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CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California 93407  
ACADEMIC SENATE

MINUTES OF THE  
Academic Senate Executive Committee  
Wednesday, July 16, 1997  
38-114, 3:00-5:00 p.m.

Preparatory: The meeting was opened at 3:10 p.m.

Members and Guests present: Bob Brown, Margaret Camuso, Leslie Cooper, Phil Fetzer, Harvey Greenwald, Dave Hannings, John Harris, Hal Johnston, Lezlie Labhard, George Lewis, William Martinez, Anny Morrobel-Sosa, Mike Suess, Paul Zingg

- I. Minutes: none
- II. Communication(s) and Announcement(s): none
- III. Reports:
  - A. Academic Senate Chair: no report
  - B. President's Office: no report
  - C. Provost's Office: Zingg reported that the CSEA contract was ratified, but is still pending due to budget. The Governor is balking at raising the budget to cover compensation. The original idea was to have ½ go to compensation and ½ to technology increase. Now the Governor wants none to go to compensation. The budget is being held up pending the "Governor's Compact II", which would provide a 4 ½% increase in base budget each year, freeze student fees, and backfill on budgetary supplement akin to a 4 ½% student fee increase. The compact would begin in 1999, and would represent steady growth. The only items approved for next year's budget came from academic affairs. The Sports Complex was not approved. Advancement was not approved. Faculty workstation, mainframe upgrading, enrollment growth, GEB Governance Structure and Support, and utilities upgrades were approved. Statewide Internal Partnership (SIP) was approved, which will connect all CSU faculty/staff/students. In other news, Zingg reported that Greenwald has consented to serve as Interim Vice President for Academic Programs. Global Affairs will have an interim director during Irel's disability leave. JoAnne Freeman has agreed to lead a 10-year review for WASC accreditation. Hal Johnston will assume some responsibilities in FMDC.
  - D. Statewide Senators: no report
  - E. CFA Campus President: no report
  - F. Staff Council representative: Cooper reported that new officers for 1997/98 have been elected as follows. Pat Broering, Chair; John Burdett, Vice Chair; Leslie Cooper, Recording Secretary; Lynn Dumas, Member At-large; Kittie Shaughnessy, Member At-large. The first half of a Goals Setting Workshop was held last week.
  - G. ASI representative: no report
  - H. IACC representative: It was brought to the attention of the group that a replacement for Les Bowker is being sought. Johnston's name was suggested.
  - I. Athletics Governing Board representative: Zingg indicated that the Telegram Tribune article was full of inaccuracies. Cal Poly will go it alone on the Sports Complex, but the project will be behind schedule and probably be on a much smaller scale. The project may start as early as Spring 1998. This may be an opportunity for Athletics to pursue alternative outside funding. Students are still committed to the project, but are now spending some of the funds on other projects. The change in the project will now focus more on the educational aspect of the Complex, rather than revenue generating.

