

1996-97 ACADEMIC SENATE

OF

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Minutes
May 8, 1997

Issue #14

ROLL CALL

Present: Alexander, Barrena (Parliamentarian), Canton, Cleveland, Doolittle, Dundon, Fitzgerald, Gardner, Gelus, Hausback, Hornback, Huff, Kando, Koester, Kostyrko, Krabacher, Lan, Lascher, Miller, C. Nelson, R. Nelson, Newsome, Nystrom, Ostiguy, Palmer, Parrott, Reardon, Ritchey, Seid, Tooker, Uplinger, Valtierra, Wheeler, Wilcox

Absent: Ahmadi, Cajucom, Cameron Wedding, Castaneda, Christenson, Clark, Cleek, DeBow, Dixon, DuBray, Kelley, Leon, Lund, Mackey, McFadden, Moylan, Partovi, Pickett, Pittman, Rodriguez, Samantrai, Sanders, Serrano, Strahan, Taylor, Tice, Turrill, Van Auker

INFORMATION

1. A Moment of Silence was observed in memory of:

SONIA LOURDES NAVARRO
Biological Sciences Major
CSUS 1993-1997

2. Spring 1997 Schedule of Meetings:
May 15 from 3:00-4:00 (4:00-5:30 *Reception honoring Outstanding Teacher Award Recipients*)

ACTION ITEMS

*AS 97-38/Ex. COMMITTEE APPOINTMENTS - University

CSUS Foundation Board of Directors:

At-large, July 1, 1997-June 30, 2001; President Gerth will interview and select member.
Nominees: TROY ARMSTONG, MIKE SHEA, LINDA BUCKLEY, RHONDA RIOS
KRAVITZ, SYLVIA FOX

Persons with Disabilities. Committee for:
RALPH POPE, SBA, 1997

Carried unanimously.

AS 97-37/Flr. MINUTES

The Minutes of the meeting of April 24 (#13), 1997, are approved as published.

Carried.

*AS 97-33/FPC. Ex., Flr. PERFORMANCE SALARY STEP INCREASE (PSSI)

The Academic Senate recommends amendment of the policy on Performance Salary Step Increase (PM FSA: 96-09), as shown in Attachment (strikeover = deletion; underscore = addition).

Carried.

*AS 97-34/APC. Ex. ACADEMIC CALENDARS 1998-99 AND 1999-2000

The Academic Senate recommends adoption of the proposed 1998-99 and 1999-2000 academic calendars presented in April 24, 1997, Academic Senate Agenda Attachment C.

Carried.

The following item was added to the agenda for consideration at the next Senate meeting:

AS 97-49/FPC. Flr. PERFORMANCE SALARY STEP INCREASE (PSSI) POLICY, INTERPRETATION OF SECTION 3.2

The Academic Senate recommends adoption of the following interpretation of paragraph 3.2 of the PSSI policy:

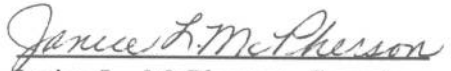
"3.2 The period of consideration shall be based on the lesser of: up to three (3) years immediately preceding the year in which the application or nomination is made; time since the applicant or nominee received his/her last PSI award; or time since the applicant's or nominee's appointment to CSUS."

For faculty who have never applied, OR who have received an award after applying in TWO areas beyond teaching (i.e., service and professional accomplishments), the period of consideration shall be based on the lesser of up to three years immediately preceding the year in which the application of nomination is made; time since the applicant or

nominee received his/her last PSSI award; or time since the applicant's or nominee's appointment to CSUS.

For faculty who have received an award after applying in ONE area beyond teaching (i.e., either service or professional accomplishments), the period of consideration shall be EITHER the time since receipt of the last award (if applying in the same area, OR the three years immediately preceding the year in which the application or nomination is made (if applying in the other area). In the latter instance consideration of teaching would be from the time of the last award.

The meeting was adjourned at 4:38 p.m.


Janice L. McPherson, Secretary

*Presidential approval requested.

