



New Paltz  
STATE UNIVERSITY OF NEW YORK

Office of the Provost/Vice President for Academic Affairs

TO: Deans, Department Chairs, and Academic Faculty  
FROM: Stella Deen  
Interim Provost/Vice President for Academic Affairs  
DATE: March 3, 2016  
RE: **Discretionary Salary Awards for FULL-TIME FACULTY:  
1/01/15-12/31/15 Reporting Period**

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As per the 2011-2016 UUP contract, a pool of funds<sup>1</sup> will be available for distribution on a discretionary basis to full-time and part-time employees.<sup>2</sup>

Full-time faculty with initial appointment during or prior to spring semester 2015,<sup>3</sup> including faculty on sabbatical for all or part of calendar year 2015, are eligible to apply for a discretionary salary award (DSA) on the basis of their performance during the 2015 reporting period.

A streamlined process for preparing and reviewing DSA applications has been established for the duration of the current UUP contract. The information that follows is intended to assist candidates in preparing their applications and to guide reviewers in evaluating applications and preparing recommendations.

<sup>1</sup>[Per §20.12] Effective July 1, 2016, there shall be available an amount equal to one percent of the total of the basic annual salaries on June 30, 2016, for distribution by the State University Trustees in their discretion to incumbents on the payroll on June 30, 2016 and at the time of payment. Twenty-eight percent of the total pool will be earmarked for distribution to part-time employees.

<sup>2</sup>All such discretionary awards shall be paid as a lump sum, not added to basic annual salary, and payment shall occur not later than December 31, 2016.

<sup>3</sup>The Annual Faculty Report, which is the basis of a full-time faculty member's candidacy for a discretionary salary award, will cover the period from January 1 through December 31, 2015. Therefore, full-time faculty with initial appointments after the spring 2015 semester are not eligible for DSA.

# **DSA FOR FULL-TIME FACULTY**

## **I. ELIGIBILITY**

The **Annual Faculty Report**, which is the basis of a full-time faculty member's candidacy for discretionary salary award, will cover the period from **January 1 through December 31, 2015**. Therefore, **new full-time faculty** – that is, those with initial appointment dates after the spring semester 2015 – are not eligible for DSA. **Faculty on sabbatical** for all or part of the year are eligible and will be fully considered.

## **II. BASELINE EXPECTATIONS**

Candidates for DSA must satisfactorily perform all typical professional duties associated with their full-time faculty position. These are considered baseline expectations. The recommendation prepared at each stage of the DSA review process will be based on the extent to which a candidate demonstrates **exceptional performance over and above baseline expectations**. It is neither required nor expected that a candidate be evaluated on the basis of all five criteria of the Board of Trustees.

- A. Full-time tenured and tenure-track faculty (including ABD lecturers hired into tenure-track lines)** should refer to *Baseline Expectations Necessary for Consideration for Discretionary Salary Increase*, found at [www.newpaltz.edu/acadaff/guidelines.html](http://www.newpaltz.edu/acadaff/guidelines.html). Individual units may have amplifications of these standards, which should be followed as appropriate.
- B. For full-time lecturers on term appointments**, baseline expectations are limited to their contractual responsibilities.

## **III. AWARD CATEGORIES AND AMOUNTS**

Full-time faculty – tenured and tenure-track faculty, ABD lecturers hired into tenure-track lines, and full-time lecturers on term appointments – are eligible for **major awards** and **merit awards**. The amounts of these awards will be determined upon review of available funds.

While the major and merit award categories for full-time faculty cannot be defined with precision, the following distinctions will generally apply.

- A. Major awards:** This category of award is based on outstanding performance in responsibilities that support and enhance the mission of the College during the reporting period (January 1 through December 31, 2015). These include scholarship/research/creative work that has received the recognition of publication, exhibition, external grant award, etc., in the year for which the faculty member is recommended for an award; consistent superiority as a teacher, both in and out of the classroom; outstanding contributions to the College through activities such as committee service, academic advising, major curriculum redesign, etc.; and outstanding service based on areas of professional expertise. Publications or other scholarly products derived from work conducted at another institution prior to appointment at New Paltz will generally not be viewed as supporting a DSA request.
- B. Merit awards:** This award is also based on performance that supports the College mission during the reporting period (January 1 through December 31, 2015). The activities that make a faculty member eligible for a merit award may have less weight and significance than those necessary for a major award.