J. Other:

IV. Consent Agenda:

V. Business Item(s):

- A. **Approve Academic Senate Calendar for 1997/98:** M/S/P (Labhard/Martinez) to approve as presented.
- B. **Cornerstones Due Dates and Drafting of Cal Poly's Final Response:** Morrobel-Sosa gave brief background. The final draft is coming from the CSU in late August. At that time, Cal Poly will need to formulate a final response back to the CSU by October 20. Morrobel-Sosa recommended that the Task Force continue to be the reviewers and drafters of the final response. It is unclear at this time whether the Academic Senate can suggest revisions or just comment on the draft. Zingg questioned what would happen to this document. Morrobel-Sosa indicated that it would probably be adopted by the Board of Trustees at the March 1998 meeting and then have implementation following. It was noted that the documents are available on the Web.
- C. **Hosting of Merit Pay Task Force During Fall Quarter:** Morrobel-Sosa explained that the group is willing to entertain suggestions, revisions, new ideas, or substitutions to the PSSI system. The group is not interested in hearing complaints about the existing PSSI program. Possible dates for visit are 9/25, 10/2, or 10/16. The visit will be structured similar to the format of the Cornerstones Task Force visit.
- D. **Resolution on PSSI: Bob Brown's Changes – Editorial or Substantive?:** Morrobel-Sosa explained that changes have been made to the document (see highlights and strikeouts on Discussion Version). Brown clarified issue of how department heads would be handled. Concern was voiced that department heads would all get a 2-step, across-the-board recommended increases, taking away from the faculty pool of funds. Zingg questioned the interchangeable use of the words "meritorious" and "outstanding". Brown reported that it was an oversight. Johnston questioned if there was a method to find out what the President uses his 15% discretionary funds on. Martinez questioned the contradiction between 2.1.2, 3.4 and 3.2. Suess clarified. Discussion ensued on deadlines for the various steps in the process. Johnston suggested that departments discuss this at Fall Conference. Brown suggested that Cal Poly only have one cycle next year. Morrobel-Sosa indicated that discussion on the timetable is not just editorial, and should be brought back to the full Senate. Zingg stressed the importance of this document as it relates to RPT. Brown and Suess will meet to finalize a schedule, and offer guidelines and options for evaluation criteria and procedures. Zingg urged group to postpone the timeline to Winter 1998 to allow faculty some breathing room at the beginning of Fall quarter. Brown would like to see Cal Poly get on whatever permanent schedule will be used in the future. M/S/P (Fetzer/Labhard) (5/1/0) to set calendar and development of criteria during Fall 1997, followed by evaluation in Winter 1998. Suess and Brown will meet to draft schedule. Further editorial changes are noted in "Final Version" (see double strikethroughs and italics).

VI. Discussion Item(s):

VII. Adjournment: M/S/P (Martinez/Fetzer) to adjourn at 5:00 p.m.

Submitted by:



Leslie Cooper  
Academic Senate

## CAL POLY PERFORMANCE SALARY STEP INCREASE POLICY

### 1.0 Performance Salary Step Increases - General Provisions

- 1.1 Performance Salary Step Increases (PSSIs) recognize outstanding or meritorious performance by Unit 3 employees in each of the following the areas: teaching and other professional performance, professional growth and achievement, and service to the University, students, and community.- (CBA Unit 3 -- Article 31.18)
- 1.1.1 The following working definitions shall apply:
- Outstanding:** exceptional performance; distinguished; acknowledged as a model of performance.
- Meritorious:** commendable performance; worthy of praise.
- 1.2 The recognition of outstanding or meritorious performance by a Unit 3 employee shall 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 review period. (CBA -- Article 31.18)
- 1.3 For the purposes of PSSI review and funding allocation, athletic coaches, counselors, librarians, and UCTE Unit 3 employees shall be combined into a single "unit". The Provost and Vice President of Academic Affairs shall appoint a review committee consisting of one administrative supervisor from each of the represented areas. (CBA -- Article 31.26)
- 1.4 The effective date of all PSSIs awarded shall be January 1 of each year that there are negotiated Performance Salary Step Increases. (CBA -- Article 31.28)
- 1.5 There is no requirement to expend all funds dedicated to the PSSI program in any given fiscal year. Any portion of the funds not expended in any fiscal year shall automatically carry forward to the PSSI pool in the next fiscal year. In the event that the PSSI 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 Collective Bargaining Agreement (CBA, Unit 3, 1995-1998).
- 1.6 Each year that the PSSI program is funded, the President shall allot 85% of the campus funding to the colleges/units based on the number of Full-time Equivalent Unit 3 employees in each college(CBA -- Article 31.32). College Deans shall inform all Unit 3 employees within their College as to the total funding available to the College and the specific dollar allocations to each department based on departmental FTEF positions. College Deans shall not retain funding for discretionary use. Funds retained by the President shall be utilized, at the discretion of the President, to ensure that Unit 3 employees have the opportunity to receive PSSI awards based on their outstanding performance, rather than the number of Unit 3 employees within their department/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.
- 1.7 At all levels of evaluation, applicants shall be informed of their standing and be provided with a summary of the rationale for their standing recommendation.
- ### 2.0 Eligibility, Applications, and Nominations
- 2.1 All Unit 3 employees are eligible to submit an application for a PSSI award (see Appendix A - Application Form) or to be nominated by other faculty or academic administrators each year that the PSSI program is funded. (CBA --Article 31.19)

2.1.1 Applications/nominations for Department Chairs/Heads, and other supervisors of Unit 3 employees, who are contractually eligible to apply or be nominated, will be evaluated and recommended by their Dean.

