

Memo

To: Instructional Faculty

From: E. Maria Thompson, Provost and Vice President for Academic Affairs

Subject: Discretionary Pay Procedures in Academic Affairs

Date: August 29, 2011

The UUP contract calls for a discretionary pay cycle in 2011. This memo describes the procedures that will be used for faculty within Academic Affairs to determine discretionary increases.

Eligibility

The purpose of the discretionary program is to recognize truly outstanding performance among faculty across the full range of the College's responsibilities. Discretionary increases should be used to recognize and stimulate the desire to exceed those very standards. Eligible faculty are full-time and part-time faculty on the payroll in positions in the negotiating unit as of June 30, 2011 and at the time of payment scheduled for paychecks dated December 7, 2011. This may include faculty on full or partial leave with or without pay. Awards granted through the DSI process will be retroactive to September 1, 2011 for faculty.

- For this year, the entire DSI pool will be used to recognize merit.
- The College values equity among employees. We are currently developing a comprehensive salary analysis for faculty and professionals. When completed, the comprehensive salary analysis will provide a systematic approach designed to assist the President and vice presidents in addressing potential salary inequity among the faculty and professional employees at SUNY Oneonta. Since equity will be addressed through this more comprehensive approach, there is no procedure for salary equity adjustments in the discretionary process this year. Information on the comprehensive salary analysis will be reported later this year.

Procedures for Teaching Faculty

A. Department Chairs: Each department shall describe the process used to make recommendations concerning the department chair. If the department wishes to have the department chair considered for a discretionary award, a statement to the appropriate dean that addresses the chair's performance both as a faculty member (in a manner analogous to evaluation of other departmental faculty) and as department chair should accompany the recommendation. The Provost in consultation with the deans will determine the amounts of discretionary awards to chairs, based on a combination of the departmental input and the dean's evaluation of the chair's performance.

B. Merit Awards: The following procedures will be used in determining merit pay.

1. As in the past, merit awards will be based primarily, but not exclusively, on a written documented recommendation from the department chair. This recommendation may be based, in whole or in part, on department procedures or recommendations, but, in any case, must reflect the best judgment of the chair and provide clear documentation of meritorious performance.
2. Merit pay will be based only on performance from July 1, 2010 through June 30, 2011.

3. Merit pay for teaching faculty will be based on contributions in the traditional areas of teaching, scholarly research, and service. Evidence must be provided of satisfactory contributions in all three areas and unusual meritorious contributions in at least one area. Each recommendation must be accompanied by a supporting Faculty Activities Report and other appropriate documentation. If the Faculty Activities Report has not been submitted for inclusion in the department's Annual Report, the chair cannot consider the case. Part-time faculty are not required to submit a Faculty Activities Report, but may do so. Consideration for part-time faculty should be based on their contributions in the area of teaching.
4. Department chairs and deans are asked to pay special attention to contributions in the areas of teaching, student advisement, recruitment, and retention, including those activities not housed within the department.
5. Department chairs must submit the following materials to their dean by **October 24, 2011**:
 - (a) A statement of the process used to determine the recommendations of the department chair. This may vary from department to department. It may range, for example, from a statement that the recommendations are the judgments of the department chair, to a description of a more formal selection process that may include departmental committees and voting procedures. In any case, the statement must describe how procedures have been established to ensure that, in the best judgment of the department chair, individuals have been selected based on meritorious performance.
 - (b) A priority listing of candidates recommended by the department chair for merit awards. Without extraordinary documentation, this list should not exceed 50 percent of the faculty in the department. Alternatively, the chair may submit a listing of candidates by groups (highest priority group, second priority group, etc.). In the latter case, however, the highest priority group may not exceed 25% of those eligible without extraordinary documentation, and the total number of faculty recommended should not exceed 50%. Please note that no dollar amounts are to be recommended.
 - (c) A brief, but compelling, statement of rationale for each of the individuals recommended. These statements must be limited to one summary paragraph (less than one page) for each individual. They should address the criteria specified above.
 - (d) The relevant annual Faculty Activities Reports for 2010-2011 must have been submitted with the department's annual report.
6. I have instructed the deans that the factors they should consider in determining final merit awards are the adequacy of the process used by the chair and the department in identifying individuals whose performance is meritorious and the compelling nature of the documentation for each case.

It is a pleasure to distribute salary increases to SUNY Oneonta faculty. Salary equity will be addressed at a later date upon completion of the comprehensive salary analysis.

c: Council of Deans