To: All Academic Faculty/Librarians
                Includes Part-time/Adjunct Faculty

From: Gary Evans, Associate Vice President for Human Resources
                On behalf of Erik J. Bitterbaum, President

Date: March 23, 2022

Re: **2022 Discretionary Salary Increases (DSI)**

Article 20 of the *Agreement between United University Professions and the State of New York, 2016-2022* (UUP Agreement), provides for a discretionary pool for increases which we will be distributing as a performance-based award in the form of Discretionary Salary Increase (DSI). The 2022 DSI for faculty and professional staff members is scheduled for distribution no later than December 31, 2022. DSI funds are comprised of 0.5% of the university's payroll for UUP employees, and are distributed at the discretion of the campus president. An additional 0.5% will also be available for distribution to address equity, compression, and inversion.

A full description of SUNY Cortland's procedures for performance-based awards can be found in [section 220.14 of the *SUNY Cortland Handbook*](). [Section 150.03, Article II]() shall also apply as applicable. There is no application process for the equity, compression, and inversion funds.

General Information

<u>Performance-Based Awards</u>. DSI funds will be used to recognize individual performance in accordance with the following criteria: Mastery of Subject Matter, Effectiveness in Teaching or Librarianship, Scholarly Ability, Effectiveness of University Service, Continuing Growth, and Academic Advisement.

Librarians who submit applications for performance-based DSI should include evidence of their Effectiveness of Teaching and Librarianship to support their applications. Various forms of evaluation may be submitted, as outlined in the *Library Personnel Committee Policies and Procedures*. Evidence of Scholarly Ability and Service is also required.

Individuals in non-tenure track positions **(including all part time/adjunct faculty)** should focus their applications on activities that are directly relevant to their primary duties at the university.

<div align="center">Criteria for Discretionary Salary Increase</div>

- *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 university committee work, administrative work, accreditation (including NCATE/CAEP and Middle States), 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 four strategic priorities.

- *Continuing Growth*

  As demonstrated by such things as reading, research or other activities to keep abreast of current developments in their 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.

<div align="center">Recommendations</div>

In accordance with the procedures below, evaluators are to use the following categories when recommending candidates:

- Most Highly Recommend
- Highly Recommend
- Recommend
- Not Recommend

Each level of evaluation makes an independent recommendation which shall include consideration of the recommendations made by the preceding evaluators.

Specific Information

The following information has been prepared by Human Resources:

Available Funds. The negotiated Agreement has identified that 0.5% of the university's payroll for UUP employees will be available.

Contractual Eligibility. Full-time persons on payroll on June 30, 2022 and at time of payment, and part time employees on payroll on April 30, 2022 and who continue in service during the 2022-23 year may be considered for discretionary salary increases. Individuals who have questions regarding their eligibility should contact Human Resources at 607-753-2302.

Cortland Eligibility. Employees must have been employed prior to January 1, 2022 in a UUP position at SUNY Cortland.

Performance Period. The present round of DSI recommendations is intended to recognize performance primarily from June 1, 2021 to May 31, 2022.

Application Procedures

In order to be considered for a performance-based increase, faculty members must apply following the guidelines listed above. Applications may not exceed two typed pages (not two (2) front and back). The time schedule for the DSI process is described below.

The time schedule for the DSI process is detailed below:

Action	Date
Faculty self-nomination to chairperson/library director	July 8, 2022
Chairperson's/library director's recommendation to dean/AVPIR *(copy of recommendation must also be provided to candidate)*	Aug. 26, 2022
Dean's/AVPIR's recommendation to provost *(copy of recommendation must also be provided to candidate)*	Oct. 4, 2022*
Ten-day appeal period to provost	Oct. 5 - 14, 2022*
Provost's notification to candidate *(copy of recommendation must also be provided to candidate)*	Nov. 4, 2022*
President's notification to candidate	Dec. 6, 2022*

*This date is subject to change once more specific guidelines have been received from SUNY System Administration.