2.1.2 Unit 3 employees who are being evaluated for a PSSI, either through nomination or application, cannot serve on any PSSI related evaluation committee which may evaluate said employee. ~~However, any Unit 3 employee may serve on a review committee, if their service is requested by another department/unit outside of their College/unit.~~

2.3 All applications/nominations must be submitted using the approved PSSI Application format (CBA -- Article 31.19; see Appendix A). The application is limited to 3 pages, however applicants/nominators may, without disrupting the order of the information presented, alter the space provided for any specific section. To facilitate the application process, Unit 3 employees may download the PSSI application form from \_\_\_\_\_ or obtain a electronic file from \_\_\_\_\_.

2.4 Evidence emphasized in support of an application or nomination will be the period since the employee's last PSSI award or for the 5 year period prior to the current application/nomination.

2.5 All applications/nominations and supporting documentation must be submitted in writing (all forms of electronic, photographic, and other media will be returned to the applicant and will not be considered).

### 3.0 Departmental Procedures and Criteria

3.1 Procedures used in evaluating applicants for PSSI awards are to be established by each department/unit and approved by the Dean, prior to submission of departmental/unit PSSI recommendations. Procedures used in evaluating applicants/nominees are to be consistent with approved promotion and retention procedures applied in RPT evaluations. (CBA -- Article 31.21) [WHO DECIDES CRITERIA FOR PCS and UCTE?]

3.2 Departments may elect to utilize a College level review board. In such cases, the department/unit would request that the Dean convene an elected College level review committee. The composition of said review committee should be consistent with current RPT regulations, but could include representation from departments/units outside of the College when requested by the department/unit being evaluated.

3.3 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 (CBA --Article 31.17).

3.4 Academic departments/units shall constitute the "highest level faculty review committee" with regard to PSSI applications/nominations and shall submit their recommendations to both the Dean of the College and the President of the University (CBA --Article 31.31). Departmental recommendations shall not exceed the anticipated funding level for the department.

3.4.1 Applicants/nominees shall be informed by their department PSSI committee as to their recommendation and number of steps for which they were recommended, along with a summary of their evaluation. Applicants may forward a one page rebuttal statement to the Dean to be included with their original PSSI application.

3.4.2 Applicants who, based on departmental ranking, receive positive recommendations, but for whom there is insufficient funding shall have their recommendation forwarded on a separate list for consideration by the Dean.

### 4.0 Dean's Review

4.1 The Dean of each College shall receive all PSSI recommendations from each department/unit within the College. After review of the recommendations, applications/nominations, and consultation with the Department Chairs/Heads each Dean will submit their PSSI recommendations to the President. The total



cost of all steps recommended by the Dean shall ~~be less than~~ **shall not exceed** the anticipated dollar allocation to the College.

**4.1.1 4.2** Applicants/nominees shall be informed of the Dean's recommendation and the number of steps for which the applicant/nominee was recommended. Furthermore, applicants/nominees shall receive a summary of the Dean's evaluation of their application/nomination. Applicants may forward a one page rebuttal statement to the President to be included with their original PSSI application.

**4.1.2** ~~Any a~~ Applicants/nominees who are recommended by the Dean, but for whom there is insufficient funding shall have their recommendation forwarded to the President on a separate list for consideration by the President.

