

1999-00 FACULTY SENATE
OF
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Issue #18

Minutes
May 25, 2000

ROLL CALL [+ indicates alternate]

Present: Amata, Anderson, Antonyappan, Baldini, Barakatt, Bauerly, Behrman, Bossert, B. Buckley, L. Buckley, Chambers, Ching, DeBow, Elfenbaum, Gelus, Hall, Hill, A. Jensen, +Kalish, Kando, Klyse, Krabacher, Lascher, Lund, Lundmark, McCormick, McCrystle, Raingruber, Reardon, Reihman, Reveles, Valadez, Wheeler, Williams, Wong, Zucker

Absent: Bayard, Brentwood, Cakouros, Cameron Wedding, Carper, Ewing, Gagerman, Gunston-Parks, Haffer, Jaoudi, Kim, Lan, Lee, Leezer, LeFebvre, Lewis, Llamas-Green, Maningo, Maxwell, Moore, Mulira, Nowell, Robinson, Rosegard, Russell, Scanlan, Smith, Tice, Turrill, Zack

ACTION ITEMS

FS 00-56/Flr. MINUTES

The Minutes of the meeting of May 18 (#17), 2000, are approved as published.

Carried.

*FS 00-43B/FPC, Ex., Flr. FACULTY MERIT INCREASE (FMI) PROGRAM—
PROCEDURES, PART I, CSUS (Amends FS 99-56)

The Faculty Senate recommends adoption of the following procedures for implementation of the 2000-2001 Faculty Merit Increase Program at CSUS:

GENERAL GUIDELINES

FMI criteria will be available to all faculty in advance of their decision to participate and to submit a Faculty Activity Report. Each Department and Program, as well as each Dean and the President, must develop and publish the criteria and the procedures they will use to evaluate their faculty and to decide upon the awards to be given. Each Department and

Program will inform its faculty of the schedule of activities to be performed in evaluating and recommending FMI awards at that level, just as Faculty and Staff Affairs provides a schedule for the whole process.

CHOICE OF CATEGORIES

Faculty will be evaluated on their work assignment within the categories of faculty activity set forth in the bargaining agreement, namely (1) quality and effectiveness of teaching, (2) scholarly and creative activities, and (3) service to the University and community. Each department shall use a system that will give appropriate weight, or range of weights, to these categories, consistent with their use in that department's retention, tenure and promotion (RTP) procedures.

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. In cases wherein the individual's workload assignment deviates from or interferes with the performance of standard expectations, the faculty member shall be evaluated using criteria consistent with his/her assignment.

Submitted FARs must demonstrate performance in all areas of the faculty member's work assignment. For purposes of the FMI process, "demonstrated performance" shall mean performance that effectively fulfills the obligation of the work assignment. Once performance is demonstrated the individual's choice of categories will control further review and will be the basis for recommending a FMI. As indicated previously, faculty members eligible for FMI award consideration can choose the categories in which they will be evaluated. The four choices provided in them M.O.U. are:

- a. The quality of the unit member's teaching alone.
- b. The quality of the unit member's teaching and scholarship.
- c. The quality of the unit member's teaching and service to the University and community, or
- d. The quality of the unit member's teaching, scholarship, and service to the University and community.

Departments and programs must establish criteria for each choice option that allow for the full range of possible awards. This means, in effect, a faculty member cannot be disadvantaged based solely upon his or her choice. Nothing in this section will prohibit a department from requiring a higher level of performance from someone who chooses not to be evaluated in all three categories (teaching, research, and service) than from someone who chooses to be evaluated in all three categories.

In the case of faculty work assignments which do not include all three categories--teaching, scholarship, and service to the University and community--it will be possible for affected faculty members to receive full merit for performance of duties that are assigned.

Faculty who engage in activities that are not directly part of their work assignment may choose to include these activities in such a way that demonstrates an impact on their assigned duties. The Department, Dean, and President must consider those unassigned activities in their merit assessments if a faculty member has requested it.

Carried.

*FS 00-43C/FPC, Ex., Flr. **FACULTY MERIT INCREASE (FMI) PROGRAM—
PROCEDURES, PART II, CSUS (Amends FS 99-56)**

The Faculty Senate recommends adoption of the following procedures for implementation of the 2000-2001 Faculty Merit Increase Program at CSUS:

GENERAL GUIDELINES

It is the understanding of the faculty that the Deans and the President will follow the judgments of the Departments or Programs in recommending FMI awards. Exceptions will be made where there are compelling reasons for acting otherwise. Such compelling reasons would include instances where 1) the FMI award process could be characterized as capricious or arbitrary, and 2) the FMI award clearly was not reflective of the person's demonstrated performance. Examples are the failure of a Department or Program to publish its FMI evaluation criteria and the failure of a Department or Program to recommend FMI awards consistent with its published FMI evaluation criteria.

FMI money is allocated to Departments and Programs on the basis of FTEF. In those cases when a Department or Program is able to recommend larger awards due to a low number of faculty applying for FMI awards, money may be moved by either the Dean or President to correct relative inequities between that Department or Program and others.

In such cases when a Dean or the President moves money, a published, written explanation must go out to the campus community detailing what amounts have been moved, where it was moved, and the rationale for doing so.

The Department level review committees or the chairs, Deans, and the President shall not systematically reduce the potential for part-time faculty within a unit to receive FMIs simply because of their part-time status.

AWARDS BY DEANS AND THE PRESIDENT

Deans may recommend an FMI award independent of the award recommended at other levels based upon value added by a faculty member to the College through service performed. Similarly, the President may make an FMI award independent of the award recommended at other levels based upon value added by a faculty member to the University through service performed.

FULL DISCLOSURE

The Department or Program must include a statement of the criteria and the process used when forwarding their list of recommended FMI awards to their Dean. The names of those recommended, those who receive awards and the size of the awards (percentage and dollar amounts) must be made public.

The Department or Program must disclose to the individual faculty member the basis for the recommended FMI award. In addition, when the Dean recommends an award that is lower than that recommended by the Department or Program the Dean must disclose to the individual faculty member the basis for such a lower recommendation. Likewise, when the President makes an FMI award that is less than that recommended by the Department, Program, or Dean, the President shall disclose the reasons for lowering the award. Communications with individual faculty shall be confidential. However, an individual faculty member who appeals an FMI award decision can provide the information disclosed to the FMI Appeals Committee.

Carried.

FS 00-43A/FPC, Ex. FACULTY MERIT INCREASE (FMI) PROGRAM--PRINCIPLES,
CSUS

The Faculty Senate recommends adoption of a statement of principles, providing the rationale for the campus "Procedures for Implementing the Faculty Merit Increase (FMI) Program" (May 11, 2000, Faculty Senate Agenda Attachment F).

Defeated.

The following item was withdrawn from the agenda:

FS 00-57/GEP/GRC, Ex. GENERAL EDUCATION ASSESSMENT PROCESS

INFORMATION

1. Report on Faculty Endowment Fund (B. Buckley) – *Postponed*.
2. Reminder to mark your calendars: Senate Retreat, Wednesday, August 23, 2000
3. Senate Home Page: <http://www.csus.edu/acse/> or CSUS Home Page *then* Administration and Policy *then* Administration *then* Faculty Senate

The meeting was adjourned at 5:10 p.m.


Janice McPherson, Secretary

*Presidential approval requested.