Adopted: June 6, 2000

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS-545-001FAC
RESOLUTION ON
1999·2000 FMI Procedures

Whereas: The faculty unit collective bargaining agreement (MOD 31.13) requires all faculty unit employees to provide annually a Faculty Activity Report (FAR) of her/his activities irrespective of whether s/he is applying for a Faculty Merit Increase (FMI); and

Whereas: The FAR form is used for both FM! and SSI (Salary Service Increases); and;

Whereas: In the two previous FM! cycles the FAR form was confusing because it was not clear that the faculty unit employee was to document all activities relevant to her/his job assignment for the applicable period; and

Whereas: The FAR form was inconsistent with requirements of MOD 31.29 because the form allowed a faculty member to opt not to have her or his name and award published; and

Whereas: The FAR form seemed to some faculty members to be demeaning by requiring them to state that yes, they wanted to be considered for an FMI; and

Whereas: Some faculty members who did not have full-time assignments were confused when their FM! awards were paid proportionate to their time bases;

Whereas: It is important for faculty to know what features of their performance determined whether they did or did not receive an FMI award and what features of their performance determined the amount of the FM! award received; therefore, be it

Resolved: That each department and each dean involved in the FM! review process collaborate in the development and publication, in advance, of the criteria commensurate with each of the four areas of emphasis that will be used to determine FMI awards; and be it further

Resolved: That each department and each dean involved in the FMI review process inform each faculty member in writing of the way in which the criteria were applied in his or her case; and be it further

Resolved: That the FAR form be revised as per the attached sample; and be it further

Resolved: That the attached FM! and SSI calendars be adopted; and be it further

Resolved: That deans inform their faculty that FM! awards are paid proportionate to the faculty member's time base; and be it further

Resolved: That the deans and departments involved in the FMI review process distribute the FMI awards as broadly and equitably as possible.

Proposed by: Academic Senate Faculty Affairs Committee
Date: May 2, 2000
Revised: May 15,2000
Revised: May 18,2000
Revised: June 1,2000
Revised June 6, 2000

CAL POLY

CAL POLY FACULTY MERIT INCREASE CALENDAR: FAR
JULY 1, 1999 - JUNE 30, 2000

September 22, 2000

- Departments determine whether to utilize a Departmental PMI Committee composed of faculty unit employees, the department head/chair, designee, or combination of the above at the discretion of the department.

- Department head/chair advises dean (or appropriate administrator) of department's decision.

September 29, 2000

- Faculty unit employees (faculty, librarians, coaches, counselors) submit completed Faculty Activity Reports to the department chair/head who makes them available to the Departmental PMI Committee or designee, and provides dean (or appropriate administrator) and the President with a copy of each FAR.

- Faculty Activity Reports shall detail in separate sections all of the appropriate activities based on the employee's work assignment for the period July 1, 1999 through June 30, 2000. (The work assignment for most tenure track faculty consists of teaching, scholarship, and service; a lecturer's typical work assignment consists ofteaching, only. Faculty who are unsure of their assignment should check with their department chair/head or dean.)

October 23, 2000

- Departmental PMI Committee (or designee) reviews all Faculty Activity Reports of Unit 3 employees from respective department/unit and provides recommendations to dean with a copy to candidate and to the President.

October 30, 2000

- Candidate may submit a written rebuttal to the dean.

November 6, 2000

- Dean (or appropriate administrator) reviews Faculty Activity Reports, department recommendations, and provides separate recommendation to President with copy to the candidate.

November 13, 2000

- Candidate may submit a written rebuttal to the President.

November 20, 2000

- President (or designee) notifies candidates of final PMI decisions retroactive to July 1, 2000.

December 4, 2000

- Appeal deadline. Faculty may appeal if they were favorably recommended by the department or the dean/appropriate administrator for an PMI, and the final PMI decision is less than the amount recommended at either level, or the PMI was denied.

CAL POLY

SSI (Service Salary Increase) Criteria and Calendar for FY 2000-01

SSI Criteria: demonstrated satisfactory performance commensurate with rank, work assignment, and service during the period between July 1, 1999 through June 30, 2000. Part-time lecturers are eligible for SSI after teaching 36 WTUs and thus, reports should include all appropriate activities for the period between their last SSI and June 30, 2000.

September 22, 2000

- All SSI-eligible faculty unit employees submit to department chair/head a Faculty Activity Report that details the following for an 2000/01 SSI:

  All appropriate activities between July 1, 1999, through June 30, 2000 will be considered for the SSI which will be effective on the incumbent's SSI eligibility date, normally the beginning of Fall Quarter.