PM FSA: 96-09

underlining = proposed additions, ~~strikeout~~ = proposed deletions to original document)

1.0 Performance Salary Step Increase (PSSI)

- 1.1 The purpose of the PSSI is to recognize and reward faculty unit employees for their outstanding or meritorious performance and/or contributions in the areas of teaching & learning, professional accomplishments, and/or service that enhances the mission of the university (Ref: Provision 31.17, MOU).
- 1.2 All applications for PSSIs shall be reviewed by an appropriate campus committee(s) of tenured faculty unit employees, and academic administrators and/or the President (Ref: Provision 31.21, MOU).
- 1.3 The recognition of outstanding or meritorious performance and/or contributions of a faculty unit employee shall be in the form of a permanent increase to the base salary of the individual, in one or more steps on the applicable salary schedule for that faculty unit employee. However, no faculty unit employee shall be awarded or receive more than five (5) PSSIs in any year in which the PSSI has been negotiated (Ref: Provision 31.18, MOU).
- 1.4 The effective date of all PSSI shall be July 1 of each year that there are negotiated PSSIs (Ref: Provision 31.28, MOU).
- 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 in the future, all accumulated funds in the PSSI pool shall be used for the professional development opportunities identified in Provision 25.1 of the MOU (Ref: Provision 31.33, MOU).
- 1.6 The decision to grant or deny a PSSI shall not be considered during deliberations regarding the granting of reappointment, promotion or tenure. This shall not preclude the consideration of any facts during RTP deliberations which are also considered during the PSSI deliberations (Ref: Provision 31.35, MOU).

- 1.7 The decision to grant or deny an increase for outstanding or meritorious performance and/or contributions, and the number of steps to be granted, shall not be subject to the grievance procedure as provided in Article 10 of the MOU (Ref: Provision 31.28, MOU).
- 1.8 For each year in which PSSSI awards are made, the President or designee shall prepare a report listing by schools and units identified in section 7.2 of this policy, the number of faculty ~~that~~ who submitted an application for a PSSSI award, the number of faculty receiving PSSSIs, and a frequency of the number of steps awarded, i.e., number of faculty receiving one (1), two (2), three (3), four (4) and five (5) step increases. In addition, the report shall identify the total number of applicants ~~that~~ who received a positive recommendation by the Department Level Review Committee (DLRC) and the University Level Review Committee (ULRC), and the number of applicants from within each ~~this~~ group ~~that~~ who received a PSSSI award. The report shall also identify the number of applicants assigned to each point on the rating scale by each DLRC, and by the ULRC. Finally, the report shall identify the number of applicants who applied in each category (i.e., professional accomplishments, service, or both), and the number of awards made in each category. This report shall be maintained for a period of five (5) years, and shall be readily available for public review.

2.0 Eligibility

- 2.1 All Faculty Unit employees defined in Article 2 of the MOU who apply or are nominated by a member(s) of the campus community (faculty, academic administrators, students and staff) are eligible for a PSSSI.
- 2.2 To be considered for a PSSSI, an application or nomination must be submitted in accordance with the procedures and format prescribed by the President or designee (Ref: Provision 31.19, MOU), and the “minimum” requirements set forth in section 4.3 of this policy.

3.0 Basis for Evaluation

- 3.1 A PSSSI award will be given for work undertaken as part of the faculty member’s responsibility as a member of the faculty at CSUS. To be recommended for a PSSSI award applicants and nominees are expected to be performing satisfactorily in all areas of responsibility as defined in MOU Article 20, **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. Applicants who apply in two areas (besides teaching and learning) will be judged separately in each area--at least one of which must be found to be meritorious or outstanding. The evaluative categories for outstanding and/or meritorious performance shall be:

A. Teaching and learning - Meritorious or outstanding professional performance and/or contributions in teaching and learning; includes but is not limited to:

- i) Enhancing the academic, intellectual and/or personal development of students to lead productive roles in society.
- ii) Fostering 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) Improving the abilities and effectiveness of faculty as teachers and/or learners.
- iv) Facilitating the instructional activities of the university.

Contributions to teaching and learning need not be linked solely to classroom instruction.

B. Professional accomplishments - Meritorious or outstanding professional performance and/or professional contributions to one's discipline, profession and/or the university; includes 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 - Meritorious or outstanding performance and/or contributions that enhanced the mission of the university; includes but is not limited to:

- i) Developing a sense of community and intellectual excitement outside the classroom among students, faculty, staff and/or alumni.
- ii) Making 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) Establishing interdisciplinary, collaborative partnerships between the university and the state capital community which enhances the teaching, scholarship and service of the university.

- iv) Developing 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) ~~Developing~~ Contributing to a culture of faculty leadership and/or university citizenship.

3.2 The period of consideration shall be based on the lesser of: up to three (3) years immediately preceding the year in which the application or nomination is made; time since the applicant or nominee received his/her last PSSSI award; or time since the applicant's or nominee's appointment to CSUS.