## **5.0 President's Review**

**5.1** The President or designee shall review the applications/nominations, recommendations from the academic departments/units and College Deans which have been submitted for consideration. The President shall notify all applicants, within 30 academic working days, of the decision to grant or deny a PSSI award for outstanding or meritorious performance, along with a summary of their evaluation. Applicants granted a PSSI shall also be informed of the number of steps to be granted and the effective date of the award.

**5.2** Applicants who are recommended by their Dean and denied a PSSI award by the President shall have the right to request review of their application by the Peer Review Panel (see Section 7.0).

## **6.0 PSSI calendar and timeline**

**6.1** The specific timeline covering notification, application, evaluation, and Presidential awards shall be established by the Academic Senate each year that the PSSI program funded by the CSU system.

**6.1.1** Notification of all Unit 3 employees should occur within 30 days of the campus receiving notification of the funding approval.

**6.1.2** Application/nomination closure date shall be the end of the 4th week of the quarter in which the departmental review will take place.

**6.1.3** Department evaluations shall conclude and all recommendations shall be forwarded to the applicants, Dean, and President by the end of the 8th week of the quarter in which the departmental evaluation takes place. While the notification of the applicants must contain their specific recommendation, including number of steps for which they were recommended, each department/unit shall determine the extent of the information contained within the notification to the applicant (see section 3.1 above)

**6.1.4** The recommendations of the Dean shall be submitted to the President within 15 academic working days of the notification of the departmental recommendations.

**6.1.5** The President shall notify all applicants, within 30 academic working days of receiving the College/unit recommendations, of the decision to grant or deny a PSSI award for outstanding or meritorious performance.

## **7.0 Peer Review of PSSI denials**

**7.1** Applicants/nominees who have received a favorable recommendation from their ~~department or~~ College/unit PSSI Committee and who subsequently fail to receive a PSSI award shall be eligible to have ~~the increase~~ **denial their application** reviewed by ~~a the~~ University Peer Review Panel. The rebuttal letter will be a maximum of six pages, double-spaced, and ~~received by the appropriate date~~ **must be received within ten academic working days of the notification of denial.**

7.2 University Peer Review Panels will be ~~constituted~~ appointed by the Provost and Vice President for Academic Affairs in consultation with the Chair of the Academic Senate. ~~Members shall be~~ selected by lot from among all full-time tenured faculty who did not serve on that year's college/unit a PSSI committee, and who were not applicants/nominees for a PSSI award.

7.3 The University Peer Panel shall begin to review the specific Performance Salary Step denial within 14 days of its selection by lot. The Panel's review shall be limited to a reconsideration of the increase denial of the nominee, and the employer's written response to any allegations made by the affected employee. Except for presentations of the complainant and the administrator, the peer review will be made from the documents set forth in Section 32.39 of the MOU.

The proceeding above will not be open to the public and shall not be a hearing, per MOU 31.40.

No later than thirty (30) days after its selection, the University Peer Panel shall submit to the President and the complainant a written report of its findings and recommendations. All written materials considered by the University Peer Panel shall be forwarded to the President. When the Panel has complied with Section 31.41 of the MOU, it shall be discharged of its duties for any individual case.

7.4 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 her/his 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.

~~7.5 All requests for peer review must be submitted in writing to the Provost and Vice President for Academic Affairs no later than \_\_\_\_\_ of each year in which PSSIc are awarded.~~

## SAMPLE PSSI APPLICATION

Name of Applicant: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Last PSSI Award  
and Number of Steps: \_\_\_\_\_

### **TEACHING PERFORMANCE:** (limited to one page)

Applicants are encouraged to include discussion of their teaching philosophy and methods, contributions to curricular development, and efforts to implement innovative instruction.

(actual space used, up to the one page limit, to be determined by the applicant)

### **PROFESSIONAL DEVELOPMENT:** (limited to one page)

Please list your 3 most important accomplishments in the area of professional development. Applicants should include discussion of how their professional activities relate to their teaching function and the mission of the university.

