

1995-96
ACADEMIC SENATE
California State University, Sacramento

AGENDA
Thursday, November 30, 1995
Forest Suite, University Union
2:30-4:30 p.m.

INFORMATION

1. Fall 1995 Schedule of Meetings (* = Tentative):
December 7, 14*

CONSENT CALENDAR

AS 95-74/Ex. COMMITTEE APPOINTMENTS--Senate

Faculty Policies Committee:

MIKI VOHRYZEK-BOLDEN, At-large, 1998 (repl. L. Takeuchi)

AS 95-75/Ex. COMMITTEE APPOINTMENTS--University

Academic Telecommunications Advisory Committee:

SUSAN SOLOMON, Faculty At-large, 1996

Campus Cooperative Education Advisory Committee:

MANFRED HOPFE, At-large, 1996

Diversity Awards Committee for:

LYNN COOPER, At-large, 1997

Lottery Fund Allocation Committee:

WILLIAM BUDGE, Library, 1997 (repl. W. Kristie)

Persons with Disabilities, Committee for:

DIANE STENHOUSE, Student Service Professional, 1996

Selection Advisory Committee, Director of Development for Athletics:

MARCUS MARSH, Faculty At-large

Student Economic Support, University Committee for:
PATRICIA ACKERMAN, H&HS, 1998

University Center Board:
LEE ANDERSON, At-large, 1998

REGULAR AGENDA

[Note: AS 95-76F was the motion on the floor when the Senate adjourned on November 16, 1995.]

AS 95-76F/Flr. PERFORMANCE SALARY STEP INCREASE--LEVELS OF REVIEW

The Academic Senate amends the "Performance Salary Step Increases: Proposal for Interim 1995-96 Policy" as forwarded by the Faculty Policies Committee, as follows:

Replace all of Section 5, parts of Section 6, and all of Section 7 by the simple statement that the process of evaluation for the PSSIs will take place through the existing channels of the UARTP policy. Eliminate all reference to the "SULRC" and the "ULRC" in the policy and replace them, respectively, with the *primary committee* and the *secondary committee*.

Change the language of the procedural aspects of Section 4.6 and Section 4.7 to replace the action of the department chair or supervisor with the primary review committee.

Persons on a primary or secondary committee applying for a PSSI must resign and be replaced.

Replace all references to "the application package" by the *personnel action file*.

[Note: AS 95-76D, AS 95-76E, and AS 95-76C were postponed on November 16, pending subsequent Senate action(s).]

AS 95-76D/Flr. PERFORMANCE SALARY STEP INCREASE--APPLICATION AND NOMINATION PROCESS

agreed

The Academic Senate endorses Section 4.0, Application and Nomination Process, of the "Performance Salary Step Increases: Proposal for Interim 1995-96 Policy" as amended.

AS 95-76E/Flr. PERFORMANCE SALARY STEP INCREASES--APPLICATION AND NOMINATION PROCESS

The Academic Senate approves deletion of Section 4.6 and 4.7 of the "Performance Salary Step Increases: Proposal for Interim 1995-96 Policy" as forwarded by the Faculty Policies Committee, i.e.:

Sub. 4.6 ~~Applicants shall provide the department chair or supervisor with the completed, original, signed application. The department chair or supervisor shall, based solely on the contents of the applicant's Personnel Action File, assess whether or not the individual is performing satisfactorily in all assigned duties. In those instances where the department chair is applying for a PSSI, the department shall elect a tenured faculty member from within the department to act on behalf of the chair in assessing the satisfactory or unsatisfactory performance of the applicants. The elected faculty member, however, cannot himself/herself be an applicant for a PSSI award. All such assessments of satisfactory or unsatisfactory performance shall be confidential and become a permanent part of the application package.~~

4.7 ~~The department chair, elected faculty member identified in provision 4.6 of this policy, or supervisor shall forward each application, with an assessment of satisfactory or unsatisfactory performance to the specified School or Unit Level Review Committee with a copy to the President or designee.~~

AS 95-76C/Flr. PERFORMANCE SALARY STEP INCREASE--APPLICATION AND NOMINATION PROCESS

The Academic Senate modifies subsection 4.6 of the "Performance Salary Step Increases: Proposal for Interim 1995-96 Policy" forwarded by the Faculty Policies Committee, as follows [strikeout = deletion; underscore = addition]:

Sub. 4.6 Applicants shall provide the department chair or supervisor with the completed, original, signed application. The department chair or supervisor shall, ~~based solely on the contents of the applicant's Personnel Action File, assess~~ certify whether or not the individual is performing satisfactorily in all ~~assigned duties~~ areas of responsibility. In those instances where the department chair is applying for a PSSI, the department shall elect a tenured faculty member from within the department to act on behalf of the chair in assessing the satisfactory or unsatisfactory performance of the applicants. The elected faculty member, however, cannot himself/herself be an applicant for a PSSI award. All such assessments of satisfactory or unsatisfactory performance shall be confidential and become a permanent part of the application package.

AS 95-76/Flr. PERFORMANCE SALARY STEP INCREASES: PROPOSAL FOR INTERIM
1995-96 POLICY

The Academic Senate recommends approval of the "Performance Salary Step Increases: Proposal for Interim 1995-96 Policy" as amended on November 16 and November 30, 1995.

Summary of Actions taken at November 16, 1995, Academic Senate meeting:

AS 95-76A/Flr. PERFORMANCE SALARY STEP INCREASE--BASIS FOR EVALUATION

The Academic Senate endorses Option 2 of subsection 3.1 of the "Performance Salary Step Increases: Proposal for Interim 1995-96 Policy" forwarded by the Faculty Policies Committee as the basis for evaluation for performance salary step increases, i.e.:

Option 2: "Applicants and nominees are expected to be performing satisfactorily in all assigned duties, and shall demonstrate meritorious or outstanding performance and/or having made a significant contribution(s) in teaching and learning, as well as in at least one (1) other area; professional accomplishments, and/or service which enhances the mission of the university."

