

1998-99  
FACULTY SENATE  
California State University, Sacramento

AGENDA  
Thursday, March 11, 1999  
**Foothill Suite, University Union**  
3:00-5:00 p.m.

**OPEN FORUM**

**CONSENT CALENDAR**

FS 99-19/Ex. COMMITTEE APPOINTMENTS--Senate

General Education Program Review Task Force:

BEN AMATA, Member, Curriculum Policies Committee  
ED CHRISTENSON, College of Business Administration  
JACKIE DONATH, Academic Affairs Ex-Officio  
ROBERT FOREMAN, College of Arts and Letters  
SUSAN HOLL, College of Engineering and Computer Science  
CHARLES MARTELL, Library  
HAROLD MURAI, College of Education  
JOAN NEIDE, College of Health and Human Services  
JEANNE NOVOSEL, Student Services Professional  
MARY ANN REIHMAN, Member, General Education Policies/Graduation Requirements  
Committee Member  
GREGORY WHEELER, College of Natural Sciences and Mathematics  
ANGUS WRIGHT, College of Social Sciences and Interdisciplinary Studies

University Teacher Education Council:

SCOTT MODELL, H&PE, 1999 (repl. R. Reese)

FS 99-20/Ex. COMMITTEE APPOINTMENTS--University

Persons with Disabilities, University Committee for:

MARY VALTIERRA, Student Affairs Professional, 2000 (repl. C. Williams)

Transportation Advisory Committee:

RALPH HWANG, At-Large, 1998-2001

**REGULAR AGENDA**

FS 99-18/Flr. MINUTES

Approval of the Minutes of February 25 (#13), 1999.

**SECOND READING ITEMS (Action may be taken)***Carried*  
FS 99-10/CPC, Ex. <sup>FIR.</sup> WRITING AND READING SUBCOMMITTEE, ESTABLISH

The Faculty Senate establishes a Writing and Reading Subcommittee of the Curriculum Policies Committee, with the following membership and charge:

**A. Membership**

The Writing and Reading Subcommittee of the Curriculum Policies Committee shall comprise three ~~regular~~ faculty members serving three-year, overlapping terms, and such ad hoc members as are necessary to provide the expertise needed to discharge the subcommittee's duties.

**B. Charge**

The Subcommittee shall:

Advise departments and programs on means of meeting the Writing and Reading in the Majors policy;

Advise departments and programs on the development of possible pilot projects;

Advise Academic Affairs and the Center for Teaching and Learning on any matter related to the implementation of the policy;

Advise the Curriculum Policies Committee on any proposed modification of the policy; and

Evaluate self-study descriptions of current writing and reading requirements and assessment measures, and any changes planned to implement the Writing and Reading policy.

*Carried*  
FS 99-11/CPC, Ex. GRADUATE CONCENTRATIONS

[Note: For background, refer to CPC report, February 4, 1999, Faculty Senate Agenda Attachment G.]

The Faculty Senate recommends adoption of the following policies regarding graduate concentrations:

1. Students currently enrolled in a master's degree program may, with the consent of the program, fulfill the requirements for one or more concentrations within that one degree program. The degree program shall require a minimum of 9 units of 200-level seminar courses, exclusive of the culminating experience for each concentration, original, concurrent or subsequent. Concentrations may be completed concurrently or sequentially, but all concentration course work must be completed before the awarding of a master's degree. All concentrations will be noted on the diploma and the transcript.

2. CSUS students who have earned a master's degree in a program offering concentrations may, within seven years of starting the degree and with the consent of the degree program, return to CSUS in order to add one or more concentrations in that program. Each additional concentration shall require a minimum of 9 units of 200-level seminar courses exclusive of the culminating experience. Students must meet the admissions and catalog requirements in effect at the time of enrollment. The additional concentration(s) will be noted on the transcript and no new diploma will be issued.

*Agreed* FS 99-17A/Ex. WAIVER OF FIRST READING OF FS 99-17

The Faculty Senate waives the first reading of FS 99-17, Revision of Program Review Procedures.

