

## **Replaced and Superseded by Presidential Directive 99-01**

### **F97-3 AWARDING OF PERFORMANCE SALARY STEP INCREASES (PSSI)**

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#### **Legislative History:**

**At its meeting of July 21, 1997, the Executive Committee, acting as the Academic Senate (By-Law 3.3b), approved the following Policy Recommendation.**

**Rescinds F96-2 and revises S97-11 (unsigned)**

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related to this policy and the stated purposes of the PSSI program

wide FTE/F. These figures are to be used as suggested allocations to inform college (unit) decisions and assist the President in his/her awarding of PSSIs. This information shall also be provided to the campus Labor/Management Committee and the Executive Committee of the Academic Senate. The Office of Faculty Affairs shall establish and announce a timetable for the nomination/application and recommendation process.

## 5. ELIGIBILITY

All faculty unit employees are eligible each year to submit an application or be nominated by other faculty unit employees or academic administrators for PSSIs. Nominations must be received by the College Dean (or equivalent unit administrator as appropriate) not later than ten days before the deadline for applications. The Dean shall notify the nominee; faculty unit employees may accept a nomination by submitting a signed application. Applications must be submitted by the deadline set by the Office of Faculty Affairs.

step awards will be recommended by college committees, but "strongly recommended" applicants may be recommended for more than one step (such a recommendation will be affected by the resources available and the relative sizes of the faculty cohorts in the pool of applicants).

College committees may recommend "Presidential Special Recognition Awards" for faculty who applied for one of the four application categories and who may in the judgment of the college committee also merit such an award. College committees should append a statement of reasons for both favorable and unfavorable recommendations.

## 8. ACTION OF COLLEGE DEAN

The College (unit) committee recommendations shall be in writing and sent to the President, with a copy to the Dean (or equivalent administrator) and the nominee/applicant. The Dean shall append a statement of agreement or disagreement with the committee's recommendation, and a copy of this shall also be sent to the nominee/applicant. The Dean should state reasons for his/her favorable or unfavorable recommendation.

The nominee/applicant may submit a one-page response to the dean within five days of receipt of the recommendations of the committee and the Dean. The Dean shall consider these responses before forwarding his/her final recommendations to the President. The Dean must give reasons for his/her decisions. The Dean may recommend steps up to the allocation but not beyond. The President may set aside unspent funds for use by the college for PSSIs in the next year.

## 9. REVIEW BY THE PRESIDENT

All recommendations and accompanying materials are to be forwarded to the University President or his/her designee no later than December 1 of each year that PSSIs are available. Failure to meet these deadlines for recommendations shall automatically result in the forwarding of all nominations/applications to the President.

The President or his/her designee shall review the nominations/ applications and select the recipients no later than January 1. He/she shall also determine the appropriate number of salary steps to be granted for each award. In selecting the recipients and the number of salary step increases for each, he/she shall take into consideration the suggested allocations to colleges, as described in Section 4 above. No candidate shall receive more than five (5) PSSIs in a given year. The effective date of all PSSIs shall be July 1 of each year.

In addition to the awarding of PSSIs in the four established categories, the President may also award President's Special Recognition Awards for faculty who have significantly advanced the University's mission and/or the success of their respective units. The PSRAs may also be awarded to designated groups of faculty whose cooperative work may have resulted in notable accomplishments of value to the University.

All nominees/applicants shall be provided notice in writing of the President's decision.

## 10. APPEAL

The decisions to grant or deny a PSSSI award, and the number of steps to be granted, shall not be subject to the grievance procedure.

Candidates who fail to receive a PSSI may have the denial reviewed by a University Peer Review Panel constituted in accordance with Articles 31.36-31.42 of the Agreement.

All requests for peer review must be submitted in writing to the Provost (or his/her designee) no later than January 15. The President or designee may submit a written response to the request. The Peer Panel's review shall be limited to the affected employee's allegations and, if applicable, the response of the President or designee.

The President (or his/her designee) shall consider the University Peer Review Panel's recommendations and all forwarded materials and, no later than fourteen (14) days after receipt of these recommendations and materials, shall notify the affected faculty member and the University Peer Review Panel of his/her final decision, including reasons for it. Notification to the faculty member of the President's decision concludes the peer review procedure, and such decision shall not be reviewable in any forum.

## 11. REPORTING AND FILES

The President (or his/her designee) shall report to the Academic Senate, the SJSU chapter of the CFA, and to the CFA/SJSU Labor/ Management Committee annually, the appropriate aggregate statistics by College (Unit) regarding the numbers of candidates in each category, the number of awardees, and the number of steps for each award. The President (or his/her designee) shall report to the CFA/SJSU labor relations committee annually, the names of the faculty unit employees awarded PSSI's and the number of PSSI's awarded, indicating which PSSI's were recommended for awarding by the College (unit) committee of tenured faculty unit employees. In addition, a list of individual faculty unit employees receiving Performance Salary Step Increases, their rank, the number of steps received, and their department shall be made public on the campus no later than one month after final decisions regarding such increases, including final decisions resulting from the Peer Review process.

After final decisions are made, the nomination/application records shall become part of the faculty unit employee's Personnel Action file, but neither the award nor the denial of a PSSI may be used as evidence in deliberations about retention, tenure, and promotion, or used in subsequent PSSI applications.