Carried. {Note: Adoption of this option will require deletion of subsection 4.3.}

AS 95-76B /Flr. PERFORMANCE SALARY STEP INCREASE--BASIS FOR EVALUATION, CRITERIA

The Academic Senate endorses the criteria in the "Performance Salary Step Increases: Proposal for Interim 1995-96 Policy" forwarded by the Faculty Policies Committee (page 3, subsections 3.1A, B, and C), i.e.:

- A. **Teaching & learning** - To include but is not limited to meritorious or outstanding performance and/or contributions that has:
 - I) Enhanced the academic, intellectual and/or personal development of students to lead productive roles in society.
 - ii) Fostered within students the desire to pursue knowledge and develop tools for intellectual inquiry, and nurture a commitment to learning as a serious, lifelong endeavor.
 - iii) Improved the abilities and effectiveness of faculty as teachers and/or learners.

- B. **Professional accomplishments** - Meritorious or outstanding professional performance and/or professional contributions to one's discipline, profession and/or the university. To include but is not limited to:
 - I) Scholarship, research and/or creative activities that enhanced the body of knowledge in one's discipline and/or profession.
 - ii) Professional accomplishments that enhanced the teaching mission of the university and/or has enriched the learning community.

- C. **Service which enhances the mission of the university** - To include but is not limited to meritorious or outstanding performance and/or contributions that has helped to:

Summary of Actions taken at November 16, 1995, Academic Senate meeting:

2

- i) Develop a sense of community and intellectual excitement among students, faculty, staff and/or alumni.
- ii) Make the university a dynamic force that contributes significantly to the social, cultural and intellectual vitality of the region and/or to its economic success.
- iii) Establish interdisciplinary, collaborative partnerships between the university and the state capital community which enhances the teaching, scholarship and service of the university.
- iv) Develop a campus community whose diversity enriches the lives of all and whose members develop a strong sense of personal and community identity as well as mutual respect.
- v) Develop a culture of faculty leadership and/or university citizenship.

Carried.

AS 95-76C/Flr. PERFORMANCE SALARY STEP INCREASE--APPLICATION AND NOMINATION PROCESS

The Academic Senate modifies subsection 4.6 of the "Performance Salary Step Increases: Proposal for Interim 1995-96 Policy" forwarded by the Faculty Policies Committee, as follows [strikeout = deletion; underscore = addition]:

- 4.6 Applicants shall provide the department chair or supervisor with the completed, original, signed application. The department chair or supervisor shall, ~~based solely on the contents of the applicant's Personnel Action File, assess~~ certify whether or not the individual is performing satisfactorily in all ~~assigned duties~~ areas of responsibility. In those instances where the department chair is applying for a PSSI, the department shall elect a tenured faculty member from within the department to act on behalf of the chair in assessing the satisfactory or unsatisfactory performance of the applicants. The elected faculty member, however, cannot himself/herself be an applicant for a PSSI award. All such assessments of satisfactory or unsatisfactory performance shall be confidential and become a permanent part of the application package.

AS 95-76C.1/Flr. PERFORMANCE SALARY STEP INCREASE---APPLICATION AND NOMINATION PROCESS

The Academic Senate postpones action on AS 95-76C until the Senate has dealt with Section 4.0 as a whole.

Carried.

Summary of Actions taken at November 16, 1995, Academic Senate meeting:

3

AS 95-76D/Flr. PERFORMANCE SALARY STEP INCREASE--APPLICATION AND NOMINATION PROCESS

The Academic Senate endorses Section 4.0, Application and Nomination Process, of the "Performance Salary Step Increases: Proposal for Interim 1995-96 Policy" as amended.

AS 95-76D.1/Flr. PERFORMANCE SALARY STEP INCREASE--APPLICATION AND NOMINATION PROCESS

The Academic Senate modifies subsection 4.4 of the "Performance Salary Step Increases: Proposal for Interim 1995-96 Policy" as forwarded by the Faculty Policies Committee, as follows [strikeover = deletion; underscore = addition]:

- 4.4 Each application must stand on its own merit. As such, documentation that supports and/or provides evidence of the applicant's performance and/or contributions may be appended to the application form. Such additions shall not, however, exceed five pages in length ~~and shall become a permanent part of the application package.~~

and requests that some provision be included in the document (with the advice of the Office of Faculty and Staff Affairs) that would address the final disposition of all materials related to the PSSI process.

Carried.

AS 95-76E/Flr. PERFORMANCE SALARY STEP INCREASES--APPLICATION AND NOMINATION PROCESS

The Academic Senate approves deletion of Section 4.6 and 4.7 of the "Performance Salary Step Increases: Proposal for Interim 1995-96 Policy" as forwarded by the Faculty Policies Committee, i.e.:

- ~~4.6 Applicants shall provide the department chair or supervisor with the completed, original, signed application. The department chair or supervisor shall, based solely on the contents of the applicant's Personnel Action File, assess whether or not the individual is performing satisfactorily in all assigned duties. In those instances where the department chair is applying for a PSSI, the department shall elect a tenured faculty member from within the department to act on behalf of the chair in assessing the satisfactory or unsatisfactory performance of the applicants. The elected faculty member, however, cannot himself/herself be an applicant for a PSSI award. All such assessments of satisfactory or~~

~~unsatisfactory performance shall be confidential and become a permanent part of the application package.~~

~~4.7—The department chair, elected faculty member identified in provision 4.6 of this policy, or supervisor shall forward each application, with an assessment of satisfactory or unsatisfactory performance to the specified School or Unit Level Review Committee with a copy to the President or designee.~~

AS 95-76E.1/Flr. PERFORMANCE SALARY STEP INCREASE--APPLICATION AND NOMINATION PROCESS

The Academic Senate postpones action on AS 95-76E and refers Section 4.6 of the "Performance Salary Step Increases: Proposal for Interim 1995-96 Policy" for revision and further development based on resolution of the levels of review.

Carried.

[Note: The following motion was on the floor when the meeting adjourned.]

AS 95-76F/Flr. PERFORMANCE SALARY STEP INCREASE--LEVELS OF REVIEW

The Academic Senate amends the "Performance Salary Step Increases: Proposal for Interim 1995-96 Policy" as forwarded by the Faculty Policies Committee, as follows:

Replace all of Section 5, parts of Section 6, and all of Section 7 by the simple statement that the process of evaluation for the PSSIs will take place through the existing channels of the UARTP policy. Eliminate all reference to the "SULRC" and the "ULRC" in the policy and replace them, respectively, with the *primary committee* and the *secondary committee*.

