for awarding PSSIs to department heads/chairs (or equivalent supervisors) and retaining 10% for their discretionary use for FMIs of faculty positions (excluding department chairs/heads). College deans shall inform all Unit 3 employees within their College as to the total funding for the College and the distribution of those funds.
1.7 At each level of evaluation, applicants candidates shall be informed of their standing, including the reasons thereof, and be provided with a summary of the basis of their recommendation—whether an FMI is recommended, and if so, the amount of the salary increase recommended.

1.8 Those involved in reviewing Faculty Activity Reports may access Personnel Action Files to verify or substantiate information.

1.9 A copy of the Faculty Activity Report will be filed in the candidate’s Personnel Action File. Recommendations pertaining to FMI will not become a part of the candidate’s Personnel Action File. A copy of the correspondence awarding FMI will be filed in the incumbent’s Personnel Action File.

2.0 Eligibility, Applications, and Nominations

2.1 All Unit 3 employees are eligible to who submit an annual a completed Faculty Activity Report report of his/her activities to the Department Chair/Head by the established deadline shall be considered for an FMI application for a PSSI award or to be nominated by other faculty or academic administrators each year that the PSSI FMI program is funded (MOU—see Article 31.16).

2.1.1 Applications/nominations. Faculty Activity Reports of Department Chairs/Heads, and other equivalent supervisors of Unit 3 employees, who are contractually eligible to apply or be nominated, will be evaluated and FMIs determined recommended by their Dean, or appropriate administrator.

2.1.2 Unit 3 employees shall not review his/her own annual report for an Faculty Merit Increase who are being evaluated for a PSSI, either through application or nomination, cannot serve on any PSSI related evaluation committee which may evaluate said employee. However, no faculty unit employee shall become ineligible for service on a faculty campus committee because he/she is a candidate for an increase.

2.2 All applications/nominations must be submitted to the Department Chair/Head or equivalent supervisor prior to the application closure date, with a copy to the President or his/her designee, and must follow the approved PSSI Application format (MOU—see Article 31.16; see page 6). The application is limited to 3 pages, however, applicants/nominators To facilitate the application process, Unit 3 employees may download the sample PSSI application form Faculty Activity Report from the OpenMail Bulletin Area-Forms, or from Academic Personnel website (http://www.Academic-Personnel.calpoly.edu) under forms. The Faculty Activity Report is limited to no more than four (4)-typewritten pages using 12-point type and one-inch margins. Candidates may, without disrupting the order of the information presented, alter the amount of space dedicated to a specific section.

2.3 For FMI’s retroactive to July 1, 1998, evidence submitted in support of an applicant/nominee candidate should emphasize the period since the employee’s last PSSI award. For those who had not received a PSSI, the candidate should emphasize the 5 year period prior to the current PSSI FMI evaluation; or the interval since their initial appointment at Cal Poly if less than 5 years.

For FMI’s to become effective July 1, 1999, evidence submitted in support of a candidate should emphasize the period July 1, 1998 through December 31, 1998.

2.4 All applications/nominations Faculty Activity Reports and supporting documentation must only be submitted in writing. All forms of electronic, photographic, and other media will be returned to the applicant and will not be considered, unless authorized by Dean or appropriate administrator. Upon receipt, Department Chairs/Heads will provide copy of each FAR to Dean (or appropriate administrator) and to the Provost, and forward the FAR to the department faculty FMI committee or Review Board (see Section 3.2).

3.0 Department Criteria and Procedures and Criteria

3.1 Criteria and procedures, including the application form (as limited by Section 2.2 above), used in evaluating for PSSI awards to be established by each department/unit and approved by the Dean (or appropriate administrator). Criteria to be used in evaluating applicants/nominees are to be consistent with approved guidelines applied in RPT evaluations (MOU—see Article 31.18). The criteria for the award of Faculty Merit increases shall be as follows. Faculty shall be eligible for Faculty Merit Increases for demonstrated performance, commensurate with rank, work assignment, and years of service, for:

The quality of the unit member’s teaching alone:

Teaching and scholarship;
Teaching and service to the University and community; or
Teaching, scholarship, and service to the University and community.

