

ACADEMIC COUNCIL POLICY RECOMMENDATION #F72-5

At its meeting of December 11, 1972, the Academic Council passed the following proposal as presented by Chairman Young of the Professional Standards Committee.

INTERIM PROCEDURES AND GUIDELINES FOR THE IMPLEMENTATION OF MERIT SALARY ADJUSTMENTS UNDER THE NEW FACULTY, ACADEMIC SALARY STRUCTURE

Section 1 - Purpose and Limits of these Interim Procedures.

- 1.1 These "interim procedures" will expire June 1, 1973. They are meant to establish guidelines for the award of merit salary adjustments in the following two instances only:
 - a. 1972-73 step increases, effective retroactively to September 1, 1972.
 - b. 1973-74 step increases, effective September 1, 1973.
- 1.2 These procedures will become effective when the Department of Finance certifies the availability of funds for the implementation of the new salary structure.

Section 2 - Eligible Persons.

- 2.1 Only tenured or probationary faculty members are eligible to receive merit salary adjustments.
- 2.2 1972-73 Retroactive Step Increase: Restrictions on eligibility. Only the following persons shall be eligible for the 1972-73 retroactive step increase:
 - a. Persons below the rank of Professor who are currently on Step 5, and have been two or more years on Step 5. (The present academic year counts as one year on step.)
 - b. Class II persons in the rank of Professor who are currently on Step 5, and have been four or more years on Step 5.
 - c. Class I persons in the rank of Professor who are currently on Step 5, and have been two or more years on Step 5.

- 2.3 The eligibility restrictions of Section 2.2 do the 1973-74 merit salary adjustments. All ten probationary faculty shall be eligible for the step increase.

Section 3 - Criteria

- 3.1 The 1972-73 implementation of the new salary s budgeted under the category of "inequity adjus purpose is to grant recognition in the form of step-increase to those persons whose meritoric the University could not be recognized in the because of limitations within the old salary s Accordingly, retroactive step-increases for th academic year may be awarded only on the basis torious service and the years of delay in the such merit. The 1973-74 step increases shall on the basis of meritorious service.
- 3.2 Meritorious service shall be understood to mea the performance of faculty responsibilities, a standing promotion, retention and tenure crite of responsibility are:
- a. Effectiveness in academic assignment.
 - b. Scholarly achievement.
 - c. Professional contributions and activity.
(Reference Book)

Primary emphasis in the evaluation for merit s effectiveness in academic assignment. Qualifi merit salary adjustment does not constitute a qualification for subsequent promotion.

- 3.3 Delay in recognition means the number of years recognition of merit in the form of step-incre tions. This is not a simple longevity factor, simply the number of years served at Step 5 in present rank. "Quality is to be the central f for merit adjustments, with time served at the given class and rank of clearly secondary weig This criterion of "delay in recognition" appli 1972-73 retroactive step increase.
- 3.4 One purpose of the new salary structure is "to different rates of acceleration within ranks } merit evaluation." Accordingly, merit salary not be "consolation prizes" for "persons not ; of advancement in rank." (FSA 72-74, p. 6).

Section 4 - Guidelines in applying the criteria.

- 4.1 No multi-step increases shall be recommended for the 1972-73 retroactive merit salary adjustment. However, when mer justifies it, multi-step increases are permitted in the 1973-74 merit salary adjustment.
- 4.2 The recommendations for both the 1972-73 and 1973-74 merit salary adjustments shall take into account the normal waiting periods in the new salary structure. The normal waiting period is one year on each step except:
 - a. Three years at Professor Steps 5, 6, 7.
 - b. Two years at Associate Professor Steps 6, 7.
 - c. Indefinite period at Step 8 in the Assistant, Associat and Professor ranks.

Beginning with the 1973-74 merit salary adjustments, a per recommended for a step increase prior to the expiration of normal waiting period only when extraordinary merit can be demonstrated.