Change the language of the procedural aspects of Section 4.6 and Section 4.7 to replace the action of the department chair or supervisor with the primary review committee.

Persons on a primary or secondary committee applying for a PSSI must resign and be replaced.

Replace all references to "the application package" by the *personnel action file*.



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-6036

ACADEMIC SENATE



MEMORANDUM

DATE: November 10, 1995

TO: Academic Senators

FROM: Sylvia Navari, Chair
Academic Senate
278-6593; FAX 278-5358

A handwritten signature in cursive script, appearing to read "Sylvia Navari".

SUBJECT: November 16 Senate Meeting (2:30-4:30 p.m., Forest Suite, UU)--Pay for Performance (Performance Salary Step Increase [PSSI])-- FINAL ACTION on INTERIM POLICY

The Faculty Policies Committee and their PSSI subgroup is to be commended for producing the final draft of the PSSI proposal--to be acted on at this meeting. The committee took all the comments and issues from the October 19 Senate meeting, discussed and debated them and heard further comments from faculty. The result is the attached proposal. Because much of the proposal is boilerplate/M.O.U. language, I draw your attention to the items discussed and debated at the October 19 meeting. While it is important that you read the entire document, I will summarize the results of the committee's work for each of the items we discussed on October 19.

NOTE: Faculty Policies was directed to develop operational criteria for the PSSI, regardless of the model used. It has done so. These criteria are to be found on page 3 of the proposal. I suggest you review these before proceeding. There are three separate criteria categories. Each criterion category has been operationally defined. The operational definitions in each criterion are not task specific. While resembling existing RTP categories, the PSSI criteria (categories and definitions) were developed in concert with what is believed to be the goals and objectives of all members of the CSUS faculty.

Now to the Summary Results of the proposal (parallels your Oct. 19 agenda):

1. Basis for Evaluation--The Model (pg 2)

Two options are presented for a vote:

a. Option 1: faculty apply for and demonstrate meritorious performance in one category only (and must be certified as satisfactory in regularly assigned duties)

OR

b. Option 2: faculty apply for and demonstrate meritorious performance in the category of Teaching & Learning, as well as in at least one of the other categories.

Faculty Policies is presenting two options as a result of the discussions that ensued post-October 19 in both the subgroup and the policies committee with regard to the purpose of PSSI and technical merits of different models.

2. Levels of Review (pg 5-8): levels are 2, school committee and university committee.
3. Period of Review (pg 4, 3.2): up to 3 years preceding submission of application.
4. Role of Chair (pg 4, 4.6): certifies by a "yes" or "no" that an applicant is performing satisfactorily in all assigned duties.
5. Required Vote of a committee: simple majority for both school and university committees.

The Senate meeting will commence at 2:30 on the question of the Models (there will not be an open forum). The ratification of the remainder of the document will have a time certain of "no later than 3:30." If you wish to propose substantive changes to any portion of the document I ask that you bring them in writing (65 copies).

Please be aware that the action you take at this meeting will constitute the PSSI policy for this year only. It is intended that the Faculty Policies Committee will monitor this first round/process (an e-mail account will be set up for faculty to send comments). In light of its findings and any comments, Faculty Policies will review, and revise if necessary, the Interim Policy and submit it back to the Senate for ratification and, most probably, a faculty referendum in preparation for Academic Year 1996-97.

See you on November 16.

SN:jlmm

Attachment

cc: Department Chairs (via e-mail)

PROPOSAL
Performance Salary Step Increases: Interim 1995/96 Policy
CSUS Faculty Policies Committee
November 9, 1995

- 1 **1.0 Performance Salary Step Increase (PSSI)**
2
- 3 1.1 The purpose of the PSSI is to recognize and reward faculty unit employees for their
4 outstanding or meritorious performance and/or contributions in the areas of teaching &
5 learning, professional accomplishments, and/or service that enhances the mission of the
6 university.
7
- 8 1.2 All applications for PSSIs shall be reviewed by an appropriate campus committee(s) of
9 tenured faculty unit employees, and academic administrators and/or the President (Ref:
10 Provision 31.22, MOU).
11
- 12 1.3 The recognition of outstanding or meritorious performance and/or contributions of a
13 faculty unit employee shall be in the form of a permanent increase to the base salary of
14 the individual, in one or more steps on the applicable salary schedule for that faculty unit
15 employee. However, no faculty unit employee shall be awarded or receive more than
16 four (4) PSSIs during the academic year 1995/96 award period or more than five (5)
17 PSSIs in any subsequent year in which the PSSI has been negotiated (Ref: Provision
18 31.19, MOU).
19
- 20 1.4 The effective date of all PSSI shall be January 1 of each year that there are negotiated
21 PSSIs (Ref: Provision 31.29, MOU).
22
- 23 1.5 There is no requirement to expend all funds dedicated to the PSSI program in any given
24 fiscal year. Any portion of the funds not expended in any fiscal year shall automatically
25 carry forward to the PSSI pool in the next fiscal year. In the event that the PSSI program
26 is eliminated in the future, all accumulated funds in the PSSI pool shall be used for the
27 professional development opportunities identified in Provision 25.1 of the MOU (Ref:
28 Provision 31.34, MOU).
29
- 30 1.6 The decision to grant or deny a PSSI shall not be considered during deliberations
31 regarding the granting of reappointment, promotion or tenure. This shall not preclude the
32 consideration of any facts during RTP deliberations which are also considered during the
33 PSSI deliberations (Ref: Provision 31.36, MOU).
34

35 1.7 The decision to grant or deny an increase for meritorious performance and/or
36 contributions, and the number of steps to be granted, shall not be subject to the grievance
37 procedure as provided in Article 10 of the MOU (Ref: Provision 31.29, MOU).
38

39 1.8 For each year in which PSSI awards are made, the President or designee shall prepare a
40 report listing by schools and units identified in provision 5.1 of this policy, the number of
41 faculty that submitted an application for a PSSI award, the number of faculty units
42 receiving PSSIs, and a frequency of the number of steps awarded, i.e., number of faculty
43 receiving one (1), two (2), three (3), four (4) and five (5) step increases. In addition, the
44 report shall identify the total number of applicants that received a positive
45 recommendation by the University Level Review Committee, and the number of
46 applicants from within this group that received a PSSI award. This report shall be
47 maintained for a period of five (5) years, and shall be readily available for public review.
48