3.2 Academic departments/units shall constitute the highest level faculty review committee with regard to PSSI-FMI recommendations, applications/nominations unless replaced by a Review Board. Members of a departmental FMI committees or Review Board must hold tenure.

Departments/units may elect to utilize a College Review Board. In such cases, the department/unit would request that the Dean convene an elected Review Board. The composition of the Review Board should be similar to the College Peer Review Committee used in promotion considerations, but could include representation from departments/units outside of the College when requested by the department/unit being evaluated.

The counselor, librarian, athletic coach, Writing Skills Program, and UCTE units may elect to request that the Provost and Vice President for Academic Affairs appoint a Review Board consisting of tenured faculty.

3.3 Following completion of the evaluation procedure used by the faculty review committee, all applications/nominations Faculty Activity Reports shall be forwarded to the appropriate department chair/head Dean of the College (or appropriate administrator). Departmental PSSI FMI recommendations, including the number of salary steps increase recommended, shall be forwarded to both the department chair/head and the Dean of the College (or appropriate administrator) and the President of the University (MOU—see Article 31.21).

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 (MOU—see Article 31.14).

Applicants/nominees shall be informed by their department/unit PSSI committee/Review Board of its recommendation and number of steps for which they were recommended.

3.4.2 Applicants/nominees may forward a one page rebuttal to the departmental or Review Board recommendation, to the Dean or appropriate administrator (with a copy to the President) within 7 calendar days of their notification.

Statements submitted by applicants/nominees shall be included with their original PSSI application.

3.5 The total cost of all departmental recommendations shall not exceed the targeted allocation for the department/unit.

3.5.1 Applicants/nominees Candidates who receive positive recommendations, but for whom there is insufficient funding within the targeted department/unit allocation shall have their recommendation forwarded on a separate list so noted for consideration by the department chair/head and Dean.

The department chair/head shall receive the Faculty Activity Reports and recommendations from the departmental FMI committee or College Review Board, as appropriate. After review of the Faculty Activity Reports and the recommendations provided by the departmental FMI committee (or College Review Board), the department chair/head shall provide the Dean (or appropriate administrator) with his/her recommendations and the amount of any salary increase being recommended. The department chair/head shall inform each candidate of the FMI recommendations being forwarded to the Dean. Recommendations are not to be placed into the candidate's Personnel Action File.

4.0 Administrative Review

4.1 The Dean or appropriate administrator of each College/unit shall receive all PSSI FMI applications and recommendations annual reports from each department/unit within the College. After review of the applications/nominations Faculty Activity Reports, the recommendations of the departmental FMI committee and department chairs/heads, and consultation with the Department Chairs/Heads, the Dean or appropriate administrator shall award PSSI FMI Awards, which at a minimum shall include at least 50% of Unit 3 members recommended for PSSI FMI awards by the respective department/unit/ review board. Once the 50% award criterion is met from the 85% allocation, deans/appropriate administrators may reallocate the remaining dollar allocation as discretionary funds (in addition to the initial 10% discretionary allocation). The total cost of all steps recommended by the Dean shall not exceed the target allocation for the College/unit.
4.2 After conferring with the President and Provost, the Dean or appropriate administrator shall notify each applicant candidate of the decision to grant or deny a PSSI FMI award for outstanding or meritorious performance. The President may increase the allocation of a college/unit from his/her discretionary reserve. Applicants Candidates awarded a PSSI FMI shall also be informed of the number of steps salary increase to be granted and the effective date of the award.

4.3 Administrative review of counselors shall be the responsibility of the Vice President for Student Affairs or his/her designee; for librarians the Dean of Library Services or his/her designee; for athletic coaches the Athletic Director or his/her designee; and for UCTE the Director of UCTE or his/her designee.

5.0 President’s Review

5.1 The President or designee shall review the applications/nominations Faculty Activity Reports, recommendations from the academic departments/units and the decisions of College Deans, or appropriate administrator.

