WHEREAS, The faculty contract ("Unit 3 Memorandum of Understanding" or MOU) has created Performance Salary Step Increases ("PSSIs"); and

WHEREAS, The MOU delegates to the Academic Senate on each campus the task of establishing standards, criteria, and procedures for granting such step increases; and

WHEREAS, If the Academic Senate does not act by December 15, 1995, the MOU allows the campus President to institute standards, criteria, and procedures on his own; therefore, be it

RESOLVED: That the Academic Senate of Cal Poly approve the attached policy on procedures, standards and criteria for the granting of PSSIs during the 1995-96 academic year; and, be it further

RESOLVED: That this policy be reviewed this year and a more permanent policy be put into place by June 1, 1996 to apply for academic years 1996-97 and 1997-98.

Proposed by the Ad Hoc Academic Senate Committee on Performance Salary/Step Increases
November 14, 1995
PERFORMANCE SALARY STEP INCREASE POLICY

This policy is considered interim for the 1995-96 academic year. It shall be reviewed and monitored by the appropriate Academic Senate committee during 1996 winter and Spring Quarters. A permanent policy shall be considered by the Academic Senate prior to the conclusion of Spring Quarter 1996.

1.0 Performance Salary Step Increases

1.1 Performance Salary Step Increases (PSSls) recognize outstanding or meritorious performance in the areas of teaching performance and/or other professional performance, professional growth and achievement, and service to the University, students, and community. (MOU 31.17)

1.2 The recognition of outstanding or meritorious performance by a Unit 3 employee shall be in the from of a permanent increase in the base salary of the individual, in one or more steps on the salary schedule. (MOU 31.18)

1.3 During academic year 1995/96 no candidate shall receive more than four (4) PSSls. In 1996/97 and in any future year no candidate shall receive more than five (5) PSSls. (MOU 31.18)

1.4. The effective date of all PSSls shall be January 1 of each ear that there are negotiated PSSls. (MOU 21.11)

2.0 Eligibility and criteria

2.1 All Unit 3 employees are eligible each year to submit an application or to be nominated by other faculty or academic administrators for PSSls.

2.2 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.

2.3 The performance of applicants/nominees is expected to be outstanding in the area of teaching performance (or other professional performance for librarians, coaches, and student services professional-academic related) and at least meritorious in either of the two remaining areas. Applicants will identify which areas aside from teaching performance they consider their performance to be outstanding and/or meritorious.

2.4 For the purposes of this document, the following working definitions shall apply.

Outstanding: exceptional performance; superior to others of its kind; distinguished, excellent; readily acknowledged as a model for other faculty to follow.
Meritorious: deserving of reward or praise; cooperative and productive work with colleagues.

2.5 The following areas are examples of the kinds of information applicants/nominees may submit, appropriately validated, as evidence of their performance in each area. Applicants/nominees shall not be limited to the following types of evidence:

AREA 1: TEACHING PERFORMANCE and/or OTHER PROFESSIONAL PERFORMANCE.

teaching effectiveness recognized by peers and/or students;

curriculum development and application of innovative and effective teaching methods and materials including such activities as development of new courses, programs, majors, or degrees;

scholarship of teaching (see Cal Poly strategic Plan, section 2);

performance of professional responsibilities by librarians, counselors, or coaches.

AREA II: PROFESSIONAL GROWTH and ACHIEVEMENT

For a full description of the following kinds of activities, see Cal Poly strategic Plan, Section 2, and Administrative Bulletin 85-2, Role and Definition of Professional Growth and Development.

activities in the scholarships of teaching, discovery, integration, and application (see Strategic Plan);

activities in professional growth and development as defined in AB 85-2.

AREA III: SERVICE TO UNIVERSITY, STUDENTS AND COMMUNITY

participation in university governance at the department, college/division, university or CSU levels.

participation, as an advisor or mentor, in student organizations;

involvement in diversity-related activities;

involvement, e.g. by presenting talks, organizing colloquia, or service as an officer, in the work of community groups related to one's teaching/professional area;
involvement with the K-12 community provided that these activities go beyond those required in the faculty unit employee's normal instructional program and are related to one's teaching/professional area;

community-related service projects provided that these activities go beyond those required in the faculty unit employee's normal instructional program and are related to one's teaching/professional area.

participation in governance and committees of the exclusive bargaining agent (CFA).

3.0 Application

3.1 The period emphasized for outstanding or meritorious performance is five academic years immediately preceding the academic year in which submission of the application/nomination is made.

3.2 Signed applications/nominations shall be submitted to the department chair/head. To go forward as an application to the College (Unit) PSSI Committee a nomination must have the approving signature of the nominee. The approving signature of the applicant/nominee authorizes access to their personnel action file to those involved in considering PSSIs. Only one application/nomination may go forward for any candidate.

3.3 Applicants/nominees shall provide the College (Unit) PSSI Committee with relevant documentation regarding outstanding or meritorious performance.