*Carried* FS 99-17/CPC, Ex. PROGRAM REVIEW PROCEDURES, REVISION OF

The Faculty Senate recommends the following change in Program Review procedures, (Section X of the Blue Book, "Policies and Procedures for Initiation, Modification, Review and Approval of Courses and Academic Programs"):

The Chair of the Program Review Subcommittee may, with the agreement of the program review team and the program reviewed that they have no substantive disagreements, declare a review complete and send it to the Provost, the President and the Senate without panel evaluation of the draft review.

Under this provision programs retain the right to request that program review teams make changes in the draft text and the right to attach a formal response to the final review.

### **FIRST READING ITEMS (Discussion only; no action)**

FS 99-21/FPC, Ex. FACULTY MERIT INCREASES, CSUS PROCEDURES FOR

The Faculty Senate recommends approval of procedures for implementation of faculty merit salary increases at CSUS as shown in the Attachment.

### **INFORMATION**

1. Tentative Spring 1999 Faculty Senate Meeting Schedule:
  - March 18, 25
  - April 1 (Spring Recess), 8, 15, 22 (3:00-3:30 p.m., 1999-2000 Senate Nominations; 3:30-5:00 p.m., 1998-99 Senate), 29
  - May 6 (3:00-3:30 p.m., 1999-2000 Senate Elections; 3:30-5:00 p.m., 1998-99 Senate), 13 (3:00-4:00 p.m.; 4:00-5:30 p.m., Outstanding Teacher Award Reception), 20, 27 (Finals Week)
2. Senate Home Page (<http://www.csus.edu/acse/> or CSUS Home Page then Administration and Policy then Faculty Senate) - Vice Chair Arthur Jensen

[NOTE: Based on the recent tentative agreement, the highlighted sections below are those areas in which our campus has some flexibility.]

## FACULTY MERIT INCREASE PROGRAM

When funds for Faculty Merit Increase are available, the Provost and Vice President for Academic Affairs (hereinafter Provost) will so notify the colleges and equivalents.<sup>1</sup> The amount of funds dedicated to this program shall be based upon the number of filled full time equivalent faculty positions (FTEF).

Faculty Merit Increase funds shall be allocated to the colleges based upon the number of filled full time equivalent faculty positions (FTEF). There shall be no allocation to colleges on the basis of SSI eligible faculty. Ten percent (10%) of the campus allocation shall be reserved to the President pursuant to Article 31 of the Collective Bargaining Agreement. There shall be no requirement to expend all the funds identified for this program. Any portion of funds not expended in any fiscal year shall automatically be added to the merit pool for the next year.

A Faculty Merit Increase shall normally be in the form of a permanent increase in the base salary of the individual or shall be in the form of a bonus (not a permanent increase in the base salary of the individual) of no more than the equivalent of an annual salary increase of ten percent (10%) in the case of faculty members who have reached the top of his/her classification in the salary schedule. Instructional faculty members holding the rank of Professor may be paid at a salary rate above the published rate for that classification. Should a faculty member who is eligible for a Service Salary Increase be given an increase, the amount of increase for that individual shall be equal to or greater than two point four percent (2.4%). An individual may not receive more than a ten percent (10%) increase in any year.

The recognition of a faculty member may be in the form of a bonus (not a permanent increase in the base salary of the individual) of no more than the equivalent of an annual salary increase of ten percent (10%) in the case of faculty members whose outstanding or meritorious performance was part of an activity or project conducted by a team, department or group of employees.

### I. ELIGIBILITY

All faculty unit employees, including full and part time employees, lecturers, probationary or tenured faculty including library and counselor faculty, and coaches shall be eligible for Faculty Merit Increases for demonstrated outstanding or meritorious performance, commensurate with rank, work assignment, and years of service in the area of teaching, as well as for scholarly professional accomplishments and for service to the University community. Faculty whose performance does not include assignments in all of the above areas shall nonetheless be eligible for a Faculty Merit Increase on the basis of their performance in the individual areas of their assignment. Nothing in this policy shall require the award of a Faculty Merit Increase to any individual faculty member.

### II. INFORMATION TO BE PROVIDED

In order to facilitate the process, Faculty and Staff Affairs will provide each college/department with the following information:

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<sup>1</sup> For purposes of these procedures, the Library, Athletics and Academic Affairs/Student Affairs (for Counselors) are each treated as a college.