49 **2.0 Eligibility**

50
51 2.1 All Faculty Unit employees defined in Article 2 of the MOU who apply or are nominated
52 by another faculty unit employee or academic administrator are eligible for a PSSI
53 (Provision 31.20, MOU).
54

55 2.2 To be considered for a PSSI, an application or nomination must be submitted in
56 accordance with the procedures and format prescribed by the President or designee (Ref:
57 Provision 31.20, MOU).
58

59 **3.0 Basis for Evaluation**

60
61 3.1 **Option 1:** Applicants and nominees are expected to be performing satisfactorily in all
62 assigned duties, and shall demonstrate meritorious or outstanding performance and/or
63 having made a significant contribution(s) in one (1) of the following areas: teaching &
64 learning, professional accomplishments, or service which enhances the mission of the
65 university.

66 **OR**

67
68 **Option 2:** Applicants and nominees are expected to be performing satisfactorily in all
69 assigned duties, and shall demonstrate meritorious or outstanding performance and/or
70 having made a significant contribution(s) in teaching & learning, as well as in at least one
71 (1) other area; professional accomplishments, and/or service which enhances the mission
72 of the university.
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- A. **Teaching & learning** - To include but is not limited to meritorious or outstanding performance and/or contributions that has:
 - i) Enhanced the academic, intellectual and/or personal development of students to lead productive roles in society.
 - ii) Fostered within students the desire to pursue knowledge and develop tools for intellectual inquiry, and nurture a commitment to learning as a serious, lifelong endeavor.
 - iii) Improved the abilities and effectiveness of faculty as teachers and/or learners.

- B. **Professional accomplishments** - Meritorious or outstanding professional performance and/or professional contributions to one's discipline, profession and/or the university. To include but is not limited to:
 - i) Scholarship, research and/or creative activities that enhanced the body of knowledge in one's discipline and/or profession.
 - ii) Professional accomplishments that enhanced the teaching mission of the university and/or has enriched the learning community.

- C. **Service which enhances the mission of the university** - To include but is not limited to meritorious or outstanding performance and/or contributions that has helped to:
 - i) Develop a sense of community and intellectual excitement among students, faculty, staff and/or alumni.
 - ii) Make the university a dynamic force that contributes significantly to the social, cultural and intellectual vitality of the region and/or to its economic success.
 - iii) Establish interdisciplinary, collaborative partnerships between the university and the state capital community which enhances the teaching, scholarship and service of the university.
 - iv) Develop a campus community whose diversity enriches the lives of all and whose members develop a strong sense of personal and community identity as well as mutual respect.
 - v) Develop a culture of faculty leadership and/or university citizenship.

115 3.2 The period of consideration shall be up to the three years immediately preceding
116 submission of the application or nomination, or since the time of appointment to CSUS.
117

118 3.3 An applicant or nominee receiving a PSSI award for outstanding or meritorious
119 performance and/or contributions may not receive a future PSSI award based on prior
120 PSSI recognized and rewarded achievement(s).
121

122 4.0 Application and Nomination Process

123
124 4.1 All nominations must be signed and delivered to the nominee. It is the responsibility of
125 the nominee, however, to prepare and submit an application for a PSSI award.
126

127 4.2 Unless specific reference is made to such, hereafter, the term "application" shall include
128 to mean "nomination," and "applicant" shall include to mean "nominee."
129

130 4.3 An eligible faculty unit employee may apply for a PSSI award in more than one
131 performance/contribution area in each year the PSSI has been negotiated. In such cases, a
132 separate application must be submitted for each performance/contribution area applied
133 for. (Cross reference Option 1, provision 3.1).
134

135 4.4 Each application must stand on its own merit. As such, documentation that supports
136 and/or provides evidence of the applicant's performance and/or contributions may be
137 appended to the application form. Such additions shall not, however, exceed five pages
138 in length, and shall become a permanent part of the application package.
139

140 4.5 At the written request of a faculty review committee, an applicant shall provide additional
141 evidence that supports or clarifies statements contained in the narrative section of his/her
142 application, e.g., citations, nominations, letters, publications, and/or similar information
143 specifically referenced in the application.
144

145 4.6 Applicants shall provide the department chair or supervisor with the completed, original,
146 signed application. The department chair or supervisor shall, based solely on the contents
147 of the applicant's Personnel Action File, assess whether or not the individual is
148 performing satisfactorily in all assigned duties. In those instances where the department
149 chair is applying for a PSSI, the department shall elect a tenured faculty member from
150 within the department to act on behalf of the chair in assessing the satisfactory or
151 unsatisfactory performance of the applicants. The elected faculty member, however,
152 cannot himself/herself be an applicant for a PSSI award. All such assessments of
153 satisfactory or unsatisfactory performance shall be confidential and become a permanent
154 part of the application package.
155

- 156 4.7 The department chair, elected faculty member identified in provision 4.6 of this policy, or
157 supervisor shall forward each application, with an assessment of satisfactory or
158 unsatisfactory performance to the specified School or Unit Level Review Committee with
159 a copy to the President or designee.
160
- 161 **5.0 School or Unit Level Review Committee (SULRC)**
162
- 163 5.1 Applicants shall designate one (1) of the following SULRCs to review his/her
164 application:
165
- 166 A. School of Arts & Sciences:
167
168 Sciences and Mathematics SULRC.
169 Social Sciences SULRC.
170 Humanities and Fine Arts SULRC.
171
- 172 B. School of Business Administration SULRC.
173
- 174 C. School of Education SULRC.
175
- 176 D. School of Engineering & Computer Science SULRC.
177
- 178 E. School of Health & Human Services SULRC.
179
- 180 F. Library SULRC.
181
- 182 G. Counseling SULRC.
183
- 184 H. Athletics SULRC
185
- 186 5.2 Each SULRC corresponding to a school/unit level identified in provision 5.1 of this
187 policy, shall consist of at least three elected tenured faculty from that school/unit. If there
188 is an insufficient number of tenured faculty unit employees available within a school/unit
189 to constitute a SULRC, the school/unit faculty may elect tenured faculty from other
190 schools/units to form or complete such a committee (Ref: Provision 31.27, MOU). No
191 department or equivalent entity shall, however, constitute a majority on any SULRC
192 except in those cases where this requirement would result in a committee of fewer than
193 three faculty. Beyond these stipulations, the school/unit faculty or appropriate faculty
194 governance body shall determine the method of election, number, composition of their
195 SULRC.

