

**GUIDELINES FOR REPORTS AND PROPOSALS**

**S A M P L E**

SAN JOSE STATE UNIVERSITY	
Academic Senate	
Professional Standards Committee	A.S. <u>1005</u>
May 12, 2005	
Final Reading	Action _____
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
Present:	Eastman, Edgar, Harper, McNeil, Nellen, Romig, Sagatun-Edwards
Absent:	Lee, Wall
Vote:	6-0-1
Financial Impact:	None
Workload Impact:	None

*(Also see Handbook page 68 for Report Guidelines)*

SJSU and Committee I.D. A.S. *(Senate Office assigns)*  
Date of Senate Meeting  
First or Final Reading 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  
AFFECTED 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).