- (1) the name of each faculty unit employee in the unit
- (2) the rank/classification of each faculty unit employee in the unit
- (3) the date of appointment of each faculty unit employee in the unit
- (4) the monthly salary of each faculty unit employee in the unit
- (5) the SSI eligibility of each faculty unit employee in the unit
- (6) the date of last successful merit review.

### III. FACULTY ACTIVITY REPORTS

1. All faculty unit employees who submit an activity report shall be considered for a Faculty Merit Increase.
2. The format for the activity report shall be the format provided by the California State University. Faculty members may not append evidentiary documents or otherwise supplement the information requested in these reports.
3. Any faculty member who does not wish to have his/her name, rank, department and amount of increase published to the campus community in the event of receiving a Faculty Merit Increase shall so indicate on the Faculty Activity Report.
4. For the **1998-99** and **1999-2000** Fiscal Year Faculty Merit Increase. All faculty members shall submit **three copies of** two separate Faculty Activity Reports (FAR) to their department chair by **April 1, 1999**. **The first report will cover the period July 1, 1997 to July 1, 1998,** and the second report will cover July 1, 1998 to December 31, 1998. These reports shall detail in separate sections all appropriate activities for the review periods and shall include 1) the name of each faculty unit employee in the unit; 2) the rank/classification of each faculty unit employee in the unit; 3) the date of appointment of each faculty unit employee in the unit; 4) the monthly salary of each faculty unit employee in the unit; 5) the SSI eligibility of each faculty unit employee in the unit; and 6) the date of last successful merit review.

*(Another option - the first report will cover the period from the last successful merit review or the last three (3) years, whichever is more recent, to July 1, 1998.)*

5. For the **2000-01** Fiscal Year Faculty Merit Increases

All faculty members unit employees shall submit **three copies of** a report of their activities **to their department chair by February 15 of each year thereafter** which shall be utilized for the consideration for Faculty Merit Increases.

This report shall detail the following:

- a) all appropriate activities for the period **January 1, 1999 through December 31, 1999**, for fiscal year 2000/01 to be effective July 1, 2000, and
- b) These reports shall detail in separate sections all appropriate activities for the review period and shall include 1) the name of each faculty unit employee in the unit; 2) the rank/classification of each faculty unit employee in the unit; 3) the date of appointment of each faculty unit employee in the unit; 4) the monthly salary of each faculty unit



employee in the unit; 5) the SSI eligibility of each faculty unit employee in the unit; and 6) the date of last successful merit review.

6. Faculty annual reports shall be placed in both the Personnel Action File and any Working Personnel Action File established for the purpose of conducting evaluations pursuant to Article 15, Evaluation.

#### IV. CRITERIA

The criteria for the award of Faculty Merit Increases shall be as follows:

Faculty shall be eligible for Faculty Merit Increases pursuant to the Collective Bargaining Agreement for demonstrated outstanding or meritorious performance, commensurate with rank, work assignment and years of service, in the area of teaching, as well as for other scholarly professional accomplishments and for service to the University community. For purposes of the FMI process, outstanding shall be defined as exceptional performance above what is expected of a faculty member. Meritorious shall be defined as effective performance in carrying out one's responsibilities as a faculty member. Faculty unit employees whose performance does not include assignments in all of the areas shall nonetheless be eligible for a Faculty Merit Increase on the basis of their performance in the individual areas of their assignment.

[INSERT STATEWIDE CRITERIA]

#### V. PROCEDURES

##### A) General Guidelines

The following are the general procedures that apply to the entire process.

1. The chair of a Department Level Review Committee (DLRC), the department chair and the dean are responsible to assure procedures and established timelines are followed.
2. All deliberations related to recommendations regarding Faculty Merit Increase shall remain confidential.
3. At each level of review, a faculty member may be requested to provide supporting data. Copies of the supporting data shall be provided by the faculty member within seven (7) days of the request.
4. Each level shall make an independent recommendation from the activity report presented. Each recommendation shall include not only whether the faculty member who submitted an activity report is recommended to receive a Faculty Merit Increase, but also the percent of the increase recommended for those faculty receiving a positive recommendation.