- 196 5.3 An applicant for a PSSI award shall not serve on any SULRC. Members elected to each
197 SULRC shall serve a one year term. This term limit, however, does not preclude the
198 reelection of a faculty member to a newly constituted SULRC in subsequent years.
199
- 200 **6.0 School or Unit Level Review**
201
- 202 6.1 The faculty receiving the greatest number of votes to each SULRC shall convene the first
203 meeting of the committee at which time the first order of business shall be to elect a chair.
204
- 205 6.2 Each SULRC shall review, categorize all applications using the criteria and standards
206 consistent with provisions 3.1 through 3.3 of this policy.
207
- 208 6.3 The members of a SULRC may request an applicant to provide additional information
209 that directly supports and/or corroborates statements specifically made or referred to in
210 the narrative section of an application.
211
- 212 6.4 The recommendations of a SULRC shall be made in accordance with the following
213 process and procedures. First, each application shall be placed in one of two major
214 categories: "Recommended" and "Not Recommended." Those application assigned to
215 the "Recommended" category shall then be reassigned to one of three sub-categories:
216 "Very Highly Recommended," "Highly Recommended," or "Recommended." The
217 recommendation to assign an application to a particular category must be supported by a
218 simple majority vote. Finally, for those applications assigned to any one of the three
219 "Recommended" sub-categories the SULRC shall include in its recommendation the
220 number of steps to be awarded (Ref: Provision 31.26 and 31.28, MOU).
221
- 222 6.5 The SULRCs shall forward all applications, any and all operational criteria and standards
223 developed and used to evaluate the applications, a well as its recommendation on each
224 application to the University Level Review Committee (Ref: Provision 31.25, MOU).
225
- 226 6.6 The SULRCs shall inform all applicants of their recommendations no later than ten
227 working (10) days after its recommendations have been forwarded to the University
228 Level Review Committee. Upon receiving a request from an applicant, a SULRC shall
229 inform the applicant of the reasons for its recommendations.
230
- 231 6.7 All deliberations and discussions relating to the review and recommendation of a specific
232 application shall be confidential.
233
- 234 6.8 In the event that a SULRC fails to meet the established deadline for completing its
235 recommendation, then all application shall be automatically forwarded, without
236 recommendation, to the University Level Review Committee (Ref: Provision 31.26,
237 MOU).

- 238 **7.0 University Level Review Committee (ULRC)**
239
- 240 7.1 The ULRC is the “highest level faculty review committee” in that it shall be the last
241 faculty review committee that makes its recommendation to the President or designee
242 (Ref: 31.32, MOU).
243
- 244 7.2 The ULRC shall consist of one tenured faculty member elected by the faculty of each
245 school/unit identified in provision 5.1 of this policy. The elected faculty member cannot,
246 however, serve on both the ULRC and a SULRC during the same review cycle.
247
- 248 7.3 The faculty of each school/unit or appropriate faculty governance body shall determine
249 the method of electing a school/unit faculty member to serve on the ULRC. Each
250 school/unit will notify the results of its election to the President or designee.
251
- 252 7.4 An applicant for a PSSI award shall not serve as a member of the ULRC. Each member
253 of the ULRC shall serve a one year term. This term limit, however, does not preclude the
254 reelection of a faculty member to a newly constituted ULRC in subsequent years.
255
- 256 **8.0 University Level Review**
257
- 258 8.1 The President or designee shall call the first meeting of the ULRC during which the first
259 order of business shall be to elect a chair.
260
- 261 8.2 The ULRC shall review each application using the criteria and standards consistent with
262 provisions 3.1 through 3.3 of this policy. Further, the ULRC shall consider in its
263 deliberations the recommendations of the SULRCs.
264
- 265 8.3 The members of the ULRC may request an applicant to provide additional information
266 that directly supports and/or corroborates statements specifically made or referred to in
267 the narrative section of an application.
268
- 269 8.4 The recommendations of the ULRC shall be made in accordance with the following
270 process and procedures. First, each application shall be placed in one of two major
271 categories: “Recommended” and “Not Recommended.” Those application assigned to
272 the “Recommended” category shall then be reassigned to one of three sub-categories:
273 “Very Highly Recommended,” “Highly Recommended,” or “Recommended.” The
274 recommendation to assign an application to a particular category must be supported by a
275 simple majority vote. Finally, for those applications assigned to any one of the three
276 “Recommended” sub-categories the ULRC shall include in its recommendation the
277 number of steps to be awarded (Ref: Provision 31.26 and 31.28, MOU).

- 278 8.5 The ULRC shall forward all applications, any and all operational criteria and standards
279 developed and used to evaluate the applications, its reasons, if applicable, for deviating
280 from the recommendations of the SULRCs, as well as its recommendation on each
281 application to the President or designee.
282
- 283 8.6 The recommendation of the ULRC shall be forward to the President or designee no later
284 than March 15, 1996, and no later than December 1 of each year which negotiated PSSIs
285 are awarded in the future. Failure to meet these deadlines shall automatically result in the
286 forwarding of all applications without recommendation and all materials received from
287 the SULRCs to the President or designee for his/her award of PSSIs (Ref: Provision
288 31.26 and 31.28, MOU).
289
- 290 8.7 The ULRC shall inform all applicants of their recommendations no later than ten (10)
291 working days after its recommendations have been forwarded to the President or
292 designee. Upon receiving a request from an applicant, the SULRC shall inform the
293 applicant of the reasons for its recommendations.
294
- 295 8.8 All deliberations and discussions relating to the review and recommendation of a specific
296 application shall be confidential.
297
- 298 **9.0 Review by Academic Administrators and/or the President or Designee**
299
- 300 9.1 The President may elect to have academic administrators review the applications
301 submitted for a PSSSI award (Ref: Provision 31.22, MOU). If so elected, the Academic
302 Senate shall be informed of the procedure governing the review process conducted by
303 academic administrators.
304
- 305 9.2 The President or designee shall review all of the applications which have been submitted,
306 and select the recipients of the increases from among this candidate pool by April 1,
307 1996, and no later than January 1 of each year in which negotiated PSSIs are awarded in
308 the future. The President or designee shall determine the appropriate number of steps to
309 be granted, consistent with the limitations provided in provision 1.3 of this policy (Ref:
310 Provision 31.29, MOU).
311
- 312 **10.0 Special Provisions Governing PSSSI Awards**
313
- 314 10.1 At least fifty percent (50%) of the candidates receiving a PSSSI must have received a
315 positive recommendation from the ULRC provided that (Ref: Provision 31.30, MOU):
316
- 317 A. The ULRC makes a positive recommendation for enough candidates to fully expend
318 the pool for PSSIs in that fiscal year, and
319

