GUIDELINES FOR REPORTS AND PROPOSALS

SAMPLE

SAN JOSE STATE UNIVERSITY
Academic Senate
Professional Standards Committee

May 12, 2005

Final Reading

A.S. 1005

POLICY RECOMMENDATION
AWARDING OF PERFORMANCE SALARY STEP INCREASES

Rescinds F96-2

Whereas: The Agreement between the California Faculty Association and the California State University provides for the awarding of “Performance Salary Step Increases;” and

Whereas: Substantial revisions to the initial policy F96-2 are now required after surveying the experiences of the first two years of the PSSI program; therefore, be it

Resolved: That the attached policy be implemented.

Rationale: The agreement between the CSU and the CFA requires the awarding of performance salary step increases. Since implementation of the PSSI program, substantial changes have occurred that make revising and reissuing the policy necessary.

Approved: April 28, 2005
Absent: Lee, Wall
Vote: 6-0-1

Financial Impact: None
Workload Impact: None

(Also see Handbook page 68 for Report Guidelines)

A.S. (Senate Office assigns)

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ACTION (TBA)

A.S. (Academic Senate) Proposal Numbers logged when policy chair submits for agenda.

ACTION lines used for documenting Senate action, i.e., passed, failed, back to committee, etc.

HEADING = Policy Recommendation, Senate Management or a Sense of the Senate Resolution

SUBJECT = Title should briefly but clearly identify

AFFECCTED POLICIES/DOCUMENTS = After Title and before Whereas, identify all affected existing documents

COMMITTEE INFO BLOCK = (For Committee Proposals) Approved: (Date of Committee Approval); Present: (Voting Committee Personnel Present); Absent: (Voting Committee Personnel Absent); Vote: (For, Against, Abstentions; i.e., 9-0-1); Financial Impact: (Indicate possible impact estimated by affected department/area); Workload impact. (Include possible impact estimated by affected departments/area/personnel).