5. A faculty member shall not review his/her own activity report for a Faculty Merit Increase. However, no faculty member shall become ineligible for service on a departmental or appeal committee because he/she submitted an activity report.
6. Failure to meet any established deadline for recommendations shall automatically result in the forwarding of all activity reports to the next level of review.
7. At each level of review, faculty members who are eligible for a Service Salary Increase shall be considered first. **This consideration shall be in the form of an assessment only.** All reviews shall be completed prior to making any recommendations.
8. Should a faculty member who is eligible for a Service Salary Increase be recommended at any level, the percent of increase recommended for that individual shall be equal to or greater than two point four percent (2.4%).
9. All activity reports for Faculty Merit Increases and all recommendations shall be forwarded to the President by no later than June 1, 1999 for fiscal years 1998/99 and 1999/2000 and no later than May 1 of each year thereafter.
10. The award of a Faculty Merit Increase shall not be considered a personnel recommendation, decision or action which must be based upon a faculty member's Personnel Action File pursuant to the Collective Bargaining Agreement. However, this provision shall not preclude review of a faculty member's Personnel Action File by the department chair, dean or President.

**B) Department Level Review Committee**

1. Each department shall elect a DLRC consisting of at least three (3) tenured faculty members plus an alternate or up to a maximum of five (5) tenured faculty members plus an alternate. The department chair shall not serve on the DLRC.
2. If there are not enough tenured faculty in a department to comprise the DLRC, tenured faculty from another department within the college shall be elected to sit on the DLRC.
3. The DLRC shall forward a recommendation to the department chair on each faculty member in the department who submits an activity report. The recommendation shall include not only whether a faculty member who submitted an activity report is recommended to receive a Faculty Merit Increase, but also the percent of the increase recommended for the faculty members receiving a positive recommendation. The recommended percent of increase shall not exceed ten percent (10%). Should a faculty member who is eligible for a Service Salary Increase be recommended, the percent of increase recommended for that individual shall be equal to or greater than two point four percent (2.4%). The DLRC shall review and forward a recommendation on the department chair directly to the dean.
4. Abstentions shall not be interpreted as either a "yes" or "no" vote, or included in the voting base when determining a simple majority of the votes cast.
5. 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 a faculty member's activities for the specified time period are meritorious or outstanding. A "NO" or "TIE" (which shall be interpreted as "No Recommendation") vote on meritorious performance shall end the DLRC's evaluation of the faculty member. The DLRC shall proceed with its recommendation for an FMI award (B below) only on those applications receiving a "YES" vote.

b. For each faculty member receiving a "YES" vote on meritorious or outstanding, the DLRC shall indicate the recommended percent of increase (Ref: Provision 31.22 and 31.24, MOU).

6. If a department committee does not make a recommendation by the established deadline to do so, the activity report shall be considered by the department chair without the recommendation of the department committee.

**C) Department Chair's Review**

1. The department chair shall make an independent review of all the activity reports submitted, and the recommendations of the DLRC. The department chair may review the Personnel Action File of any faculty member in his/her department. The department chair shall forward an independent recommendation on each faculty member who submitted an activity report, including the recommended percent of increase for those faculty receiving a positive recommendation, to the dean. The recommended percent of increase shall not exceed ten percent (10%). Should a faculty member who is eligible for a Service Salary Increase be recommended, the percent of increase recommended for that individual shall be equal to or greater than two point four percent (2.4%).
2. If a department chair does not make a recommendation by the established deadline to do so, the application shall be considered by the dean without the recommendation of the department chair.
3. The department chair shall not make a recommendation concerning him/herself.

**D) Dean's Review**

1. The dean shall make an independent review of all the activity reports submitted, and the recommendations of the DLRC and the department chair. The dean may review the Personnel Action File of any faculty member in his/her college. The dean shall make an independent recommendation on each faculty member who submitted an activity report, including the recommended percent of increase for those faculty receiving a positive recommendation, to the President. The recommended percentage of increase shall not exceed ten percent (10%). Should a faculty member who is eligible for a Service Salary Increase be recommended, the amount of increase recommended for that individual shall be equal to or greater than two point four percent (2.4%).

2. The dean shall inform each faculty member who submitted an activity report in writing of the recommendations of the DLRC, the department chair, and his/her own recommendation.