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 PSSSI award. Application packets will be available in the Office of Faculty and Staff Affairs or an OFSA web site.

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 application package must contain, at a minimum, a completed "Application and Nomination Form: Cover Page," abbreviated vita and a narrative section described in sections 4.4 and 4.5 of this policy respectively. The package may include supporting documentation (as specified in 4.5), however the mere absence of support material s; however, shall not disqualify an application from continuing through the review process.

4.4 For purposes of assessing satisfactory performance, each applicant shall provide, as part of his/her application package, an abbreviated vita listing activities and/or outcomes directly related to his/her areas of professional responsibilities (as defined in the MOU Article 20) over the relevant time period as defined in section 3.2 of this policy. The abbreviated vita shall not exceed two single-spaced, single-sided pages. For each Unit 3 faculty employee, an example of the form and information expected in the abbreviated vita is provided below:

A. Instructional Faculty

- i) Teaching
 - a. Teaching assignment(s), e.g., number and courses taught, including supervisory activities, e.g., 500's, 199's.
 - b. Summary of student evaluations.

- c. Conclusions reached by a periodic or performance evaluation committee(s), e.g., RTP Committee, Post-Tenure Review Committee.
 - d. Student advising and/or mentoring activities.
 - e. Activities to improve student learning within the classroom.
- ii) Research, scholarship and/or creative activities which contribute to currency in one's discipline and/or teaching.
 - iii) Service to the University, profession, and community.

B. Library Faculty

- i) Professional Competencies
 - a. Primary assignment(s), e.g., service area(s), teaching in library subject matters.
 - b. Summary of evaluation(s) relevant to primary assignment(s).
 - c. Conclusions reached by a periodic or performance evaluation committee(s), e.g., RTP Committee, Post-Tenure Review Committee.
- ii) Activities that foster professional growth, including creative activity and research.
- iii) Service to the CSU System and University.
- iv) Other activities expected of librarian faculty to qualify for RTP, and, following tenure, activities expected of librarian faculty in order to maintain their role as contributing members of their school and the university.

C. Counselor Faculty

- i) Professional Competencies
 - a. Primary assignment(s), e.g., counseling areas(s), consultation/referral, intern training, teaching, supervision.
 - b. Summary of evaluation(s) relevant to primary assignment(s).
 - c. Conclusions reached by a periodic or performance evaluation committee(s).
- ii) Activities that foster professional growth, including creative activity and research.
- iii) Service to the CSU System and University.

- iv) Other activities expected of counselor faculty to qualify for RTP, and, following tenure/permanency, activities expected of counselor faculty in order to maintain their role as contributing members of the university.

D. Coaching Faculty

- i) Coaching
 - a. Primary assignment(s), e.g., coaching and related duties, teaching, student advising.
 - b. Summary of evaluation(s) relevant to primary assignment(s).
 - c. Conclusions reached by a periodic evaluation committee(s).
- ii) Service to the system, campus and public.

E. Part-Time Instructional Faculty

- i) Teaching
 - a. Teaching assignment(s), e.g., number and courses taught, including supervisory activities, e.g., 500's , 199's.
 - b. Summary of student evaluations.
 - c. Conclusions reached by a periodic evaluation committees.
 - d. Student advising and/or mentoring activities if part of one's assignment.
 - e. Activities to improve student learning within the classroom.

- 4.5 For purposes of assessing outstanding or meritorious performance, each applicant shall provide, in addition to the abbreviated vita, a narrative statement (in three (3), single-spaced, single-sided pages or less) describing his/her meritorious activities, achievements and/or contributions in accordance with section 3.1 of this policy. Further, 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 single-sided pages.
- 4.6 An applicant may elect to submit a letter of nomination as part of his/her application package. If so elected, the letter shall then be counted as part of the appended materials and its length included in the calculation of the prescribed five (5) page limit.
- 4.7 At the written request of a faculty review committee, an applicant shall provide additional evidence that supports or clarifies statements contained in the abbreviated vita and/or the narrative section of the application, e.g., citations, nominations, letters, publications, and/or similar information specifically referenced in the application.