4.0 Review by College (Unit) and University PSSI Committees

4.1 Each department shall have the opportunity to select a tenured faculty member to serve on the College (Unit) PSSI Committee. For the purpose of considering PSSIs, coaches will be merged with the faculty of Physical Education and Kinesiology; and faculty unit employees from the Library, University Center for Teacher Education, and Counselors shall be combined to into a single "unit." Each college and the UCTE/Library/Counselor unit shall select a tenured faculty member to serve on the University PSSI Committee.

4.2 Applications and nominations shall be forwarded to College (Unit) PSSI Committees consisting of tenured unit 3 employees. No more than one Unit 3 employee from a department shall serve on the College (Unit) PSSI Committees except in cases where this would result in a committee of fewer than three people.
4.3 College (Unit) and University PSSI Committees shall review and categorize all applications. Three categories shall be used: highly recommended; recommended; not recommended. For those candidates recommended favorably, the College (Unit) and University PSSI Committees shall recommend the number of steps to be awarded.

4.4 Applicants for PSSIs shall not serve on College (Unit) or university PSSI Committees.

4.5 College (Unit) and University PSSI Committees shall inform all applicants of their recommendations at the time that they are forwarded.

5.0 Review by the President

5.1 All recommendations are forwarded to the President or his/her designee no later than March 15, 1996, and no later than December 1 of each year in which negotiated PSSIs are awarded in the future.

Failure to meet these deadlines for recommendations shall automatically result in the forwarding of all applications/nominations to the President for his/her award of PSSIs. (see MOU 31.27)

5.2 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 PSSIs are awarded in the future. He/she shall also determine the appropriate number of steps to be granted. (see MOU 31.28)

5.3 The decision to grant or deny an increase for meritorious performance, and the number of steps to be granted, shall not be subject to the grievance procedure. (see MOU 31.28 and section 8, below)

6.0 Special Provisions (see MOU 31.29--31.31)

6.1 At least fifty percent (50%) of the candidates receiving a PSSI must have received a positive recommendation from the College (Unit) PSSI Committees provided that:

The College (Unit) PSSI Committees make a positive recommendation for enough candidates to fully expend the campus pool for PSSIs in that fiscal year and

The College (Unit) PSSI Committees meet the time requirement for the review and recommendations of all candidates to the President as specified above.

6.2 If the College (Unit) PSSI Committees submit fewer than the
minimum number of positive recommendations needed to expend fully
the pool for PSSIs in any fiscal year, then the percentage of
candidates receiving a PSSI that must also have received a positive
recommendation from the College (Unit) PSSI Committees shall be
reduced proportionately from fifty percent (50%).

7.0 Relationship to RPT Deliberations

7.1 The decision to grant or deny a PSSI shall not be considered
during deliberations regarding the granting of reappointment,
promotion or tenure. This shall not preclude the consideration of
any facts during RPT deliberations which are also considered during
PSSI deliberations. (see MOU 31.35)

8.0 Peer Review of Performance Salary step Denials (see MOU 31.36-
31.42)

8.1 Candidates who have received a favorable recommendation from
the College (Unit) PSSI Committee and who subsequently fail to
receive a PSSI shall be eligible to have the increase denial
reviewed by a University Peer Review Panel.

8.2 The University Peer Review Panel shall be selected by lot from
among all full-time tenured faculty who did not serve on that
year's College (Unit) PSSI Committees.

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

8.4 All requests for peer review must be submitted in writing to
the Vice President of Academic Affairs no later than April 15,
1996, and no later than January 15 of each year in which negotiated
PSSIs are awarded in the future.

9.0 Reporting of Awards

9.1 The University shall report to the Academic Senate annually by
College (Unit) the appropriate aggregate statistics regarding the
number of candidates in each category, the number of recipients and
the number of steps granted.
PERFORMANCE SALARY STEP INCREASE (PSSI) APPLICATION/NOMINATION FORM

Name:

Department/College (Unit):

Date of Application:

If Applicable, Nominated By:

Applicants/nominees are expected to be outstanding in at least one area and meritorious all other areas within the five academic years preceding application. Applicants are encouraged to identify which of the following areas they consider their performance to be outstanding:

- teaching performance and/or other professional performance
- professional growth and achievement
- service to the university, students, and community

Applicants should describe in six (6) or fewer pages their vita, achievements and the significance of these activities. Please clearly specify which area(s) you are addressing.

My signature certifies that the statements in this application are true and factual and authorizes review of my personnel action file by those involved in considering PSSIs. I understand that the PSSI committees reserve the right to request and review additional documentation.

Applicant's Signature __ Date ____
The Academic Senate resolution (AS 451-95/PSSI) which addresses the Interim Performance Salary Step Increases (PSSI) Policy is approved. Please extend my appreciation to both the Academic Senate and to the members of the Ad Hoc PSSI Committee for their expeditious development of these guidelines.