



**SAN JOSÉ STATE
UNIVERSITY**

Office of Faculty Affairs
One Washington Square
San José, CA 95192-0021
Voice: 408-924-2450
Fax: 408-924-2425

Associate Vice President
Joan M. Merdinger

The California State
University:
Chancellor's Office
Bakersfield, Channel Islands,
Chico, Dominguez Hills, East
Bay, Fresno, Fullerton,
Humboldt, Long Beach, Los
Angeles, Maritime Academy,
Monterey Bay, Northridge,
Pomona, Sacramento, San
Bernardino, San Diego, San
Francisco, San José, San Luis
Obispo, San Marcos, Sonoma,
Stanislaus

March 30, 2009

To: VP Phillips, Athletics Director Bowen, Deans, Interim Director
Counseling Services, Chairs/Directors, First Level Personnel
Committee, & University Library

FR: Joan M. Merdinger
AVP/FA

RE: Post Promotion Increase Program (PPI) for AY 2009-2010

The Post-Promotion Increase (PPI) program for AY 2009-2010 is open to eligible full professors, lecturer D faculty, SSP-AR III faculty, head coaches and librarians who were hired on the campus after August 1988 and who have either exhausted their SSI eligibility, or who have one SSI counter and are above the SSI maximum on the current salary schedule.* Full professors, lecturer D faculty, SSP-AR III faculty, head coaches and librarians who were eligible for the first year of the program and did not apply in the first year of the program are not eligible for the AY 2009-2010 program. Those faculty unit employees who were promoted to full professor, lecturer D, SSP-AR III and librarian in Fall 2008, and those faculty hired in Fall 2008 at the rank of full professor are not eligible for the program in AY 2009-2010. Faculty in retired status as of July 1, 2009, including FERP and rehired annuitants, are ineligible.

Application

- To be considered for the PPI program in AY 2009-2010, you must submit to your department review committee by **April 13, 2009** a summary (maximum two pages) of accomplishments. While you may discuss work from any time since your last promotion/ range elevation, you are not required to do so; information from the last three to five years is normally sufficient. While no additional documentation is allowed, all information presented in the summary may be subject to verification.
- You must also submit a completed "Application for Post-Promotion Increase <http://www.sjsu.edu/facultyaffairs/docs/PPICampusAnnouncementFULL2009-2010.pdf>" form (attached). On the application form, you should briefly describe your current work assignment as well as areas which should be evaluated.

Evaluation Criteria

- The evaluation is to be based on the actual work assignment of the faculty member, SSP/AR III, head coach or librarian; the applicant should specify the areas to be evaluated, which must, at a minimum, include the areas encompassed by the actual work assignment. The applicant may choose to be evaluated in additional areas, as applicable.

Important Dates

- Departments/units should complete their review process by **April 27, 2009**. The President's review for determination of the final award amount should be completed no later than **May 15, 2009** to allow processing of the base salary adjustment in the July pay period. Adjustments made as of the July 2009 pay period will appear in the August 1, 2009 pay warrant.

**If any eligible faculty member has one remaining SSI, and a PPI is awarded, the PPI award will count against the remaining SSI*

Appeals

- The campus deadline for eligible faculty to file an appeal is May 26, 2009. Additional salary adjustments as a result of the appeal process will be implemented in the Fall of 2009, and affected individuals will see the adjustments reflected in the pay warrant issued the month following the decision.

Program Details

Each department (or equivalent unit) should establish an elected review committee consisting of at least three tenured full professors (or librarians or SSP/AR-III faculty). The department may choose to use its elected RTP Committee, create a different committee or elect replacement(s) to the PPI review committee that was created for the first year of the PPI program. A department may elect individuals from outside the department to the review committee. An individual who has applied for an award may not participate in review of applications in his/her department, but may serve on another department's committee.

Elements of the program are governed by Articles 31.13 through 31.16 of the CFA-CSU Agreement. In addition, the following items have been agreed to by the CFA and the CSU:

- Campuses are encouraged to use existing standards for performance as defined in policies on retention, tenure and promotion, post-tenure review, periodic evaluations, etc., rather than creating new policies for PPI review.
- The department-level committee will review each application and make one of three findings: meets expectations, exceeds expectations, or does not meet expectations. If the applicant is evaluated as not meeting expectations, no award will be made. If the applicant is evaluated as meeting expectations, the award is an increase to 2.5%. If the applicant is evaluated as exceeding expectations, the application will be forwarded to the President, who will determine the final award of at least 2.75% but no more than 3.5% of base salary.
- The faculty member may appeal either the substantive rating or the amount awarded by the President.
- The campus shall elect a five-member Appeal Committee (using the campus Senate process for campus-wide elections), consisting of full professors who are not being considered for PPIs in AY 2009-2010.
- Once faculty members have received a final decision, they will have two weeks (ten working days) to file an appeal. Materials submitted for appeals shall be limited to the original application plus an argument/rebuttal of no more than one page. The Appeal Committee will review the materials submitted and determine whether to grant the appeal, including the final amount of the award (which may not exceed 3.5% of the base salary). The Appeal Committee will not hear testimony from the appellant or any other parties. The Appeal Committee is limited to awarding 10% of the campus share of the salary portion of the pool. The decision of the Appeal Committee is final and is not subject to additional review.
- Each campus has received a total cost for salaries and benefits of the program for AY 2009-2010. Ten percent (10%) of the estimated cost for salaries must be set aside as the Appeal Pool.

Please see the attached calendar for the AY 2009-2010 PPI program implementation and for the "Application for Post-Promotion Increase." For additional questions please contact Angee Ortega McGhee in the Office of Faculty Affairs at (408) 924-2453.

Attachments

C: President Whitmore

Provost Sigler

CFA Chapter President Cara

SAN JOSÉ STATE UNIVERSITY
OFFICE OF FACULTY AFFAIRS

PPI CALENDAR 2009-10

- | | |
|----------------|---|
| April 13, 2009 | Submit application with appropriate documentation to department chair and departmental personnel committee. |
| April 27, 2009 | Departments/schools should complete their review process and forward recommendations to the candidates. |
| April 29, 2009 | Departments/schools should forward their completed review and forward recommendations to the Office of Faculty Affairs. |
| May 15, 2009 | Announcement of President's decision. |
| May 26, 2009 | Final Day to file an appeal for PPI Year 2 award. |
| Fall 2009 | Announcement of <u>final decision</u> of Appeals Committee. |

Appendix C.

**Application for Post-Promotion Increase
2009-2010**

Name _____ Department _____

Rank/Classification _____

Year of hire _____

Current Work Assignment:

Areas for evaluation (must include at least those areas included in the current work assignment)

Select all that apply:

- Teaching/instructionally-related activities/direct services to students
- Research, scholarly, and creative activities/professional growth
- Service to the university/community/profession

I certify that the information contained in my application for a post-promotion increase is accurate. I understand that any assertions contained in the narrative must be verifiable.

Signed _____ Date _____

Department Recommendation:

_____ Meets expectations Award amount 2.5%

_____ Exceeds expectations Award amount determined by President (see below)

_____ Does not meet expectations No award

Signed _____ Chair, Review Committee

President's decision (must fall within the range of 2.75% to 3.5%):

_____%