- 4.8 On behalf of the departments and the President, FSA will receive from each applicant an original and two copies of the completed, signed application package (reference Article 31.19 of the MOU). FSA shall forward the application to the department chair for review by the Department Level Review Committee (defined in section 5.0).
- 4.9 Before forwarding the application package to the department chair, FSA shall review each application package for compliance with both section 4.3 of this policy, and the following page limits on the application package:
- A. Three single-sided, single spaced page limit on the narrative section.
 - B. Two single-sided, single-spaced page limit (abbreviated vita) summarizing the activities and/or outcomes directly related to the applicant's primary area of professional responsibilities over the relevant time period.
 - C. Five single-sided page limit on support materials/evidence.

All pages exceeding the above limits shall be physically removed from the application package and returned to the applicant. This application package shall then proceed, without prejudice, through the evaluation process.

5.0 Department Level Review Committee (DLRC)

- 5.1 Full-time faculty unit employees in each academic department/program shall establish a Department Level Review Committee (DLRC) ~~normally by the end of each~~ early in the Spring Semester. 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 individuals holding appointments in these classifications by individuals with appointments in the same classifications.
- 5.2 Each Department Level Review Committee (DLRC) identified in section 5.1 of this policy shall consist of at least ~~five (5)~~ three elected tenured faculty from that department/unit, plus one alternate. The alternate will attend meetings, but will vote only if a member is absent. Departments may exclude from DLRC membership faculty members who are applicants for a PSSI. In cases where a department permits applicants to serve, A member of the committee who is also an applicant shall not participate or be present during the deliberations of his/her own application (Ref. Provision 31.25 MOU). ~~f~~ there is an insufficient number of tenured faculty unit employees available within a department/unit to constitute a DLRC, the department/unit faculty may elect tenured faculty from other departments/units to form or complete such a committee (Ref: Provision 31.26, MOU). Beyond these stipulations, the department/unit faculty shall determine the method of election, number, composition, and terms of their DLRC.

6.0 Department Level Review

- 6.1 ~~The first order of business at the first meeting of each DLRC shall be to elect a chair.~~ Immediately after it is constituted, the DLRC shall meet to elect a chair, and to formalize and adopt the procedures it will use. It will publish these no later than May, 1 so that potential applicants will have time to formulate their applications over the summer.
- 6.2 ~~When the review process begins in the fall,~~ the Department Level Review Committee (DLRC) shall assess whether or not the individual is performing satisfactorily in all areas of responsibility as defined in MOU Article 20. For the purpose of conducting this assessment, the DLRC shall review the applicant's abbreviated vita. The DLRC may, by a simple majority vote, request the applicant to provide additional evidence that supports or clarifies statements contained in the abbreviated vita (as provided in section 4.7 of this policy) and/or consult his/her Personnel Action File. The DLRC shall indicate, in writing, whether or not the applicant's performance in all areas of responsibility is satisfactory (checking a box is sufficient). In those specific cases where the DLRC finds an applicant "not satisfactory" in any area of responsibility, the DLRC shall provide written justification for its assessment. The DLRC's written assessment shall become part of the applicant's application package.
- 6.3 Each DLRC shall review and assess the merit of each application using the criteria and standards specified in sections 3.1 and 3.2 of this policy. For purposes of conducting this assessment the DLRC shall review the applicant's narrative.
- 6.4 The DLRC, by a simple majority vote, 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. (See section 4.7 of this policy.)
- 6.5 Abstentions shall not be interpreted as either a "yes" or a "no" vote, or included in the voting base when determining a simple majority of the votes cast.
- 6.6 The recommendations of a DLRC shall be made in accordance with the following process and procedures:
- A. The DLRC shall decide, by a simple majority vote, if an applicant is "Outstanding/ Meritorious" in the category of "Teaching and Learning" and at least one other category. A "NO" or "TIE" (which shall be interpreted as "No Recommendation") vote on "Outstanding/Meritorious" performance shall end the DLRC's evaluation of the applicant. The DLRC shall proceed with its recommendation for a PSSSI award (B below) only on those applications receiving a "YES" vote.
 - B. Each application receiving a "YES" vote on "Outstanding/ Meritorious" shall be differentiated using a rating scale of "Recommended" to "Very Highly

Recommended.” The recommendation to assign an application to a particular rating must be supported by a simple majority vote. If there is a tie vote on a rating, the committee shall indicate in its recommendation the ratings where the tie occurred (Ref: Provision 31.25 and 31.27, MOU).

