



Office of the Provost and Vice President for Academic Affairs  
California State University, Bakersfield  
9001 Stockdale Highway  
Bakersfield, CA 93311-1099  
Phone: (661) 664-2154  
Fax: (661) 664-2131  
E-mail: rcatlin@csubak.edu



## MEMORANDUM

**DATE:** August 30, 2000

**TO:** CSUB Faculty, Librarians, Coaches, and Counselors

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

**FROM:** Robert A. Catlin

**SUBJECT:** Faculty Activity Reports, Service Salary Increases (SSIs),  
and Faculty Merit Increases (FMIs) for Activities During 1999/2000

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### **Faculty Activity Reports:**

All faculty members employed at any time during the period from July 1, 1999 to June 30, 2000 (academic year 1999/2000) are required to submit a Faculty Activity Report (FAR). Attached to this memo is the FAR cover page which details the information and format required. **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 no later than 5:00 p.m. on Friday, September 29, 2000.** All faculty members employed at any time during the 1999/2000 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.

### **Service Salary Increases:**

Although CSU/CFA contract negotiations are currently at impasse, we have been directed by the CSU to move forward with the implementation of the Service Salary Increase (SSI) portion of the faculty compensation package. Article 31.43 of the MOU states that there shall be a separate pool for 2000/01 SSIs and that the SSI increases for this year shall be 2.65%.

In order to receive an SSI, a faculty member must be eligible for an SSI (be below the SSI maximum salary for his/her range and have received less than the maximum number of SSIs in his/her range), must submit a FAR, and must be approved by the Dean/Director. Further instructions regarding the SSI process are detailed later in this memo.

### **Faculty Merit Increases:**

MOU provisions 31.16, 31.24, and 31.25 indicate that the timelines for FMI review are spelled out not just for 1998/99 and 1999/2000, but also "for each year thereafter". In addition, the 06/04/99 "compensation distribution" MOU indicates that 40% of the compensation dollars shall be for FMIs, including those for SSI-eligible employees. In order to maintain the status quo, the CSU has directed us to begin the FMI application and review process. Actual awards of FMI funds will await the conclusion of bargaining. This may require providing tentative FMI pools to be used in making recommendations.

The Faculty Activity Reports (detailing activities from July 1, 1999 to June 30, 2000) will continue to be the basis for FMI reviews and award decisions. Further instructions regarding the FMI process are detailed later in this memo.

### **Submission of the Faculty Activity Report**

Each faculty member is to submit a Faculty Activity Report by Friday, September 29, 2000. The FARs are the basis for SSI and FMI award decisions (pending contract negotiation outcomes).

The FAR cover page lists the information required in the report. Up to four typewritten pages may be attached to the FAR cover page. **Two copies of the FAR, preceded by the FAR cover page (see attachment), are to be submitted to the Office of the Provost and Vice President for Academic Affairs (EDU 242) no later than 5:00 p.m. on Friday, September 29, 2000.** The Provost's Office will log each submission and then send the FARs to the appropriate department chair and Dean/Director.

### **Service Salary Increase (SSI) Procedures:**

Attached to this memo is a timeline for the SSI review process. The following is an explanation of each stage in the process.

### **2000/01 SSI Award Criteria**

The SSI award criteria is found in Article 31.44 of the MOU, which states,  
"During fiscal years 1999/2000 and 2000/01, the criteria to be used when evaluating employees for the award shall be whether the faculty unit employee has demonstrated satisfactory performance commensurate with rank, work assignment, and years of service."

### **Department Level SSI Review**

By October 2, 2000, each department must decide on the structure through which it will review the FARs and make recommendations regarding SSIs and FMIs. Article 313.4 of the attached Faculty Handbook policy details the four options for department review structures. All members of the department (i.e., temporary, probationary, and tenured) are eligible to vote on the procedures and to serve on the resultant department review structure.

A positive SSI recommendation is for a predetermined salary increase (2.65% for 2000/01). Department SSI recommendations are due to the Dean/Directors no later than 5:00 p.m. on Friday, October 6, 2000.

Soon after completing the recommendations, the department is to inform the faculty unit employee of the recommendation.

### **Dean/Director Level SSI Review**

The Dean/Director will review all recommendations from the departments concerning SSIs. The Dean/Director may concur or disagree with the department recommendation for an SSI. The Dean/Director SSI decisions are to be forwarded to the Office of the Provost and Vice President for Academic Affairs no later than 5:00 p.m. on Friday, October 13, 2000.

