

Routing # 28 70-71

Resolution  
#27 1970-1971

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on March 1, 1971

(Date)

RE:        I. Formal Resolution (Act of Determination)  
  X   II. Recommendation (Urging the fitness of)  
       III. Other (Notice, Request, Report, etc.)

SUBJECT: Recommendations from the Senate Ad Hoc Committee on Promotions and Salary Adjustments: Procedures for Implementing Salary Adjustments - 1970-71, etc.

Senator Rock moved the acceptance of the report, seconded by Senator Fitzgerald.

Signed J. C. [Signature] Date Sent 10 mar  
(For the Senate)

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

- a. Accepted. Effective Date \_\_\_\_\_
- b. Deferred for discussion with the Faculty Senate on \_\_\_\_\_
- c. Unacceptable for the reasons contained in the attached explanation

- II, III. a. Received and acknowledged
- b. Comment:

DISTRIBUTION: Vice-Presidents: Barker, Campbell, Kinnear

Others as identified: Garcia, Watts

Distribution Date: 3/1/71

Signed: Albert W. Brown  
(President of the College)

Date Received by the Senate: \_\_\_\_\_

RECOMMENDATIONS FROM THE SENATE AD HOC COMMITTEE ON PROMOTIONS AND  
SALARY ADJUSTMENTS

PROCEDURES FOR IMPLEMENTING SALARY ADJUSTMENTS-1970-71

1. Each professional staff member holding academic rank will complete the "Status, Promotion and Recommendation" form.
2. Recommendations for salary adjustments begin with the Department Chairman or the Department Salary Adjustments Committee (May be the same committee that deals with promotions and appointments) in accordance with the criteria of the Policies of the Board of Trustees, 1970, State University of New York.
  - A. The criteria for evaluating staff members for salary adjustments shall be Mastery of Subject Matter, Effectiveness in Teaching, Scholarly Ability, Effectiveness of University Service, and Continuing Growth as defined in the policies of the Board of Trustees.
  - B. No additional criteria are to be introduced at any level in the evaluation process.
  - C. Departments are encouraged to devote part or all of a departmental meeting to a discussion of these criteria as they may relate to the particular area of specialization.
3. The Department Salary Adjustments Committee, if any, will review each completed form, submit its recommendations to the Department Chairman for his review and any additional recommendations.
4. The Department Chairman, in conference with each member of his staff who requests such a meeting, will review the data sheet and recommendations. A copy of the recommendation form will be given to the staff member at the time of the conference.

The Salary Adjustments Committee, if any, will review the promotion form if a staff member requests such action. Should the Committee or the staff member deem necessary, a conference of the concerned staff member, Department Chairman, and the Committee will be arranged.

5. Recommendations on salary adjustments are forwarded to the Dean of the appropriate faculty by March 19 for his action. Such recommendations may be ranked in a priority order by the department in two major categories as follows: inequity adjustment increment, selective increase for outstanding performance. Recommendations reaching the divisional dean and above should be the result of highly