- 6.7 The DLRCs shall forward all applications, its written assessment, if any, of the individual’s performance in all areas of responsibility, and its PSSI recommendation on each application to FSA for review by the University Level Review Committee (Ref: Provision 31.24, MOU).
- 6.8 The DLRCs shall inform all applicants of its recommendations no later than ten (10) academic working days after its recommendations have been forwarded to the University Level Review Committee. Upon receiving a written request from an applicant, a DLRC shall inform the applicant, in writing, of the reasons for its recommendations. Such a request must be received no later than ten working days of receipt of the recommendations.
- 6.9 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.
- 6.10 In the event that a DLRC 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 31.25, 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: 31.31, MOU).
- 7.2 The ULRC shall be established ~~normally by the end of each~~ early in the Spring semester, and consist of a total of ten (10) tenured faculty members elected by the full-time faculty of each of the following electing units:

Athletics
Counseling Faculty Electing Unit
Library
School of Arts and Letters
School of Business Administration
School of Education
School of Engineering and Computer Science

School of Health and Human Services
School of Natural Sciences and Mathematics
School of Social Sciences and Interdisciplinary Studies

- 7.3 The faculty of each school/unit shall determine the method of electing a school/unit faculty member to serve on the ULRC. Each school/unit will ~~notify~~ report the results of its election to the Dean of Faculty and Staff Affairs.
- 7.4 ~~A member of the University Level Review Committee (ULRC) who is also an applicant shall not participate or be present during the deliberations of his/her own application (Ref. Provision 31.25 MOU). Faculty members applying for the award may not serve on the committee.~~ Faculty serving on DLRCs 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 Dean of Faculty and Staff Affairs shall call the first meeting of the ULRC ~~during which the first order of business shall be to elect a chair.~~ immediately after it is constituted. The committee will elect a chair, then formalize and adopt the procedures it will use. The Faculty Policies Committee will provide it with the procedures worked out by the previous year's ULRC as a proposed model, and the current ULRC, after making changes where appropriate, will then publish same no later than May 1 to the campus community, so that potential applicants will have time to formulate their applications over the summer.
- 8.2 ~~Prior to consideration of the merits of each application for a PSI, the University Level Review Committee (ULRC) shall~~ When the review process begins in the fall, the ULRC shall first assess whether or not the individual is performing satisfactorily in all areas of responsibility as defined in MOU Article 20. For the purpose of conducting this assessment, the ULRC shall review the applicant's abbreviated vita. The ULRC may, by simple majority vote, request the applicant to provide additional evidence that supports or clarifies statements contained in the abbreviated vita (as provided in section 4.3 of this policy) and/or consult his/her Personnel Action File. The ULRC shall indicate, in writing, whether or not the applicant's performance in all areas of responsibility is satisfactory (checking a box is sufficient). In those specific cases where the ULRC finds an applicant "not satisfactory" in any area of responsibility, the ULRC shall provide written justification for its assessment. The ULRC's written justification shall become part of the applicant's application package.
- 8.3 The ULRC shall then review each application for meritorious or outstanding performance using the criteria and standards consistent with sections 3.1 and 3.2 of this policy. For purposes of this assessment the ~~DLRC~~ ULRC shall review the abbreviated vita and the

applicant's narrative. Further, the ULRC shall consider in its deliberations the recommendations of the DLRCs.

- 8.4 The ULRC by a simple majority vote, 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.
- 8.5 Abstentions shall not be interpreted as either a "yes" or a "no" vote, or included in the voting base when determining a simple majority of the votes cast.
- 8.6 The recommendations of the ULRC shall be made in accordance with the following process and procedures:
 - A. The ULRC shall decide, by a simple majority vote, if an applicant is "Outstanding/Meritorious" in the category of "Teaching and Learning" and at least one other category. A "NO" or "TIE" (which shall be interpreted as "No Recommendation") vote on "Outstanding/Meritorious" performance shall end the ULRC's evaluation of the applicant. The ULRC shall proceed with its recommendation for a PSSSI award (B below) only on those applications receiving a "YES" vote.
 - B. Each application receiving a "YES" vote on "Outstanding/Meritorious" shall be differentiated using a rating scale of "Recommended" to "Very Highly Recommended." The recommendation to assign an application to a particular rating must be supported by a simple majority vote. If there is a tie vote on a rating, the committee shall indicate in its recommendation the ratings where the tie occurred (Ref: Provision 31.25 and 31.27 MOU).
- 8.7 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 DLRCs, a well as its recommendation on each application to the President or designee.
- 8.8 The recommendation of the ULRC shall be forwarded to the President or designee no later than December 1 of each year in which negotiated PSSSI's are awarded. Failure to meet these deadlines shall automatically result in the forwarding of all applications without recommendation and all materials received from the DLRCs to the President or designee for his/her award of PSSSI's (Ref: Provision 31.25 and 31.27, MOU).
- 8.9 The ULRC shall inform all applicants of their recommendations no later than ten (10) academic working days after its recommendations have been forwarded to the President or designee. Upon receiving a written request from an applicant, the ULRC shall inform the applicant in writing of the reasons for its recommendations. Such a request must be received no later than ten working days of receipt of the recommendations.

