

MEMORANDUM

**REVISED AND REISSUED
APRIL 2, 2009**

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

The Post-Promotion Increase (PPI) program for 2009-2010 is open to faculty at the rank of Professor, Lecturer D, SSP/AR-III, Head Coach, and Librarian hired on this campus after August 1, 1988, and who have exhausted their SSI eligibility. Our records indicate that you are eligible to apply for a PPI in this, the second year of the program.

To be considered, you must submit the following materials to your department review committee on or before Tuesday, April 14, 2009:

- A. A summary of your accomplishments no more than two (2) pages in length. You may discuss work from any time since your last promotion [or range elevation], but information from the last three to five years should normally be sufficient. No documentation beyond your two-page summary is allowed. All information presented in your summary is subject to verification.
- B. A completed Cover Sheet (attached). The form Cover Sheet may be downloaded from the Academic Personnel Website at this link: www.csufresno.edu/aps. Be sure to insert a description of your Current Work Assignment where indicated and check all that apply in the list of Areas for Evaluation.

A department-level committee comprised of three tenured Professors (or equivalent) will review your application based on the quality and the currency¹ of the information provided in your summary of accomplishments and how it reflects on your performance of your Current Work Assignment. Your committee will also apply specific standards based on disciplinary accreditation standards, written department or college policies, or verifiable department or college practice, if available. The committee will then assign one of three ratings: “meets expectations,” “exceeds expectations,” or “does not meet expectations.” If the rating is “does not meet expectations,” you will not receive an award. If the rating is “meets expectations,” you will receive an increase to your base salary of 2.5%. If the rating is “exceeds expectations,” your application will be forwarded to the Provost, who will determine the amount of your final award, which will be at least 2.75% but no more than 3.5% of base salary. **Awards will be effective July 1, 2009 and will not be retroactive.**

Your appeal rights are described in “2009-2010 Post-Promotion Increase Implementation Campus Guidelines,” dated 3/26/2009, which has been posted on our web site at www.csufresno.edu/aps. An update to this document may be provided jointly by the CSU and CFA. If and when that happens, we will notify you and provide you with a web link to it.

Departments are to complete their review processes by May 8, 2009. The Interim Provost’s review to determine final awards for applicants rated “exceeds expectations” will be completed by June 12, 2009. Award notices will be mailed to applicants’ home addresses as designated in PeopleSoft. Base salary adjustments will be processed during the July 2009 pay period and appear in the July 30 pay warrant. Appeals will be decided as early as possible in the fall 2009 semester.

¹ See APM 328, Policy on Periodic Review of Tenured Faculty, at page 328-1, last paragraph.