- 320 B. The ULRC meets the time requirement for the review and recommendation of all
321 candidates to the President by the date specified in provision 8.5 of this policy.
322
- 323 10.2 If the ULRC submits fewer than the minimum number of positive recommendations
324 needed to expend fully the pool for PSSIs in any fiscal year, then the percentage of
325 candidates receiving a PSSI that must also have received a positive recommendation from
326 the ULRC shall be reduced proportionately from fifty percent (50%). The percentage of
327 candidates receiving a PSSI and with a positive recommendation from the ULRC must be
328 at least fifty (50%) of the number of positive recommendations received divided by the
329 minimum number of recommendations required (Ref: Provision 31.31, MOU).
330
- 331 **11.0 Peer Review of Salary Step Denials**
332
- 333 11.1 A candidate who has received a favorable recommendation from the ULRC and who
334 subsequently fails to receive a PSSI, shall be eligible to have the increase denial reviewed
335 by a University Peer Review Panel (UPRP) constituted for that purpose. The UPRP shall
336 be the sole forum for any reconsideration of any denial of a PSSI (Ref: Provision 31.37,
337 MOU).
338
- 339 11.2 A separate UPRP shall be constituted for each request for reconsideration (Ref:
340 Provision 31.39, MOU).
341
- 342 11.3 Each UPRP shall consist of three (3) voting members and one (1) alternate. All members
343 of each panel shall be selected by lot from among the pool of all full-time tenured faculty
344 excluding those (Ref: Provision 31.39, MOU):
345
- 346 A. Serving on the SULRC that reviewed the application under reconsideration or ULRC
347 during the current PSSI review/award cycle.
348
- 349 B. Having submitted or intending to submit a request of reconsideration of a denial of a
350 PSSI during the current review/reward cycle (Ref: Provision 31.38, MOU).
351
- 352 11.4 All requests for reconsideration by a UPRP must be submitted in writing to the President
353 or designee no later than April 15, 1996, and no later than January 15 of each year in
354 which negotiated PSSIs are awarded in the future (Ref: Provision 31.37, MOU).
355
- 356 11.5 Each UPRP shall begin to review the specific PSSI denial within fourteen (14) day of its
357 selection by lot. The panel's review shall be limited to a reconsideration of the increase
358 denial of the nominee; and the Employer's written response to any allegations made by
359 the affected faculty employee. Except for presentations of the complainant and if so
360 elected, by that of an administrator, the peer review shall be made from the documents
361 identified in provisions 6.5, 8.5 and 9.1 of this policy (Ref: Provision 31.40, MOU).

- 362 11.6 The proceedings of each UPRP shall not be open to the public and shall not be a hearing
363 (Ref: Provision 31.41, MOU).
364
- 365 11.7 No later than thirty (30) days after its selection, a UPRP shall submit to the President and
366 complainant a written report of its findings and recommendations. All written materials
367 considered by the panel shall be forwarded to the President. The panel shall be
368 automatically disbanded upon the completion of its duties as identified in this section
369 (Ref: Provision 31.42, MOU).
370
- 371 11.8 The President shall consider the UPRP's recommendations and all forwarded materials
372 and, no later than fourteen (14) days after receipt of the panel's report, notify the affected
373 employee and the members of the panel of his/her final decision, including the reasons
374 therefor. Notification to the faculty employee of the President's decision concludes the
375 peer review procedure and such decision shall not be reviewable in any forum (Ref:
376 Provision 31.43, MOU).

11/30/95

Barrera/Alcega

SUBSTITUTE MOTION FOR CLEVELAND MOTION

(1) Amend provisions of sections 5.0 and 6.0 as shown in the attached text to provide for a **Department Level Committee (DLRC)** rather than a School or Unit Level Review Committee (SULRC), and delete all references in other sections to a SULRC.

(2) Retain a University Level Review Committee (ULRC) whose membership shall consist of ten elected voting members, one from each of the following electing units: Natural Science and Mathematics, Social Sciences, Humanities and Fine Arts , School of Business Administration, School of Education, School of Engineering and Computer Sciences, School of Health and Human Services, Library, Counseling, and Athletics. Amend section 7.2 as shown in the attached text to identify the electing units and delete references to section 5.1 and a SULRC.

(3) Retain section 8.0 on University Level Review, but amend section 8.1 to provide that the ULRC be convened by the Chair of the Academic Senate rather than the President or designee, and substitute DLRC for SULRC in 8.5, 8.6, and 8.7 .

(4) Amend section 4.6 to assign responsibility for assessing satisfactory performance in all areas of responsibility to a Department Level Review Committee (DLRC) rather than the Department Chair; include language in 4.6 as shown in the attached text to refer to provisions of the M.O.U. that define areas of responsibility, and include language in 4.6 to provide the DLRC access to the applicants Personnel Action File for use in assessing whether the applicant's performance in all areas of responsibility is satisfactory. Delete section 4.7.

(5) Add a new section 11.9 to provide for a permanent record of actions pertaining to review of salary step denials.

(6) Add a new section 12.0 to provide for the final placement of the PSSI application package and copies of all written evaluations, recommendations, and actions pertaining to the application in the individuals personnel action file.

Attachment

A

Levels of review

B

C

Edited text sections 4-10 showing proposed deletions (strikeout) and additions (bold italics) resulting from the Barrena substitute amendment. Also shown are sections deleted (redlined) or added (underline) by previous actions.

