

MEMORANDUM

To: Full and Part-Time Professional Staff

From: Erik J. Bitterbaum, President

Date: January 16, 2009

Re: **2008-09 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 staff possible, salaries of more senior staff may continue to be lower than they should be, especially compared to the salaries of more junior staff. 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 DSI Process for UUP Professionals adopted in February 2007 which is detailed in section 220.14 of the *2008-10 College Handbook*. Criteria spelled out in these guidelines include: Effectiveness in Performance, Professional Ability, Effectiveness in University Service and Continuing Growth.
 - Effectiveness in Performance
As demonstrated by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.

- Professional Ability
As demonstrated by invention or innovation in professional, scientific, administrative, or technical areas (i.e., development or refinement of programs, methods, procedures or apparatus).
- Effectiveness in University Service and Continuing Growth
As demonstrated by such things as successful committee work, participation in local campus and University governance, involvement in campus or University-related student or community activities, service within the areas of the five Institutional Goals, continuing education, participation in professional organizations, enrollment in training programs, and research.

There have been slight modifications made to this year's process in an attempt to reduce the amount of paper generated and to make the process more clear. These changes are contained in the procedures section below. Additional guidelines and sample Individual Annual Report's (IAR's) are expected to be issued prior to the deadlines.

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 July 1, 2008 through June 30, 2009.

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 professional staff salaries.

Performance-Based Adjustment

There is no formal application procedure for the performance based adjustment. All professional staff members are required to submit an Individual Annual Report (IAR) of their

specific accomplishments and contributions to their department, division, and to the College which will be utilized in two ways:

1. To be submitted to the department head for use in completing the required departmental annual report; and
2. To be used in conjunction with a DSI Supplemental Rating Form completed by the immediate supervisor as submission for DSI.

The supervisor will then be required to submit the employee's Individual Annual report (IAR) and the completed DSI Supplemental Rating Form to the appropriate AVP/VP which will serve as an overall recommendation from the supervisor for DSI of his/her employee.

The time schedule for the DSI process is described below.

Time Schedule

<i>Action</i>	<i>Date</i>
Individual Annual Report to immediate supervisor	TBD*
Supervisor's DSI Supplemental Evaluation form(s) to the respective Associate Vice President/Vice President	TBD*
Vice President's recommendation to the President	TBD*
President's notification to candidate	TBD*

*These due dates will be announced once more specific guidelines have been received from SUNY System Administration and Annual Report Deadlines have been determined by Cabinet.