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### **SERVICE TO THE UNIVERSITY:** (limited to one page)

Please list your 3 most important accomplishments in the area of service to the university community. Applicants should address how their service enhances and promotes the mission of the university.

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- 1.4 The effective date of all PSSIs awarded shall be ~~January 1 of each year that there are negotiated Performance Salary Step Increases. (CBA -- Article 31.28)~~ in accordance with the collective bargaining agreement.
- 1.5 There is no requirement to expend all funds dedicated to the PSSI program in any given fiscal year. Any portion of the funds not expended in any fiscal year shall automatically carry forward to the PSSI pool in the next fiscal year. In the event that the PSSI 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 Collective Bargaining Agreement (CBA, Unit 3, 1995-1998).
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- ~~7.5 All requests for peer review must be submitted in writing to the Provost and Vice President for Academic Affairs no later than \_\_\_\_\_ of each year in which PSSI's are awarded.~~

## SAMPLE PSSI APPLICATION

Name of Applicant: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Last PSSI Award  
and Number of Steps: \_\_\_\_\_

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Applicants are encouraged to include discussion of their teaching philosophy and methods, contributions to curricular development, and efforts to implement innovative instruction.

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Please list your 3 most important accomplishments in the area of professional development. Applicants should include discussion of how their professional activities relate to their teaching function and the mission of the university.

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From: DU067 --CALPOLY  
Date: 08 Jul 97 13:41:58 PDT

Date and time 07/08/97 13:41:52

From: <DU067 AT CALPOLY>  
To: "LABHARD, LEZLIE" <DI136 AT CALPOLY>,  
"HALE, THOMAS E." <DI248 AT CALPOLY>,  
"HANNINGS, DAVID" <DI735 AT CALPOLY>,  
"ZINGG, PAUL J." <DI764 AT CALPOLY>,  
"MARTINEZ JR., ME" <DI807 AT CALPOLY>,  
"LONG, BONNIE T." <DU002 AT CALPOLY>,  
"HARRIS, PAT" <DU450 AT CALPOLY>,  
"Morrobel-Sosa, Anny C." <amorrobe@oboe.aix.calpoly.edu>,  
"Lewis, George M." <glewis@oboe.aix.calpoly.edu>,  
<hal5390@aol.com>,  
"Cooper, Leslie F." <lcooper@oboe.aix.calpoly.edu>,  
"Fetzer, Philip L." <pfetzer@oboe.aix.calpoly.edu>,  
"Gooden Jr, Reginald H." <rgooden@oboe.aix.calpoly.edu>,  
"Lang, Robert J." <rlang@oboe.aix.calpoly.edu>,  
"Kersten, Timothy W." <tkersten@oboe.calpoly.edu>,  
"Swartz, Teresa A." <tswartz@oboe.aix.calpoly.edu>  
cc: "KENNEDY, EUEL W." <DI259 AT CALPOLY>,  
"DRUCKER, HOWARD" <DI460 AT CALPOLY> "DALTON, LINDA C."  
"WHITEFORD, MARY" <DU004 AT CALPOLY>,  
"ZUUR, THOMAS L." <DU011 AT CALPOLY>,  
"SUESS, MICHAEL H" <DU044 AT CALPOLY>,  
"BAKER, WARREN J." <DU099 AT CALPOLY>,  
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Subject: Uncl: MEETING OF JULY 16

From: Margaret Camuso  
Academic Senate, x1258

To: Academic Senate Executive Committee:

A summer meeting of the Academic Senate Executive Committee has been scheduled for JULY 16, 3-5PM, 38-114. The agenda is as follows:

1. Approve Academic Senate Calendar for 1997-98
2. Cornerstones due dates and drafting of Cal Poly's final response
3. Hosting of Merit Pay Task Force during fall quarter
4. Resolution on PSSI: Bob Brown's changes--editorial or substantive?

PLEASE EMAIL ME ASAP TO LET ME KNOW THAT YOU WILL/WILL NOT BE ABLE TO ATTEND THIS MEETING. Thank you, Margaret

E N D O F N O T E