The Dean/Director is to inform the faculty unit employee of his/her decision in writing. If the Dean/Director denies an SSI award, the affected faculty unit employee may appeal the decision (see below regarding the SSI appeal process).

### **Appeals of SSI Denials**

A faculty unit employee denied an SSI may appeal the decision. A written SSI appeal request must be received in the Office of the Provost and Vice President for Academic Affairs by 5:00 p.m. on Friday, October 27, 2000. A committee of five faculty unit employees chosen by lot from the FMI appeals panel will hear SSI appeals. Funding for successful SSI appeals will come from the unexpended funds for SSIs.

### **Faculty Merit Increase Procedures (FMIs):**

FMIs are recognition of demonstrated performance by a faculty member and are in the form of (a) a permanent increase in the base salary of an individual, or (b) a bonus. A bonus may only be awarded in two situations: (1) to faculty who have reached the top of their rank on the salary schedule, or (2) to award faculty whose demonstrated performance was part of a team. The maximum FMI award is 7.5% in any year.

Attached to this memo is a timeline for the FMI review process. The following is an explanation of each stage in the process.

Faculty Activity Reports are the basis for FMI reviews and award consideration. All faculty members must **submit two copies of the FAR, preceded by the FAR cover page (see attachment) to the Office of the Provost and Vice President for Academic Affairs (EDU 242) no later than Friday, September 29, 2000 at 5:00 p.m.** Anyone who submits a FAR will be considered for an FMI unless the faculty member indicates on the FAR that he/she declines to participate in the FMI process.

### **2000/01 FMI Award Criteria**

The FMI award criteria is found in Section 313.1 of the CSUB Faculty Handbook (see attachment).

### **FMI Award Pools**

Prior to the start of the department FMI review, the Office of the Provost and Vice President for Academic Affairs will inform the departments and School Dean/Directors of the amounts of money available for FMI awards, which shall be distributed to departments on an FTEF pro rata basis (MOU 31.12). Pending contract negotiation outcomes, tentative pools may be used.

### **Department Level FMI Review**

By October 2, 2000, each department must decide on the structure through which it will review the FARs and make recommendations regarding SSIs and FMIs. Article 313.4 of

the attached Faculty Handbook policy details the four options for department review structures. All members of the department (i.e., temporary, probationary, and tenured) are eligible to vote on the procedures and to serve on the resultant department review structure.

The department review committee/chair shall review all FARs and recommend FMI awards not exceeding the amount of funds allocated for the department. The department FMI recommendations, including the amount of increases recommended, are to be forwarded to the Dean/Director no later than 5:00 p.m. on Friday, October 20, 2000. After completing the recommendations, the department review committee/chair is to inform the faculty unit employee of the recommendation. The faculty member may submit a written rebuttal to the Dean/Director.

### **Dean/Director Level FMI Review**

The Dean/Director will review all FMI award recommendations from the departments. The Dean/Director may concur with the recommendations, may change the amount of any recommended increase, and/or may recommend an increase for a faculty member not recommended by the department review.

The Dean/Director must forward his/her recommendations (including the amount of the increases recommended), along with the department recommendations, to the Office of the Provost and Vice President for Academic Affairs no later than 5:00 p.m. on Friday, October 27, 2000. The Dean/Director is to inform the faculty unit employee of the recommendation. The faculty member may submit a written rebuttal to the President.

### **Presidential FMI Decisions**

The President and/or his designee will review the FARs and the department and Dean/Director FMI recommendations. The President may concur with the recommendations, may change the amount of the recommended increase, or may grant an increase to any faculty unit employee not recommended by the department or the Dean/Director. The 7.5% maximum FMI award limit also applies to the President's decisions. The President will announce the FMI awards by Monday, November 20, 2000.

### **Appeals of FMI Denials**

A faculty unit employee who was recommended for an FMI by either the department or the Dean/Director may appeal a decision denying an FMI or reducing the FMI award below that recommended by the department or Dean/Director. To do so, the faculty unit employee must submit a written FMI appeal request to the Office of the Provost by 5:00 p.m. on Monday, December 4, 2000. All FMI appeals will be heard by a panel of five faculty drawn from an appeals panel pool elected by the faculty unit employees. Five percent of the FMI funds will be held in reserve to fund successful FMI appeals.

#### **Attachments:**

- CSU Bakersfield Faculty Activity Report (FAR) Cover Page
- SSI Deadlines for 2000/01
- FMI Deadlines for 2000/01
- Faculty Handbook Section 313, "General Provisions: Merit Salary Step Increases"

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