- 4.3 The implementation of the new salary structure will eliminate Class I in each of the ranks. Class I persons, unless recommended for a 1972-73 retroactive step increase will automatically lose a step, but will remain at the sam salary level, in the changeover. (E.g., without a merit increase, a Class I, Step 5 Professor will become Professo Step 4 in the new salary structure. A retroactive 1972-73 increase means that he will become Professor, Step 5.)
- 4.4 In the new salary structure, a merit review is required fo movement to some, but not all, of the salary steps. This fact shall be taken into account in the recommendations fo the 1973-74 merit salary adjustment. Merit reviews are required as follows:
 - a. Instructor - All step movements require a merit review
 - b. Assistant Professor - Merit reviews are required for movement to steps 3, 5, 6, 7, 8.
 - c. Associate Professor - Merit reviews are required for movement to steps 4, 6, 7, 8.
 - d. Professor - Same as for Associate Professor.

Section 5 - Procedures

- 5.1 Eligible faculty members who wish to be considered for a merit salary adjustment are responsible for notifying the department chairman and for submitting evidence of their achievements and performance.

5.2 Review of persons below the rank of Professor:

- a. The Department Promotions Committee shall determine which persons below the rank of Professor shall be recommended to the Dean for merit salary increases. The Committee shall proceed as it does in the matter of promotion recommendations. The Committee shall recommend persons for merit salary adjustments in one of the four promotion categories: Urgently Recommended, Strongly Recommended, Recommended and Not Recommended. These recommendations shall be forwarded to the Dean by way of the Department Chairman. The number of years served on step shall be given for each person listed.
- b. The Department Chairman shall forward the Committee's recommendations and the supporting evidence to the Dean, indicating his concurrence or dissent from the Committee's recommendations and rankings. In instances where the Chairman wishes to make a recommendation different from that of the Department Committee, he shall give to the Dean his reasons for differing from the recommendations of the Departmental Committee. Both the Committee's and the Chairman's recommendations and rankings shall be forwarded to the School Dean.
- c. The Department Chairman shall inform each candidate for a merit salary adjustment of the Department's recommendation.

5.3 Review of persons in the rank of Professor:

- a. The Department Chairman shall submit to the School Dean a list of Professors eligible for a merit salary increase. The number of years served on step shall be given for each person listed.
- b. The Department Chairman shall place the eligible Professors in one of the four categories, excluding himself should he be eligible. He shall indicate to the Dean the reasons why the persons listed should be given or denied a merit salary increase. Supporting evidence must accompany recommendations for the merit increase. (Chairmen below the rank of Professor or newly appointed or acting chairmen shall recommend in consultation with the School Dean.)
- c. Eligible department chairmen and other school administrators shall be reviewed by the School Dean, and ranked in priority order with other eligible members from their departments.
- d. In selecting those Professors for recommendation to the President, the Dean shall consult either the 1972-73

School Promotions Committee, or an ad hoc committee appointed by the Dean with the concurrence of the School Promotions Committee.

- 5.4 Each School Dean, after consultation with the appropriate faculty committees and the department chairmen (see above, Sections 5.2 and 5.3), shall select those persons in his school who are to be recommended to the President for merit salary increases. The Dean shall place the persons he recommends in one of the four categories, and then group the persons within each category according to academic rank. The number of years served on step shall be given for each person recommended. The Dean's recommendations and the supporting evidence shall be forwarded to the office of the Academic Vice President. The School Dean shall inform each candidate for a merit salary adjustment of the School's recommendation.
- 5.5 The President shall make the final determination of those persons who are to receive merit salary adjustments.

ACTION BY UNIVERSITY PRESIDENT:

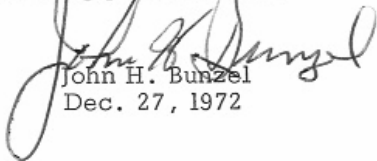
Approved, with the understanding that:

- a) a 1972-73 merit step increase is effective retroactively to August 31, 1972 (Sec. 1.1a).
- b) the faculty members who are eligible for the 1973-74 merit step increase (Sec. 2.3), are subject to the guidelines regarding the normal waiting period in each step (Sec. 4.2).

Copies sent to:

AVP
All Deans
All Department Chairmen

RECEIVED
DEC 14 1972
PRESIDENT
Cal State U, San Jose


John H. Bunzel
Dec. 27, 1972