## VI. Appeal Process

### A) Filing An Appeal

1. A faculty member may appeal a recommendation by the dean if the percent of increase recommended by either the DLRC or the department chair is greater than the amount recommended by the dean.
2. A faculty member may not appeal a recommendation by the dean if the percent of increase recommended by either the DLRC or the department chair is equal to or less than the amount recommended by dean.
3. A faculty member may not appeal a negative recommendation by the dean if the faculty member did not receive a recommendation for an increase from either the DLRC or the department chair.
4. All appeals must be submitted in writing to the Office of Faculty and Staff Affairs no later than seven (7) days from the date of the dean's recommendation.
5. The panel shall review the documents relevant to the Faculty Merit Increase for the faculty member that were relied on or produced by the DLRC, the department chair, and the college dean. No other material may be reviewed except that the appeals panel may review the faculty member's Personnel Action File.
6. There shall be no oral appeals or presentations to the panel.

### B) Composition of the Merit Pay Appeals Committee

1. There shall be a merit pay appeals committee consisting of five (5) tenured faculty members elected University-wide and five (5) administrators selected by the President. No more than one faculty member shall be from any one college.
2. An appeal shall be considered by a panel of two faculty members and two administrators selected randomly from the membership of the merit pay appeals committee. The panel shall not include any person from the appellant's college.

### C) Appeals Review Process

1. The panel shall review the documents relevant to the Faculty Merit Increase for the faculty member that were relied on or produced by the DLRC, the department chair, and the dean.
2. The panel shall make an independent recommendation to the President including the recommended percent of increase in the event the panel recommends an increase greater than that made by the dean. The recommended percent of increase shall not exceed ten percent (10%). Should a faculty member who is eligible for a Service Salary Increase be recommended, the percent of increase recommended for that individual shall be equal to or greater than two point four percent (2.4%).
3. In the event that the panel recommends an amount of increase greater than that recommended by the dean, the panel shall provide written reasons for granting an appeal.

4. If the panel believes the percent of increase should be no greater than the amount recommended by the dean, the panel shall deny the appeal without comment.
5. Decisions of the panel shall be by majority vote and shall not be subject to review by the merit pay appeals committee as a whole.
6. By no later than June 1, 1999 for the activity reports for 1998/99 and 1999/2000, and no later than May 1 of each year thereafter, the recommendations of the appeals panel shall be forwarded to the President. Should an appeal panel fail to make a recommendation to the President by the deadline, the appeal shall be deemed to have been denied.

#### **VII. President's Decision**

1. The President shall review all positive recommendations from the dean and the appeals granted by an appeals panel. The President may not consider a merit pay increase for any other faculty member.
2. The President shall select the recipients of the Faculty Merit Increase from among the faculty recommended by the dean or the merit pay appeals panel. The President may reject, decrease or increase any such recommendation or appeal. Should a faculty member who is eligible for a Service Salary Increase be given an increase, the percent of the increase for that individual shall be equal to or greater than two point four percent (2.4%).
3. The decision of the President is final and binding. The decision to grant or deny a Faculty Merit Increase and the percent of the increase shall not be subject to the grievance procedure as provided in Article 10 of the Collective Bargaining Agreement.
4. The President shall select the recipients of Faculty Merit Increases by no later than July 1, 1999 for fiscal year 1998/99 and no later than fourteen (14) days after the final budget allocation of the Chancellor's Office to the campus of each year thereafter.

#### **VIII. Publication of Faculty Merit Pay Increases**

1. A list of individual faculty members receiving a Faculty Merit Increase, their rank, the amount of the increase received and their department shall be made public on each campus no later than one (1) month after final decisions regarding such increases. The names of faculty members who indicate they do not wish to have their name published shall not appear on the list.
2. For each year in which FMI awards are made, the President or designee shall prepare a report listing by colleges and departments, the number of faculty considered for an FMI award, the number of faculty receiving FMI's and the percentage of increase. In addition, the report shall identify the total number of faculty who received a positive recommendation by the department committee (DLRC), the department chair and the college dean, the number of positive appeals, and the number of faculty from within each group who received an FMI award. This report shall be maintained for a period of five (5) years, and shall be readily available for public review.



## CALIFORNIA STATE UNIVERSITY, SACRAMENTO

FACULTY SENATE

# Memo

**Date:** March 16, 1999

**To:** Faculty Senators and Department Chairs

**From:** Tom Krabacher  
Faculty Senate Chair

A handwritten signature in cursive script, appearing to read "Tom Krabacher".

