

MEMORANDUM

Date: March 23, 2009
To: Department Chairs
From: Janette Redd Williams
Associate Vice President, Academic Personnel
Subject: **2009-2010 Post-Promotion Increase Program**

Department Chairs, Please Distribute this Memorandum to All Tenured and Probationary Faculty

Article 31 of the Faculty Collective Bargaining Agreement provides for implementation of a Post-Promotion Increase (PPI) program in both AY 2008-2009 as well as 2009-2010. The PPI program provides modest salary increases to faculty at the rank of full professor (or equivalent) who have exhausted their SSI eligibility.

Phase I of the program was open to Professors, Lecturers D, SSPAR-IIIs, and faculty Head Coaches who were hired on or before August 1, 1988. Phase II is now being opened to faculty at the same ranks who were hired *after* August 1, 1988.

All departments with faculty who are eligible for Year 2 of the PPI program have certain obligations that need to be taken care of by May 8, 2009. Paragraphs 1 through 3, below, provide a relatively simple summary of these obligations. Please refer to the attached document, entitled, "2008-2009 Post-Promotion Increase Implementation Campus Guidelines," for complete program details. This 2008-2009 document still applies for Year 2 of the program, but may be updated at some point. If it is, we will provide you with a web link to it.

1. Establish a Department-Level Committee: Each department or equivalent unit with faculty who are eligible for the PPI program in Year 2 needs to establish an elected review committee consisting of at least three tenured full professors (or librarians, SSP/AR-III faculty, or head coaches). The department may choose to use its elected RTP committee (if applicable) or create a different committee, so long as the committee is comprised entirely of faculty at the required ranks. FERP faculty may serve on the committee if they are currently in full-time status because spring 2009 is their active semester. A department may elect individuals from outside the

department to serve on the committee if the department lacks sufficient faculty who are eligible to serve. *An individual who has applied for an award in Year 2 may not participate in review of applications in his/her own department, but may serve on another department's committee. Those who applied for a PPI award in Year 1, are eligible to serve on the committee for Year 2.*

Attached is a list of all tenured full professors (and equivalent ranks) by college/school and department or equivalent unit, showing which faculty are eligible to apply for a PPI in Year 2. We're also providing you with the names faculty who are eligible to serve on a department review committee. If your department does not have a sufficient number of faculty at the full professor (or equivalent) rank to constitute a committee for Year 2, this list should prove helpful in finding faculty from other colleges/schools or departments who are eligible to serve on your committee and who may agree to do so, if elected.

Deadline to establish department committee: April 14, 2009

2. Review Applications: By way of background, eligible faculty will submit their applications on or before April 14, 2009. The attached list shows which of your department faculty are eligible to apply for a PPI in Year 2 of the program. While academic work is normally divided among teaching, scholarship-professional development, and service, the PPI process evaluates all faculty members on their actual work assignments. Each application must include a Form Cover Sheet (sample attached), in which the faculty member specifies the areas in which he or she is to be evaluated (*e.g.*, for instructional faculty, teaching, scholarship, service; for lecturers, teaching, service, currency in discipline). These areas must at least include the areas encompassed by the faculty member's actual work assignment.

The department committee is responsible for reviewing the PPI applications and assigning one of the following three ratings: "Meets Expectations," "Exceeds Expectations," or "Does Not Meet Expectations."

The committee is to assign ratings based on a standard derived from APM 308, the campus Policy on Periodic Review of Tenured Faculty: *Review each application for the quality and the currency¹ of the information in the faculty member's summary of accomplishments and assess how it reflects on the performance of his or her actual work assignment in terms of whether it meets, exceeds, or does not meet expectations.* The Department-Level Committee may (and is encouraged to) incorporate additional, more specific standards that may apply to the particular discipline, if any, that are based on applicable accreditation standards, written

¹ See APM 328, Policy on Periodic Review of Tenured Faculty, at page 328-1, last paragraph. According to the "2008-2009 Post Promotion Increase Implementation Campus Guidelines" dated 10/06/2008.

department or college policies, or verifiable department or college practices, if available.

Deadline for completion of departmental review: May 8, 2009

3. Deliver the Applications to the Provost via Academic Personnel Services:

Make three complete sets of copies of all PPI applications, including the cover sheets. Deliver the originals to the Provost via Academic Personnel Services by no later than 5 p.m. on May 8, 2009. Send copies to the dean/program manager and the applicant. The department should retain a complete copy of the applications, including completed cover sheets, until the appeals program ends in fall 2009, after which they should be shredded.

Deadline to deliver all applications to APS: 5 p.m. May 8, 2009

ADDITIONAL INFORMATION

PPI Award Amounts

Applicants rated as not meeting expectations will not receive a PPI award. Those evaluated as meeting expectations will receive a 2.5% increase in base salary. For those evaluated as exceeding expectations, the exact amount of the PPI award will be determined by the Provost, as the President's Designee. Awards for this rating will be at least 2.75% but no more than 3.5% of base salary. The deadline for the Provost to make decisions on the "exceeds expectations group is June 12, 2009.

Deadline for Issuing Notice of Final Award to Applicants: June 12 2009.

Appeal Process

Faculty may appeal either the substantive rating they were given or the amount of the PPI award granted by the Provost. The appeal must be filed within two weeks (ten working days) of receiving notice of the final award. Appeals will be decided by a five-member appeal committee which must be elected through the Senate Process. Full details of the appeal process are explained in the attached Guidelines.

Deadline for Electing Appeal Committee: September 15, 2009

Deadline for Completion of Appeals Process: October 9, 2009.

Funding for PPIs

The total salary cost for this program, excluding benefits, has not been determined yet, but will be posted on our website when the figure becomes available. Ten percent of the pool will be set aside for an Appeal Pool. The appeal committee may not make awards that exceed the total amount of funds in the Appeal Pool

Additional information about this process, including forms, instructions, and a FAQ, is available on the Academic Personnel Website at www.csufresno.edu/aps. If you

have additional questions about this process, please email me at jreddwilliams@csufresno.edu or call me at 278-8191.

c: John D. Welty, President
Dennis Nef, Interim Provost and Vice President for Academic Affairs
Paul Oliaro, Vice President for Student Affairs
Charles Boyer, Dean, CAST
Vida Samiian, Dean, A&H
Robert Harper, Interim Dean, CSB
Paul Beare, Dean, KSOEHD
Michael Jenkins, Dean, LCOE
Benjamin Cuellar, Dean, CHHS
Andrew Rogerson, Dean, CS&M
Luz Gonzalez, Dean, COSS
Peter McDonald, Dean, HML

Attachments:

- 2008-2009 Post-Promotion Increase Implementation Campus Guidelines
- List of Tenured Full Professors by College/School and Department
- Blank Form PPI Cover Sheet
- Sample Letter to Eligible Faculty Member