8.10 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 PSSSI award (Ref: Provision 31.21, 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 PSSSI from among this candidate pool no later than January 1 of each year in which negotiated PSSSI's are awarded. The President or designee shall determine the appropriate number of steps to be granted, consistent with the limitations provided in section 1.3 of this policy (Ref: Provision 31.28, MOU).

10.0 Special Provisions Governing PSSSI Awards

10.1 At least fifty percent (50%) of the candidates receiving a PSSSI must have received a positive recommendation from the ULRC provided that (Ref: Provision 31.29, MOU):

A. The ULRC makes a positive recommendation for enough candidates to fully expend the pool for PSSSI's 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 section 8.8 of this policy (Ref: Provisions 32.25 and 3.27, MOU).

10.2 If the ULRC submits fewer than the minimum number of positive recommendations needed to expend fully the pool for PSSSI's in any fiscal year, then the percentage of candidates receiving a PSSSI 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 PSSSI 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 31.30, MOU).

11.0 Peer Review of Salary Step Denials

11.1 A candidate who has received a favorable recommendation from the ULRC and who subsequently fails to receive a PSSSI, shall be eligible to have the increase denial reviewed by a University Peer Review Panel (UPRP) constituted for that purpose. The UPRP shall

be the sole forum for any reconsideration of any denial of a PSSSI (Ref: Provision 31.36, MOU).

- 11.2 The UPRP shall consist of three (3) voting members and one (1) alternate. All members of each panel shall be selected by lot from among the pool of all full-time tenured faculty excluding those (Ref: Provision 31.38, MOU):
 - A. Serving on the DLRC that reviewed the application under reconsideration or ULRC during the current PSSSI review/award cycle.
 - B. Having submitted or intending to submit a request of reconsideration of a denial of a PSSSI during the current review/reward cycle (Ref: Provision 31.37, MOU).
- 11.3 All requests for reconsideration by the UPRP must be submitted in writing to the Dean of Faculty and Staff Affairs no later than January 15 of each year in which negotiated PSSSI's are awarded (Ref: Provision 31.36, MOU). The written request for reconsideration shall be no more than two double-spaced single-sided pages and shall indicate whether the appellant wants to make a presentation to the Peer Panel.
- 11.4 The UPRP shall begin to review the specific PSSSI denial within fourteen (14) days of its selection by lot. The panel's review shall be limited to a reconsideration of the PSSSI denial of the appellant; and the Employer's written response to any allegations made by the affected faculty employee. Except for presentations of the complainant and if so elected, by that of an administrator, the peer review shall be made from the documents identified in sections 4.4, 4.5, 4.9, 6.2, 6.6, 8.2, and 8.6 of this policy (Ref: Provision 31.39, MOU).
- 11.5 The proceedings of the UPRP shall not be open to the public and shall not be a hearing (Ref: Provision 31.40, MOU).
- 11.6 No later than thirty (30) days after its selection, the UPRP shall submit to the President and complainant a written report of its findings and recommendations. All written materials considered by the panel shall be forwarded to the President. The panel shall be automatically disbanded upon the completion of its duties as identified in this section (Ref: Provision 31.41, MOU).
- 11.7 The President shall consider the UPRP's recommendations and all forwarded materials and, no later than fourteen (14) days after receipt of the panel's report, notify the affected employee and the members of the panel of his/her final decision, including the reasons therefor. Notification to the faculty employee of the President's decision concludes the peer review procedure and such decision shall not be reviewable in any forum (Ref: Provision 31.42, MOU).

11.8 All written materials pertaining to the review of PSSSI 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 PSSSI Applications

12.1 At the conclusion of a PSSSI cycle, all documents pertaining to an individual's PSSSI 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 PSSSI recommendation; the ULRC's assessment of performance and PSSSI recommendation; the President's action on the PSSSI recommendation; and all written materials, if any, pertaining to a review of PSSSI denials shall be: 1) for those applicants awarded a PSSSI: 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 PSSSI: returned to the applicant.