4.0 Application and Nomination Process

- 4.1 All nominations must be signed and delivered to the nominee. It is the responsibility of the nominee, however, to prepare and submit an application for a PSSI award.
- 4.2 Unless specific reference is made to such, hereafter, the term "application" shall include to mean "nomination," and "applicant" shall include to mean "nominee."
- 4.3 An eligible faculty unit employee may apply for a PSSI award in more than one performance/contribution area in each year the PSSI has been negotiated. In such cases, a separate application must be submitted for each performance/contribution area applied for. (Cross reference: Option 1, provision 3.1.)
- 4.4 Each application must stand on its own merit. As such, documentation that supports and/or provides evidence of the applicant's performance and/or contributions may be appended to the application form. Such additions shall not, however, exceed five pages in length and shall become a permanent part of the application package.
- 4.5 At the written request of a faculty review committee, an applicant shall provide additional evidence that supports or clarifies statements contained in the narrative section of his/her application, e.g., citations, nominations, letters, publications, and/or similar information specifically referenced in the application.

- 4.6 Applicants shall provide the department chair or supervisor with the completed, original, signed application. The department chair or supervisor shall forward the application to the Department Level Review Committee (defined in section 5.0). The Department Level Review Committee (DLRC) shall, based solely on the contents of the applicant's Personnel Action File; assess whether or not the individual is performing satisfactorily in all assigned duties areas of responsibility as defined in M.O.U. Article 20. For the purpose of conducting this assessment, the DLRC may review the individual's personnel action file. In those instances where the department chair is applying for a PSSI, the department shall elect a tenured faculty member from within the department to act on behalf of the chair in assessing the satisfactory or unsatisfactory performance of the applicants. The elected faculty member, however, cannot himself/herself be an applicant for a PSSI award. The DLRC shall indicate, in writing, whether or not the individual's performance in all areas of responsibility is satisfactory and shall provide written justification for its assessment. The DLRC's written assessment shall become part of the application package. All such assessments of satisfactory or unsatisfactory performance shall be confidential and become a permanent part of the application package.

biased solely on the award criteria in the PAF.

4.7 The department chair, elected faculty member identified in provision 4.6 of this policy, or supervisor shall forward each application, with an assessment of satisfactory or unsatisfactory performance to the specified School or Unit Level Review Committee with a copy to the President or designee.

5.0 School or Unit Department Level Review Committee (SUDLRC)

5.1 Applicants shall designate one (1) of the following SUDLRCs to review his/her application:

- A. School of Arts & Sciences
- Sciences and Mathematics SUDLRC
- Social Sciences SUDLRC
- Humanities and Fine Arts SUDLRC
- B. School of Business Administration SUDLRC
- C. School of Education SUDLRC
- D. School of Engineering & Computer Science SUDLRC
- E. School of Health & Human Services SUDLRC
- F. Library SUDLRC
- G. Counseling SUDLRC
- H. Athletics SUDLRC

5.1 Full-time faculty unit in each academic department/program shall establish a Department Level Review Committee (DLRC). Full-time faculty unit employees with appointments as librarians, coaches, or counselors shall establish comparable Department Level Review Committees for peer review of PSSI applications from individual's holding appointments in these classifications by individuals with appointments in the same classifications.

5.2 Each SUDLRC corresponding to a school/unit level identified in provision 5.1 of this policy, shall consist of at least three elected tenured faculty from that school/department/unit. An applicant for a PSSI may not serve as a member of any DLRC during the year of application. If there is an insufficient number of tenured faculty unit employees available within a school/department/unit to constitute a SUDLRC, the school/department/unit faculty may elect tenured faculty from other school/department/unit(s) to form or complete such a committee (Ref: Provision 3.1.27, MOU). No department or equivalent entity shall, however, constitute a majority on any

~~SULRC except in those cases where this requirement would result in a committee of fewer than three faculty. Beyond these stipulations, the school department/unit faculty or appropriate faculty governance body shall determine the method of election, number, composition, and terms of their SULRC.~~

~~5.3 An applicant for a PSSI award shall not serve on any SULRC. Members elected to each SULRC shall serve a one-year term. This term limit, however, does not preclude the reelection of a faculty member to a newly constituted SULRC in subsequent years.~~

6.0 School or Unit Department Level Review

6.1 ~~The faculty receiving the greatest number of votes to each SULRC shall convene the first meeting of the committee at which time the first order of business at the first meeting of each DLRC shall be to elect a chair.~~

6.2 *Prior to consideration of the merits of each application for a PSSI, the DLRC shall, in conformance with section 4.6 of this policy, assess whether each applicant's performance in all areas of responsibility is satisfactory.*

6.23 Each SULRC shall review, categorize all and assess the merit of each applications using the criteria and standards consistent specified in with provisions 3.1 through 3.3 of this policy.

6.34 The members of a SULRC may request an applicant to provide additional information that directly supports and/or corroborates statements specifically made or referred to in the narrative section of an application.

6.45 The recommendations of a SULRC shall be made in accordance with the following process and procedures. First, each application shall be placed in one of two major categories: "Recommended" and "Not Recommended." Those application assigned to the "Recommended" category shall then be reassigned to one of three sub-categories: "Very Highly Recommended," "Highly Recommended," or "Recommended." The recommendation to assign an application to a particular category must be supported by a simple majority vote. Finally, for those applications assigned to any one of the three "Recommended" sub-categories the SULRC shall include in its recommendation the number of steps to be awarded (Ref: Provision 31.26 and 31.28, MOU).

6.56 The SULRCs shall forward all applications, any and all operational criteria and standards developed and used to evaluate the applications, its written assessment of the individual's performance in all areas of responsibility, and as well as its PSSI recommendation on each application to the University Level Review Committee (Ref: Provision 31.25, MOU).

6.67 The SULRCs shall inform all applicants of their recommendations no later than ten working (10) days after its recommendations have been forwarded to the University

Level Review Committee. Upon receiving a request from an applicant, a SULRC shall inform the applicant of the reasons for its recommendations.

6.78 All deliberations and discussions relating to the review and recommendation of a specific application shall be confidential. All written recommendations shall become part of the application package.

6.89 In the event that a SULRC fails to meet the established deadline for completing its recommendation, then all application shall be automatically forwarded, without recommendation, to the University Level Review Committee (Ref: Provision 31.26, MOU).