#### IV. INITIATING A REVIEW FOR DSA

Primary responsibility for initiating a DSA review lies with individual faculty members. It is appropriate for department chairs and members of departmental sub-committees to encourage deserving colleagues to present themselves as candidates for DSA.

#### V. PROCESS

##### A. Overview

Full-time faculty who wish to be considered for DSA will prepare supporting materials as outlined below. The first stage of review for DSA takes place at the department level. Each department may form a sub-committee or meet as a “committee of the whole minus one.” Alternatively, departments may decide that DSA applications will be submitted directly to the department chair.

(See *Structures and Procedures*, IV. A. 1. and E. 1. for these and other departmental options: [www.newpaltz.edu/acadaff/guidelines.html](http://www.newpaltz.edu/acadaff/guidelines.html).) From that point, the sequence of reviews and recommendations for DSA awards is the department chair, dean, provost, and president.

##### B. Documentation required of **ALL** full-time faculty (tenured and tenure-track faculty; ABD lecturers hired into tenure-track lines; and full-time lecturers on term appointments)

The application should include:

1. **A one-page letter, authored by the applicant.**
2. **The Annual Faculty Report for the period January 1 through December 31, 2015**

All pertinent information (e.g., titles, page numbers, venues, events, etc.) must be provided for publications, presentations, exhibitions, performances, workshops, etc., and all dates must be within the DSA reporting period. (On occasion, an article’s publication date may not accurately reflect the date the article became available. In such cases, please include a statement explaining that the article *appeared* during the reporting period.)

3. **Student evaluations of instruction (SEIs) covering all courses taught by the candidate during the reporting period**

Applications must include Student Evaluation of Instruction (SEI) **summary reports** for Spring 2015; Summer 2015, if appropriate; and Fall 2015. Summary reports, which contain frequencies, percentages and statistics in table format (no written comments), are accessible via *my.newpaltz.edu*.

##### C. Submission

Once all supporting materials have been compiled, the candidate will submit the application to the departmental sub-committee or committee of the whole (or directly to the department chair, if the department has so decided). At the same time, he or she will complete an “Intent to Apply” form and forward it to the Office of the Provost. The Intent to Apply form serves to notify the Office of the Provost that the candidate has initiated the DSA review process.

##### D. Reviews and recommendations

1. Recommendations at all stages of review should indicate whether the request is for a major or merit award, according to the distinctions outlined above (III. A. and B.).
2. The departmental sub-committee or committee of the whole will review the candidate's application and determine a recommendation. The sub-committee chair will complete the cover sheet included in the file and append a one-page explanation of the departmental recommendation, which is to be copied to the candidate<sup>4</sup>. The file is then forwarded to the department chair.
3. The department chair will review the candidate's application, determine a recommendation, and complete the cover sheet, appending a one-page explanation of the recommendation, which will be copied to the candidate<sup>4</sup>. The chair will forward the application and departmental recommendations to the appropriate dean.
4. The dean will review the application and add his or her letter of recommendation, which will be copied to the candidate<sup>4</sup>. Deans' recommendations are to be categorized as "Major," "Merit," or "Not Recommended."
5. Deans who initiate a recommendation must furnish a statement to the Office of the Provost supported by the same documentation required of every candidate.
6. The dean will transmit the applications to the Office of the Provost. No materials may be added to or removed from the DSA applications once they have been transmitted to the Office of the Provost. The provost may, however, request additional information and/or confer with the appropriate dean on specific cases.
7. The provost will review all applications and prepare for the president a full list of recommendations.

<sup>4</sup> Each letter of recommendation is to be added to the candidate's application and copied to the candidate. The candidate may choose to prepare a response or rebuttal, which will also be added to the application for consideration at subsequent levels of review. Such rebuttals must be submitted prior to the deadline for forwarding the file to the next reviewer.

## **DEADLINES FOR RECOMMENDATIONS**

April 30, 2016    Department chairs' recommendations **due to deans**

May 30, 2016    Deans' recommendations **due to the Office of the Provost**

Please visit the Academic Affairs Web site ([www.newpaltz.edu/acadaff/guidelines.html](http://www.newpaltz.edu/acadaff/guidelines.html)) for these documents:

- *Structures and Procedures of Faculty Reappointment, Tenure, Promotion and Salary Increase*
- *Baseline Expectations Necessary for Consideration for Discretionary Salary Increase -- Tenured & Tenure-Track Faculty*
- *Baseline Expectations Necessary for Consideration for Discretionary Salary Increase for Library Faculty*