

To: Full-Time and Part-Time Faculty

From: Erik J. Bitterbaum, President

Date: May 11, 2009

Re: **2008-2009 Discretionary Salary Increases (DSI)**

Under Article 20 of the *Agreement between United University Professions and the State of New York, 2007-2011*, the next discretionary salary increase (DSI) for faculty and professional staff members is scheduled for distribution no later than December 31, 2009. For those of you who are new to SUNY, DSI funds are comprised of 1% of the College's payroll for UUP employees, and are distributed at the discretion of the campus president. A full description of SUNY Cortland's DSI procedures can be found in sections 220.13 and 220.14 of the *2008-10 College Handbook*.

As in the past, the next DSI pool will be used to address inequity and to award for performance. The specific procedures to be used in distributing the performance-based portion of the DSI funds are outlined below.

General Information

2008-09 DSI distributions will consist of two components:

1. Inequity Adjustment. Because market salaries have risen during the years, and due to our attempts to hire the best-qualified new faculty possible, salaries of more senior faculty may continue to be lower than they should be, especially compared to the salaries of more junior faculty. To address these problems, up to 50% of the salary monies will be set aside for inequity corrections for the next DSI adjustment.
2. Performance-Based Adjustment. The remaining portion of the DSI funds not used to address inequity will be used to recognize individual performance in accordance with the enclosed guidelines and more specific criteria established by the president and other administrators. Criteria spelled out in the guidelines include: Mastery of Subject Matter, Effectiveness in Teaching or Librarianship, Scholarly Ability, Effectiveness of University Service, Continuing Growth, and Academic Advisement. Individuals in non-tenure track positions should focus their applications on activities that are directly relevant to their primary duties at the College.

- *Mastery of Subject Matter*
As demonstrated by such things as advanced degrees, licenses, honors, awards and reputation in the subject matter field.
- *Effectiveness in Teaching or Librarianship*
As demonstrated by such things as judgment of colleagues, development of teaching materials or new courses, including materials and courses promoting pluralism and increasing sensitivity toward under-represented groups, and student reaction, as determined from surveys, interviews and classroom observation data from departmental course teacher evaluations (CTE's) and course dossier evaluations (CDE's).
- *Scholarly Ability*
As demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications and reputation among colleagues.
- *Effectiveness of University Service*
As demonstrated by such things as extraordinary service in college and university committee work, administrative work, accreditation, participation in local and University governance, quality contributions in the promotion of ethnic and gender issues, work with students or community in addition to formal teacher-student relationships, and service within the areas of the five Institutional Goals.
- *Continuing Growth*
As demonstrated by such things as reading, research or other activities to keep abreast of current developments in his/her fields and being able to handle successfully increased responsibility.
- *Academic Advisement*
As demonstrated by such things as the quality of advisement in assisting students in their development of educational, personal, and career goals, with appropriate course scheduling and post graduate directions and, increasing student awareness with regard to ethnic and gender issues.

In accordance with the enclosed procedures, I am announcing the categories to be used to classify candidates for different levels of performance-based DSI. As in previous DSI rounds, I am asking that evaluators use the following categories when recommending candidates: Most Highly Recommended, Highly Recommended, Recommended, and Not Recommended.

Specific Information

The following information has been prepared by Human Resources:

Available Funds. TBA

Eligibility. Persons paid and receiving a basic annual salary for services performed as of June 30, 2009 or on leave from such positions, and who continue in service during the 2009-10 year may be considered for discretionary salary increases. In addition, persons paid on an hourly or biweekly basis are also eligible for discretionary salary increases if re-employed in an equivalent position for at least one semester during 2009-10. Individuals who have questions regarding their eligibility should contact Human Resources at x2302.

Performance Period. The present round of DSI recommendations is intended to recognize primarily performance from June 1, 2008 to May 31, 2009.

Application Procedures

Inequity Adjustment

There is no formal application procedure for this salary adjustment round. Instead, judgments regarding salary inequity will be made by the President’s Cabinet based on relevant statistical information related to faculty salaries.

Performance-Based Adjustment

In order to be considered for a performance-based adjustment, faculty members must submit an application following the guidelines listed above. Applications may not exceed two typed pages (not front and back). The time schedule for the DSI process is described below.

Time Schedule

<i>Action</i>	<i>Date</i>
Faculty self-nomination to chairperson/library director	July 10, 2009
Chairperson’s/library director’s recommendation to dean/AVPIR (with notification to candidate)	August 7, 2009
Dean’s/AVPIR’s recommendation to provost (with notification to candidate)	September 4, 2009
Ten-day appeal period to provost	TBD*
Provost’s notification to candidate	TBD*
President’s notification to candidate	TBD*

*These due dates will be announced once more specific guidelines have been received from SUNY System Administration.