TO: Deans, Department Chairs, and Academic Faculty

FROM: Lorin Basden Arnold
Provost and Vice President for Academic Affairs
Anne Balant
Presiding Officer, On behalf of the Central Committee on Salary Increase

DATE: December 26, 2018

RE: Discretionary Salary Increases for FULL-TIME FACULTY: 1/01/18-12/31/18 Reporting Period

The 2016-2022 Collective Bargaining Agreement between United University Professions (UUP) and New York State has been approved and includes the provision for Discretionary Salary Increases (DSIs) for the 2018 reporting period.

The DSI program rewards meritorious performance. Thus, the program’s success depends on careful documentation and thoughtful review of faculty performance. The information that follows is intended to assist candidates as they prepare their documentation and to guide reviewers (departmental sub-committees or committees of the whole, department chairs, and deans) through the evaluation process that has been established at New Paltz.

Deadlines for recommendations appear on page 7.
DSI FOR FULL-TIME FACULTY

Discretionary salary increases (DSIs) are, as per the 2016-2022 agreement with the UUP, the prerogative of each campus president.

I. ELIGIBILITY

The Annual Faculty Report, which is the basis of a full-time faculty member’s candidacy for discretionary salary increase, will cover the period from January 1 through December 31, 2018. Therefore, new full-time faculty – that is, those with initial appointment dates January 1, 2018 – are not eligible for DSI. Faculty on sabbatical for all or part of the year are eligible and will be fully considered.

II. BASELINE EXPECTATIONS

Candidates for DSI 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 DSI 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 https://www.newpaltz.edu/media/academic-affairs/baseline_expectations_fulltime_tenured_tenuretrack_faculty.pdf. Departmental guidelines for RTP may provide 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 as indicated in appointment letters and, where appropriate, memos on obligation.

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 in conjunction with the funds available pursuant to the contractual agreement between the UUP and the State.

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 above and beyond baseline expectations that support and enhance the mission of the College during the reporting period (January 1 through December 31, 2018). These include consistent excellence as a teacher, both in and out of the classroom; scholarship/research/creative work that has received the
recognition of publication, presentation, exhibition, external grant award, etc., in the year for which the faculty member is recommended for an award; outstanding contributions to the College through activities such as committee service, academic advising, major curriculum redesign, etc.; and outstanding service to the area 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 DSI 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, 2018). While still at or above the baseline, the activities that make a faculty member eligible for a merit award may have less intensity or significance than those necessary for a major award. Further, faculty members who demonstrate a significant, but less than outstanding, contribution in the areas of teaching and advising, scholarship/creative endeavors, or service over the past three or more years since receiving the last award may be considered for merit. In this case, candidates must include appropriate documentation for the extended period under consideration and specify the date of their last merit award.

IV. INITIATING A REVIEW FOR DSI

Primary responsibility for initiating a DSI 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 DSI.

V. PROCESS

A. **Overview**

Full-time faculty who wish to be considered for DSI will prepare a file of supporting materials as outlined below. The first stage of review for DSI takes place at the department level. Each department must form a sub-committee or meet as a “committee of the whole minus one.” (See Structures and Procedures for these and other departmental options: https://www.newpaltz.edu/media/academic-affairs/structures_and_procedures_10-23-2009.pdf). From that point, the sequence of reviews and recommendations for DSI awards is normally the department chair, dean, Central Committee on Salary Increase, 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)

Reviewers highly value conciseness. Therefore, **consideration for DSI awards will be based on a file limited to one 1½” (or smaller) three-ring binder.**

THE CENTRAL COMMITTEE WILL NOT CONSIDER OVERSIZED OR INCOMPLETE FILES.
The file should include:

1. The **Annual Faculty Report** for the period January 1 through December 31, 2018. If requesting a major award, faculty must include the two most recent annual reports (**January 1-December 31, 2017, and January 1-December 31, 2018**). 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 DSI 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.

2. **Required supporting documents**, as follows:
   
a. Brief list outlining accomplishments that justify the award

b. Current curriculum vitae (See [https://www.newpaltz.edu/media/academic-affairs/curriculum_vitae_gdlines_rev_fall_2012.pdf](https://www.newpaltz.edu/media/academic-affairs/curriculum_vitae_gdlines_rev_fall_2012.pdf))

c. Evidence of scholarship and creative activity\(^1\), as appropriate (not typically expected of full-time lecturers on term appointments):
   
   (1) Citation of journal article, including the name of the journal, publication date, and any co-authors. If the article is not readily available in campus databases, a copy of the title page and abstract should be included. Full copies of the article should be available to reviewers upon request.

   (2) Citations of published book(s) including the title, date, publisher, and any co-authors/co-editors. If the book is not readily available online via the publisher for verification, please include a copy of the title page and copyright page. Full copies of the book should be available to reviewers upon request.