6.0 PSSI FMI calendar and timeline

6.1 The specific timeline covering notification, application submission, evaluation, and PSSI FMI award announcements shall be established by the President or designee in consultation with the Academic Senate. Faculty members who do want their name published should so indicate on their Faculty Activity Report at the time it is submitted.

7.0 Peer Review of PSSI denials

7.1 Applicants/nominees who fail to receive a PSSI award shall be eligible to have their application reviewed by the University Peer Review Panel. The appeal letter may be up to six pages in length, double spaced, and must be received by the Provost and Vice President for Academic Affairs within ten academic working days of receipt of the notification of denial (MOU—see Article 31.40).

7.2 University Peer Review Panels, consisting of 3 members and 1 alternate, will be appointed by the Provost and Vice President for Academic Affairs in consultation with California Faculty Association. Members shall be selected by lot from among all full time, tenured faculty who did not serve on a PSSI committee, and who were not applicants/nominees for a PSSI award (MOU—see Articles 31.41; 31.42).

7.3 The University Peer Review Panel shall begin to review the specific Performance Salary Step denial within 14 days of its selection. The Panel’s review shall be limited to a reconsideration of the increase denial of the applicant/nominee, and the appropriate administrator’s written response to any allegations made by the affected employee. Except for presentations of the complaint and the administrator, if the administrator chooses, the peer review will be made from the documents set forth in Section 31.43 of the MOU.

7.4 The University Peer Review Panel proceeding will not be open to the public and shall not constitute a hearing (MOU—see Article 31.44).

7.5 No later than thirty (30) days after its selection, the University Peer Review Panel shall submit to the President and complainant a written report of its findings and recommendations. All written materials considered by the University Peer Review panel shall be forwarded to the President. When the panel has complied with this section, it shall be discharged of its duties for any individual case (MOU—see Article 31.45).

7.6 The President shall consider the University Peer Review Panel’s recommendations and all forwarded materials. No later than fourteen (14) days after receipt of the University Peer Review Panel’s report, the President shall notify the applicant/nominee and the University Peer Review Panel of his/her final decision, including the reasons therefor. Notification of the President’s decision concludes the peer review procedure and his/her decision shall not be subject to review in any forum.
CAL POLY 1999 FACULTY MERIT INCREASE CALENDAR

July 1, 1998 FMI
&
July 1, 1999 FMI

April 1-May 2

- All faculty unit employees complete Faculty Activity Reports that detail in separate sections the following:
  
  a) all appropriate activities for the period from last review (see Section 2.3 of Campus Policy) to July 1, 1998, for fiscal year 1998/99 Faculty Merit Increases retroactive to July 1, 1998, and
  
  b) all appropriate activities between July 1, 1998, through December 31, 1998 for fiscal year 1999/2000 Faculty Merit Increases to become effective July 1, 1999.

April 13
- Academic Senate finalizes FMI Policy resolution.

April 16

- Departments determine whether to utilize a Departmental FMI Committee composed of tenured faculty unit employees, or a College Review Board, and advise Dean (or appropriate administrator) accordingly.

May 3 (Monday)

- Faculty unit employees (faculty, librarians, coaches, counselors) submit completed Faculty Activity Reports to the Department Chair/Head who makes them available to the Departmental FMI Committee or College Review Board; Department Chair/Head provides Dean (or appropriate administrator) and Provide with a copy of each FAR.

- Faculty Activity Reports of Department Chair/Head (or equivalent supervisors) are submitted to Dean, or appropriate administrator.

May 13

- Departmental FMI Committee (or College Review Board) review Faculty Activity Reports and provide recommendations to Department Chairs/Heads with a copy to Dean (or appropriate administrator).

May 20

- Department Chair/Head reviews Faculty Activity Reports and provides FMI recommendations to the Dean.

May 21-June 7

- Dean or appropriate administrator reviews Faculty Activity Reports and confers with Provost and President.

June 8

- Dean or appropriate administrator (as the President’s designee) notifies candidates of final FMI decision retroactive to July 1, 1998.

