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MEMORANDUM

DATE: August 31, 2001

TO: CSUB Faculty, Librarians, Coaches, and Counselors

CC: Rudy Carvajal, Athletics
Henry Lowenstein, BPA
Tom Meyer, NSM&E
Marla Iyasere, H&SS
Rod Hersberger, Library
Sheryl Santos, Education
Dick Swank, Counseling
Ed Sasaki, UGS

FROM: Jim George

SUBJECT: Faculty Activity Reports, Service Salary Increases (SSIs),
and Faculty Merit Increases (FMIs) for Activities During 2000/01

Although contract negotiations between the CSU and CFA are currently at impasse, the two parties have agreed to continue to honor the provisions of the recently expired contract.

MOU Article 31.16 states all faculty unit employees shall submit an annual report of his/her activities by no later than October 1 of each year. Therefore, Faculty Activity Reports (FARs) covering the 2000/01 year will be due to the Provost's Office by October 1, 2001.

The Faculty Activity Reports may or may not be used as the basis for Faculty Merit Increases (FMIs) and/or Service Salary Increases (SSIs), should there be any, pending final State budget allocations and contract negotiations. However, the Faculty Activity Reports are required regardless of the FMI and SSI outcomes, as they are required by contract and are valuable evaluation tools.

All faculty members employed at any time during the period from July 1, 2000 to June 30, 2001 (academic year 2000/01) are required to submit a Faculty Activity Report. Attached to this memo is the FAR cover page, which details the information and format required. **An original and two copies of the FAR, preceded by the FAR cover page (see attachment), are due in the Office of the Provost and Vice President for Academic Affairs (EDU 242) no later**

than 5:00 p.m. on Monday, October 1, 2001. All faculty members employed at any time during the 2000/01 academic year are required to submit a FAR, regardless of their SSI eligibility status or their decision on whether to be considered in the FMI process, should there be one.

The FAR cover page lists the information required in the report. Up to four typewritten pages may be attached to the FAR cover page. The Provost's Office will log each submission and then send the FARs to the appropriate department chair and Dean/Director.

Attachments:

CSU Bakersfield Faculty Activity Report (FAR) Cover Page

JG:ww