   (3) Citations for conference papers, including the title, date, conference name and location, and any co-authors. If the program is not readily available online, please include a copy of the portion of the program showing the title and date of the presentation, paper, workshop, concert, exhibition, etc. Full copies of the paper should be available to reviewers upon request.

   (4) Other appropriate documentation to verify publications or other activities and accomplishments.

   (5) Course syllabi, etc., for a DSI application primarily based on curriculum innovation

   (6) Copy of award letter(s) for grants, significant honors, or other awards\(^2\)

\(^1\) All publications, exhibits, talks, etc., categorized as scholarship must be published, performed, on display, etc., during the calendar year under consideration (2018). If a journal’s table of contents implies publication of the scholarly work in a different year, candidates should supply documentation that the work was actually published in 2018. Do not include scholarship that is under review or forthcoming.

\(^2\) Grants, honors, and awards will be counted for the year of the award letter, not the year of the proposal or the use of the grant.
3. Evaluations of instruction covering all courses taught by the candidate during the reporting period
   a. **For applications based on 2018 only:** Include Student Evaluation of Instruction (SEI) summary reports for spring 2018; summer 2018, if appropriate; and fall 2018. Summary reports are accessible via my.newpaltz.edu. Please provide numerical summaries rather than graphical (pie chart) summaries. Open-ended student comments may be supplied as supporting material. If any student comments are provided for a course, all comments must be provided.
   b. **For merit award applications based on an extended reporting period:** Include SEI summary reports for spring 2016 through fall 2018, accessible via my.newpaltz.edu. Please provide numerical summaries rather than graphical (pie chart) summaries. Open-ended student comments may be supplied as supporting material. If any student comments are provided for a course, all comments must be provided.
   c. If available, teaching evaluations based on peer observations during 2018 or the extended reporting period may also be included.

4. **Tenured and tenure-track faculty only (including ABD lecturers hired into tenure-track lines): Evidence of current\(^3\), outstanding institutional service**
   Service to the institution through participation in the College's governance system or other service contributing to the life of the institution is a normal responsibility of tenured and tenure-track faculty. All such candidates for DSI are expected to provide evidence that they have effectively carried out the responsibilities of institutional service at the college, school, and/or department level. However, only outstanding service beyond that which is normal and expected will be considered for a salary increase.

5. **Full-time lecturers on term appointments only: Evidence of current\(^3\) institutional service**
   Although service to the institution is not normally expected of full-time lecturers on term appointments, those who perform such service should be recognized for doing so.

\(^3\) Institutional service dating from 2017 forward is considered to be current.

Once all supporting materials have been compiled, the candidate will submit the file to the departmental sub-committee or committee of the whole.

C. **Reviews and recommendations**

1. Letters at all stages of review should indicate whether the recommendation 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 file and determine a recommendation. The sub-committee chair appends a one-page explanation of the departmental recommendation, which is to be copied to the candidate\(^4\). The file is then forwarded to the department chair.

3. The department chair will review the candidate’s file, determine a recommendation and append a one-page explanation of the recommendation, which will be copied to the candidate\(^4\). The chair will forward the file and departmental recommendations to the appropriate dean. The chair will also forward a summary list of all files submitted and the departmental and chair recommendations to the dean.

4. The dean will review the file and add his or her letter of recommendation, which will be copied to the candidate\(^4\).

5. Deans who initiate a recommendation must furnish a statement to the Central Committee supported by the same documentation required of every candidate.

6. The dean will transmit the files to the Office of the Provost, where they will be processed (recorded and numbered) and made available to the Central Committee. The dean will also forward a summary list of all files submitted and the departmental and chair recommendations to the Office of the Provost.

7. No materials may be added to or removed from the DSI files once they have been reviewed by the departmental committee. The Central Committee may, however, request additional information and/or confer with the appropriate dean on specific cases.

8. The Central Committee will review all files and submit its recommendations to the provost.

9. The provost will review all files and prepare for the president a full list of recommendations for final dispensation.

\(^4\) Each letter of recommendation is to be added to the candidate’s file and copied to the candidate. The candidate may choose to prepare a response or rebuttal, which will also be added to the file 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

February 11, 2019  Departmental sub-committee/committee of the whole recommendations due to Department Chairs

February 25, 2019  Department chairs’ recommendations due to Deans

March 25, 2019  Deans’ recommendations, together with summary lists, due to the Office of the Provost for processing

April 5, 2019  Files transmitted to the Central Committee

May 31, 2019  Central Committee recommendations due to Provost

July 1, 2019  Requests for review of perceived salary inequity due to Provost

Please visit the Academic Affairs Web site (https://www.newpaltz.edu/acadaff/) for these documents:

Curriculum Vitae Guidelines
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