

## DRAFT

### **Appendix F – Performance Adjustment Process**

The award of performance adjustments recognizes exceptional contributions of a faculty member to the department, college and discipline through traditional academic avenues of teaching, research and creative activities, and service. Performance adjustments will be determined by department standards and conferred at the college level. Only faculty receiving performance adjustments at the college level may be considered for exceptional performance adjustments at the University level, as recognition of exceptional accomplishment.

#### Creation of Standards

1. A College-level committee composed of members of the College Personnel Committee, representatives from each department who do not have members on the college personnel committee, and the Dean shall develop general college-level standards/criteria for performance adjustment.
2. Departments will draft standards/criteria to be used in determining which faculty will be forwarded to the College level. Proposed standards will be reviewed by a College-level committee composed of members of the College Personnel Committee, representatives from each department who do not have members on the College Personnel Committee and the Dean. This committee will ensure consistency within the College and to the college-level standards.
3. The college and department standards will be approved through the normal approval process. College-level standards must be approved by the end of spring quarter 2010; department-level standards must be approved by the end of fall quarter 2010 for department faculty to participate in the 2011-2012 AY performance adjustment process.

#### Eligibility

All tenure track and tenured faculty in departments with approved performance adjustment standards may apply for performance adjustments.

#### Criteria

The quality and impact of a faculty member's teaching, scholarship and service, as outlined in the workload plans and also recorded in the annual activities report, shall be considered in the performance adjustment evaluation process. Relevant work outside the workload plan shall also be considered.

#### Review Information

For consideration of performance adjustments faculty must provide:

1. A brief (no more than two page) summary of accomplishments during the review period.

2. Supporting documentation of the accomplishments identified (e.g., article reprints, acceptance letters, student accomplishments supervised, outstanding service acknowledgments, teaching awards and acknowledgments).

### Procedure

1. Faculty must submit review information to the Departmental Personnel Committee. The review timeframe includes all accomplishments since the last performance adjustment review.
2. The Department Chair and Department Personnel Committee members review the applications using approved departmental standards. The committee (including the Department Chair) first determines which applications have met departmental standards and then rank orders those applications in terms of meritorious performance. The chair forwards the rank ordered list of candidates and the relevant performance adjustment information to the College Personnel Committee.
3. The College Personnel Committee confirms that all candidates meet the departmental standards. The committee then meets with the dean to determine the college's list of faculty who will be recommended for performance adjustments. This list shall comprise between twelve and eighteen percent (12-18%) of the total tenure-track and tenured faculty within the college (rounded to the nearest full number). The dean then forwards the list of recommended faculty members for both performance awards and exceptional performance awards, with supporting documentation, to the Provost. The dean will notify all candidates as to whether or not they were recommended for performance awards (at both performance and exceptional performance levels).
4. Recommendations for awards of performance adjustments and exceptional performance adjustments from each college will be reviewed by the Provost. The Provost will determine the recipients of performance adjustments, and will select from those recipients up to ten (10) faculty members who will receive an exceptional performance adjustment.
5. The process will occur in the spring of the first year of the biennium. Adjustments will be made to faculty base salaries at the start of the second academic year of the biennium.
6. The Provost's decisions with respect to performance adjustments and exceptional performance adjustments are final and may not be challenged through the grievance or complaint processes.
7. After the Provost has finalized decisions on performance adjustments, all applicants will be informed in writing of the outcome of the process.