The 2011-2016 UUP contract has expired and while I cannot predict any provision for a DSA (Discretionary Salary Award) will be included in the upcoming new contact, I am sending out this annual call for DSA applications and will have the review process move forward consistently with past practice. The following guidelines are for those preparing and reviewing applications for DSA, though there is no guarantee that DSAs will be made available in 2017/18 or beyond.

Full-time faculty with initial appointment during or prior to spring semester 2017, including faculty on sabbatical for all or part of calendar year 2017, are eligible to apply for a DSA on the basis of their performance during the 2017 reporting period.

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

The School of Business will be piloting a process for DSAs using Blackboard as a submission method. If this is successful, we hope to roll it out across campus next year. The use of Blackboard, or a similar mechanism, will allow for easier review of documents from diverse locations.

Please note: We have removed the additional step of filing an intent to apply form with the Provost’s office. As most department sub-committees already compile a list of all applications received, we ask that this list be provided to the chair, and in turn to the dean. This will help assure that no applications are misdirected in the process of review.

1 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, 2017. Therefore, full-time faculty with initial appointments after the spring 2017 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, 2017. Therefore, new full-time faculty – that is, those with initial appointment dates after the spring semester 2017 – 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.

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. 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, 2017). 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, 2017). 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.) 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, 2017. 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 2017; summer 2017, if appropriate; and fall 2017. 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 for review by the departmental sub-committee or committee of the whole (or directly to the department chair, if the department has so decided).
D. Reviews and recommendations

1. Recommendations at all stages of review must indicate whether the request is for a major, merit, or no 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 committee chair will complete the cover sheet included in the file and append, if desired, a one-page (maximum) explanation of the departmental recommendation, which is to be copied to the candidate ².

3. The sub-committee or committee chair will compile a list of all applications received and provide that list to the chair, along with the applications.

4. The department chair will review the application and determine a recommendation. The chair will then complete the cover sheet included in the file and append, if desired, a one-page (maximum) explanation of the departmental recommendation, which is to be copied to the candidate ². The files and recommendations, along with the list of applications received by the sub-committee/committee, will then be forwarded to the appropriate dean.

5. The dean will review the application and determine a recommendation. The dean will then complete the cover sheet included in the file and append, if desired, a one-page (maximum) explanation of the departmental recommendation, which is to be copied to the candidate ².

6. Deans who initiate a recommendation must furnish a statement supported by the same documentation required of every candidate to the Office of the Provost.

7. The dean will transmit the applications with recommendations 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.

8. The provost will review all applications and prepare for the president a full list of recommendations.

² After each level of recommendation, a copy of the review sheet and any appended documents should be forwarded 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

May 1, 2018   Sub-Committee recommendations must be submitted
May 15, 2018  Department Chair recommendations must be submitted
June 30, 2018 Dean recommendations must be submitted
Please visit Academic Affairs’ Web site 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*