  Note: This FAR will also be used for employees wishing to be considered for a 2000/01 FMI.

September 25, 2000

- Department chairs/heads provide a copy of FARs that have been submitted by SSI-eligible faculty to dean (or appropriate administrator) and to the President.

September 29, 2000

- Department chairs/heads provide recommendations for 2000/01 SSIs to dean (or appropriate administrator).

October 10, 2000

- Dean (or appropriate administrator) grants or denies Service Salary Increase and communicates decision to employee, department chair/head and President. An approved SSI shall result in a salary increase of 2.65% to be effective on appropriate SSI eligibility date of incumbent.

SSI Appeals

October 17, 2000

- Employee denied SSI may request meeting with dean (or appropriate administrator) to discuss review.

October 21, 2000

- Employee may appeal the decision to deny an SSI. An appeal committee of faculty shall hear the appeal•

Note: FMI review commencing September 22. 2000

- *2000/01 FMI: The FAR submitted for 2000/01 SSIon September 22, 2000 will also be used for 2000/01 FMI consideration for those employees wishing to be considered for an FMI. Such FARs will be forwarded by department chair/head to appropriate departmental FMI designee (dean and President were provided copies on September 25,2000).*

- *See Cal Poly "Faculty Merit Increase Policy" for procedures and calendar.*

California State University Faculty Activity Report

JULY 1, 1999 through JUNE 30, 2000

The criteria for the award of a Faculty Merit Increase shall be for demonstrated performance commensurate with the rank and work assignment of the faculty unit employee *(i.e., most tenure track faculty have a work assignment of teaching, scholarship, and service, whereas, a typical lecturer's work assignment consists of teaching only. If you are unsure of your assignment, please check with your department chair or dean.)*

Name _____ Dept. _____

Highest Degree & Date _

Please check the area of evaluation you wish to have emphasized during this review period (check only one):

O Teaching (see section I below)

O Teaching and scholarship (see sections I and II below)

O Teaching and service to University and community (see sections I and III below)

O Teaching, scholarship, and service to University and community (see sections l. **II,** and III below)

D Check here if eligible for SSI (Service Salary Increase)

D Check here if you do NOT want to be considered for an FMI (note: a Faculty Activity Report is required even for those employees who elect not be considered for a faculty merit increase.)

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 areas applicable to your work assignment, 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. *Describe course development or other curricular activities (i.e. redesign a major or minor)*
E. *Other*

II. Scholarly/Creative Activities and Professional DevelopmentlPractice

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

I attest that the information provided in this report is accurate and true to the best of my knowledge.

Faculty Member's Signature Date

The following information will be accessible to departments; faculty members are NOT REOUIRED *to include it on their FAR. Faculty Assignment by Department (FAD) reports for the past year 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 probationary, date of initial tenure-track appointment; if temporary, date of first appointment in present range; time base; June 2000 monthly salary rate, and SSI counter.*

State of California
Memorandum

RECEIVED

AUG 30 2000

ACADEMIC SENATE

CAL POLY

SAN LUIS OBISPO
CA 93407

To: Myron Hood
Chair, Academic Senate

Date: August 28, 2000

From:' Warren J. Baker
President

Copies: Paul J. Zingg
Deans
Department Heads/Chairs
Michael Suess

Subject: Response to Academic Senate Resolution AS-545-00-/FAC
Resolution on 1999-2000 FMI Procedures

The subject resolution has been received. The efforts by the Academic Senate to improve and clarify the procedures for both the Faculty Merit Increase (FMI) programs as well as the Salary Service Increase (SSI) program are most appreciated. I agree with the overall intent of the Resolution and approve , implementation of its provisions with a few minor changes referenced below. At the onset, I wish to affinn that excellence in teaching continues to be the most critical responsibility of instructional faculty.

Although it is not feasible to expect implementation of the first and second resolves before September 29,2000, I will ask the colleges and departments to collaborate on developing criteria and notification mechanisms prior to the end of Winter Quarter 2001.

The proposed changes to the Faculty Activity Report (FAR) are acceptable except for the inclusion of the first set of four boxes and related statements at the top of the fonn. Please note that these are no longer included ,on the EAR provided in Appendix F of the current Memorandum of Understanding. Their inclusion in last year's cycle contributed to the confusion and false expectations by some that FMls could be based on only one area of a faculty member's assignment instead of demonstrated perfonnance commensurate with the employee's entire work assignment.

Appended are the approved SSI and FMI calendars for 2000-01 and the Faculty Activity Report. Once again, please extend my appreciation to the Senate for addressing these issues.

Enclosures

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