**Subject:** Proposed Campus Building Projects

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As many of you undoubtedly remember, two years ago at just about this time there was considerable controversy on campus (and particularly in the Senate) over the then-proposed perimeter road. Much frustration was generated by the fact that, at that point in the planning process, preparation for the road was so far along that there was little anybody could do to change things. It became clear at the time that if departments and faculty wish to influence campus building projects, they need to become involved in the process early on.

To that end, I am forwarding a list of the major capital improvement projects (both state funded and non-state funded) proposed for this campus over the next several years. A map showing their intended locations is also included. This information was presented by Howard Harris, head of Facilities Management, to the Council for University Planning (CUP) at its meeting this past Friday (3/12/99). A report containing a fuller description of each project can be had from Facilities Management; a copy is also available for viewing in the Senate Office.

If there is anything on this list that faculty or departments wish to express their concern over, now is the time to do it.

TK:jlm  
Attachments

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM 2000/01 THROUGH 2004/05  
STATE FUNDED (FORM PPD 1-1)  
CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
3-Mar-99

	Project	FTE	2000/01	2001/02	2002/2003	2003/04	2004/05	Funds to Complete
1	Academic Information Resource Center (95)*	--	PWC \$21,836,000					
2	Mariposa Hall (Classroom Building II) (92)	1,346	E \$1,260,000					
3	Telecommunications Infrastructure	--	W \$439,000	C \$13,079,000				
4	Eureka Hall (Education) Remodel/Addition (38)	331		PWC \$8,847,000		E \$489,000		
5	Science II, Phase 2 (56)	1,824		PWC \$30,229,000			E \$3,491,000	
6	Infrastructure Upgrade, Phase 2	--			PWC \$28,902,000			
7	Classroom Laboratory Building (50)	751			PWC \$4,509,000			
8	Large Auditorium (30)	371			PWC \$25,970,000			E \$555,000
9	Sequoia Hall (Science Building) Remodel (36)	355				PWC \$5,277,000		E \$3,533,000
10	Academic Information Resource Center II B7	--				PWC \$21,268,000		E \$2,276,000
11	Art Complex (51)	1,013					PWC \$27,700,000	E \$3,687,000
12	Perimeter Road Phase 2	--					PWC \$5,532,000	E \$2,900,000
13	Administration Building (93)	--					PWC \$8,997,000	E \$681,000
<b>Totals</b>			\$23,535,000	\$52,155,000	\$59,381,000	\$27,034,000	\$45,720,000	\$13,632,000
<b>Grand Total</b>								

A = Acquisition P = Preliminary Plans W = Working Drawings C = Construction E = Equipment  
wC = Small "w" required to update for ADA, code compliance, mobilization, plan check.  
\*See Nonstate Funded Program for Equipment Allocation (\$3,565,000)

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM 2000/01 THROUGH 2004/05  
NON-STATE FUNDED (FORM PPD 1-1)  
CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
3-Mar-99

	Project	FTE	2000/01	2001/02	2002/2003	2003/04	2004/05	Funds to Complete
1	Academic Information Resource Center (95)	--				E \$3,565,000		
2	Parking Structure II w/ 800 Parking Spaces (94)	--	PWC \$12,648,000	E \$250,000			E \$2,028,000	
3	Student Housing w/ 600 Bedspaces (25)	--		PWC \$16,321,000	PWC \$9,852,000			E \$746,000
4	CSUS Foundation Building (2)	--			PWC 6,052,000	E \$545,000		
5	Regional & Continuing Education (RCE) Building	--				PWC \$33,666,000		E \$2,284,000
6	Multi-Purpose Arena, Convocation Center & Recreation Center (109)	--				PWC \$4,156,000		
7	Amphitheater (102)	--						E \$278,000
Totals			\$12,648,000	\$16,571,000	\$15,904,000	\$41,932,000	\$2,028,000	\$3,308,000
Grand Total			\$92,391,000					

A = Acquisition P = Preliminary Plans W = Working Drawings C = Construction E = Equipment  
WC = Small "w" required to update for ADA, code compliance, mobilization, plan check.