June 15

- Deans provide list of 1998 FMIs to Academic Personnel and Payroll Office by June 15

14 days after final budget allocation to campus

- Dean or appropriate administrator (as the President’s designee) notifies candidates of final FMI decision effective July 1, 1999
California State University Faculty Activity Report

Check one applicable time period per FAR completed: For the period:
☐ 1. ___________ (date of last review) through June 30, 1998
☐ 2. July 1, 1998 through December 31, 1998

Please check the area of evaluation you wish to have emphasized during this review period (check only one):
☐ Teaching only (see Section I below)
☐ Teaching and scholarship (see Sections I and II below)
☐ Teaching and service to University and community (see Sections I and III below)
☐ Teaching, 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 attest that the information provided in this report is accurate and true to the best of my knowledge.

_________________________________________  ________________________
Faculty Member’s Signature                      Date

Faculty Activity Reports (FAD) for past five years will be accessible to FM/ reviewers at department and college levels. FAD summarizes data of courses taught and enrollments by term for each faculty member. Faculty members are not expected to provide this information. The following Fall 1998 data will be provided by Academic Personnel to each Department: 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 September 1998 monthly salary.
CAL POLY

FACULTY MERIT INCREASE RECOMMENDATIONS
RETROACTIVE TO JULY 1, 1998

Candidate: ___________________________ Department: ___________________________

Recommendation of Faculty Committee

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<th>Outstanding</th>
<th>Meritorious</th>
<th>N/A</th>
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<td>□ Teaching, scholarship, and service to the University and community</td>
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A Faculty Merit Increase retroactive to July 1, 1998 is (check ONLY ONE):

□ highly recommended within target allocation for annual increase of $___________
□ recommended within target allocation for annual increase of $___________
□ recommended, however, insufficient funds within target allocation to cover costs
□ not recommended

Signature, Chair of Faculty Committee  Print Name  Date

Recommendation of Department Chair/Head

<table>
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<tr>
<th>Check appropriate boxes: The quality of the unit member's</th>
<th>Outstanding</th>
<th>Meritorious</th>
<th>N/A</th>
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□ highly recommended within target allocation for annual increase of $___________
□ recommended within target allocation for annual increase of $___________
□ recommended, however, insufficient funds within target allocation to cover costs
□ not recommended

Signature, Department Chair/Head  Print Name  Date
CAL POLY

FACULTY MERIT INCREASE RECOMMENDATIONS
EFFECTIVE JULY 1, 1999

Candidate: __________________________ Department: __________________________

Recommendation of Faculty Committee

Check appropriate boxes: The quality of the unit member's
                                    Outstanding  Meritorious  N/A

☐ Teaching alone:             ☐              ☑              ☐
☐ Teaching and scholarship;  ☐              ☐              ☐
☐ Teaching and service to the University and community; or ☐              ☐              ☐
☐ Teaching, scholarship, and service to the University and community ☐              ☐              ☐

A Faculty Merit Increase effective July 1, 1999 is (check ONLY ONE):

☐ highly recommended within target allocation for annual increase of $__________
☐ recommended within target allocation for annual increase of $__________
☐ recommended, however, insufficient funds within target allocation to cover costs
☐ not recommended

Signature, Chair of Faculty Committee   Print Name   Date

Recommendation of Department Chair/Head

Check appropriate boxes: The quality of the unit member's
                                    Outstanding  Meritorious  N/A

☐ Teaching alone:             ☐              ☑              ☐
☐ Teaching and scholarship;  ☐              ☐              ☐
☐ Teaching and service to the University and community; or ☐              ☐              ☐
☐ Teaching, scholarship, and service to the University and community ☐              ☐              ☐

A Faculty Merit Increase effective July 1, 1999 is (check ONLY ONE):

☐ highly recommended within target allocation for annual increase of $__________
☐ recommended within target allocation for annual increase of $__________
☐ recommended, however, insufficient funds within target allocation to cover costs
☐ not recommended

Signature, Department Chair/Head   Print Name   Date