7.0 University Level Review Committee (ULRC)

7.1 The ULRC is the "highest level faculty review committee" in that it shall be the last faculty review committee that makes its recommendation to the President or designee (Ref: 31.32, MOU).

7.2 The ULRC shall consist of a total of ten (10) elected one-tenured faculty members elected by the full-time faculty of each of the following electing units: school/unit identified in provision 5.1 of this policy. The elected faculty member cannot, however, serve on both the ULRC and a SULRC during the same review cycle.

Natural Science and Mathematics
Social Sciences

Humanities and Fine Arts

School of Education

School of Engineering and Computer Science

School of Health and Human Services

School of Business Administration

Library Faculty Electing Unit

Coaching Faculty Electing Unit

Counseling Faculty Electing Unit

7.3 The faculty of each school/unit or appropriate faculty governance body shall determine the method of electing a school/unit faculty member to serve on the ULRC. Each school/unit will notify the results of its election to the President or designee and the Academic Senate Chair.

7.4 An applicant for a PSSI award shall not serve as a member of the ULRC. Faculty serving on DLRC's may not serve on the ULRC. Each member of the ULRC shall serve a one year term. This term limit, however, does not preclude the reelection of a faculty member to a newly constituted ULRC in subsequent years.

8.0 University Level Review

8.1 The President or designee Academic Senate Chair shall call the first meeting of the ULRC during which the first order of business shall be to elect a chair.

8.1A *agreed*
8.2 The ULRC shall review each application using the criteria and standards consistent with provisions 3.1 through 3.3 of this policy. Further, the ULRC shall consider in its deliberations the recommendations of the S/DLRCs.
similar to 4.6, but ULRC

8.3 The members of the ULRC may request an applicant to provide additional information that directly supports and/or corroborates statements specifically made or referred to in the narrative section of an application.

8.4 The recommendations of the ULRC shall be made in accordance with the following process and procedures. First, each application shall be placed in one of two major categories: "Recommended" and "Not Recommended." Those application assigned to the "Recommended" category shall then be reassigned to one of three sub-categories: "Very Highly Recommended," "Highly Recommended," or "Recommended." The recommendation to assign an application to a particular category must be supported by a simple majority vote. Finally, for those applications assigned to any one of the three "Recommended" sub-categories the ULRC shall include in its recommendation the number of steps to be awarded (Ref: Provision 31.26 and 31.28, MOU).

8.5 The ULRC shall forward all applications, any and all operational criteria and standards developed and used to evaluate the applications, its reasons, if applicable, for deviating from the recommendations of the S/DLRCs, as well as its recommendation on each application to the President or designee.

8.6 The recommendation of the ULRC shall be forward to the President or designee no later than March 15, 1996, and no later than December 1 of each year which negotiated PSSIs are awarded in the future. Failure to meet these deadlines shall automatically result in the forwarding of all applications without recommendation and all materials received from the S/DLRCs to the President or designee for his/her award of PSSIs (Ref: Provision 31.26 and 31.28, MOU).

8.7 The ULRC shall inform all applicants of their recommendations no later than ten (10) working days after its recommendations have been forwarded to the President or designee. Upon receiving a request from an applicant, the S/DLRC shall inform the applicant of the reasons for its recommendations.

8.8 All deliberations and discussions relating to the review and recommendation of a specific application shall be confidential. *All written recommendations shall become part of the application package.*

9.0 Review by Academic Administrators and/or the President or Designee

9.1 The President may elect to have academic administrators review the applications submitted for a PSSII award (Ref: Provision 31.22, MOU). If so elected, the Academic

Senate shall be informed of the procedure governing the review process conducted by academic administrators.

9.2 The President or designee shall review all of the applications 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. The President or designee shall determine the appropriate number of steps to be granted, consistent with the limitations provided in provision 1.3 of this policy (Ref: Provision 31.29, MOU).

10.0 Special Provisions Governing PSSII Awards

10.1 At least fifty percent (50%) of the candidates receiving a PSSII must have received a positive recommendation from the ULRC provided that (Ref: Provision 31.30, MOU):

- A. The ULRC makes a positive recommendation for enough candidates to fully expend the pool for PSSIs in that fiscal year, and
- B. The ULRC meets the time requirement for the review and recommendation of all candidates to the President by the date specified in provision 8.5 of this policy.

10.2 If the ULRC submits 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 PSSII that must also have received a positive recommendation from the ULRC shall be reduced proportionately from fifty percent (50%). The percentage of candidates receiving a PSSII and with a positive recommendation from the ULRC must be at least fifty (50%) of the number of positive recommendations received divided by the minimum number of recommendations required (Ref: Provision 31.31, MOU).

11.0 Peer Review of Salary Step Denials

Add a new 11.9 and a new section 12.0

11.9 *All written materials pertaining to the review of salary step denials including a written record of the President's final decision shall become part of the application package.*

12.0 Final Disposition of All Documents Pertaining to PSSII Applications

At the conclusion of a PSSII cycle, all documents pertaining to an individual's PSSII application (referred to as an application package) which shall include: letter(s) of nomination, if any; the individual's application; the DLRC's assessment of performance and PSSII recommendation; the ULRC's PSSII recommendation; the President's action on the PSSII recommendation; and all written materials, if any, pertaining to a review of salary step denials shall be: 1) for those applicants awarded a PSSII: returned to the administrative custodian of the applicant's Personnel Action File (PAF) for inclusion in the PAF, or 2) for those applicants not awarded a PSSII: returned to the applicant.

11.3 *ULRC*

November 15, 1995

Richard Cleveland
11/15/95

Proposed Amendment:

Replace all of §5, parts of §6, and all of §7 by the simple statement that the process of evaluation for the PSSIs will take place through the existing channels of the UARTP policy. Eliminate all reference to the "SULRC" and the "ULRC" in the policy and replace them, respectively, with the *primary committee* and the *secondary committee*.

Change the language of the procedural aspects of §4.6 and §4.7 to replace the action of the department chair or supervisor with the primary review committee.

Persons on a primary or secondary committee applying for a PSSI must resign and be replaced.

Replace all references to "the application package" by the *personnel action file*.

Richard Cleveland, Mathematics