

Voting occurred on the motion, as amended, to recommend to the President adoption of a 15-15-15 week calendar which would include 14 weeks of instructional days and one week of final examinations and **MOTION PASSED WITH 16 YES VOTES, 8 NO VOTES, AND 2 ABSTENTIONS.**

3. Performance Salary Step Increases (PSSI) Policy and Guidelines

It was moved and seconded (Thobaben/Hopkins) to transmit the proposed PSSI guidelines to the President. Voting occurred and **MOTION PASSED.**

HUMBOLDT STATE UNIVERSITY  
Policy and Procedures  
Performance Salary Step Increases  
Bargaining Unit Three

[Note: Changes from the previous interim policy are indicated in bold-face type]

1. Performance Salary Step Increases (PSSIs)

This policy implements Sections 31.17 through 31.35 of the **Collective Bargaining Agreement (CBA)** for Unit Three Employees. The goal is to reward outstanding Unit Three Employees with permanent increases to their base pay.

2. Criteria

- a. PSSIs are to be awarded for outstanding performance in the area of teaching, as well as other professional accomplishments and service to the University Community. Faculty are to be evaluated in accordance with the performance requirements stated in CBA Article 20.1.
- b. The minimum necessary criterion for award of any PSSI to personnel whose primary job responsibilities do not include teaching (e.g., coaches, librarians, and counselors) will be outstanding performance in those activities that support the University's teaching mission. Specification of those activities will be established by the relevant College/Library review committee in the first year of the program, and amended as necessary (see 3.c.) in subsequent years.

3. Procedures

- a. Only the faculty member's performance since his/her initial appointment, last promotion, or last PSSI shall be considered. **In no case shall activities prior to four academic years before the academic year of application or nomination be reviewed.**
- b. All faculty may submit an application or be nominated by another faculty member or academic administrator. The application or nomination and one copy shall be submitted to the College Dean/University Librarian by **October 1 at 5:00 P.M. College Deans will notify applicants and nominators of receipt of their applications or nominations within five working days.**
- c. Each college/library will elect a review committee of at least three tenured faculty/librarians. Individuals being considered for a PSSI are ineligible to serve on the review committee. If there are insufficient personnel to form a review committee, tenured faculty from other colleges may be elected by the

- d. Applications/nominations will consist of an unannotated list of accomplishments and a narrative, both of which may relate only to the qualifying period. The narrative shall not exceed three double-spaced pages. Application forms will be provided by the Provost via the College Deans/University Librarian. No additional supporting documentation will be permitted.
- e. The review committee will evaluate the applications/nominations and make recommendations regarding the awarding of PSSIs, and may recommend the number of steps to be awarded (from 1-5). The committee shall notify each applicant/nominee of its recommendation, positive or negative, in a narrative not to exceed 150 words.
- f. By December 1, the review committee will forward its positive recommendations to the President or designee, who shall make the final determination of PSSIs awards.
- g. By January 1, the President or designee will notify each applicant/nominee of the decision by mail to the address specified on the application/nomination.
- h. By February 1, the President or designee will provide to the CSU, the campus community, the campus CFA chapter and the departments a list of persons receiving PSSIs, the total number of steps for each person and the total dollars expended.
- i. Applicants/nominees who fail to receive a PSSI are eligible to have the denial reviewed by a Peer Review Panel, as established by the President in accordance with CBA sections 31.36 through 31.42. This appeal must be filed by January 15.

college/library. Coaches will be reviewed by the College of Professional Studies' Review Committee, and counselors will be reviewed the College of Arts, Humanities and Social Sciences' Review Committee. Coaches and counselors will recommend necessary criteria for award of any PSSI to the relevant college committee (see 2.b. above).

**Recommended Nomination/Application Form for  
Performance Salary Step Increases.**

1. Nominee / Applicant: \_\_\_\_\_
2. Department: \_\_\_\_\_ College: \_\_\_\_\_
3. Nominator: \_\_\_\_\_ College: \_\_\_\_\_
4. Date: \_\_\_\_\_ Date of Initial Appointment, Last PSSI or  
Promotion: \_\_\_\_\_
5. Address for President's Notification: \_\_\_\_\_

Signature of Nominee/Applicant attesting to the accuracy of the application:

\_\_\_\_\_

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Attach an unannotated list of the nominee's/applicant's accomplishments since his/her initial appointment, last promotion, or last PSSI (but in no case including activities prior to those dates). Attach a narrative describing the nominee's/applicant's accomplishments over the same time period. The narrative should clearly identify the outstanding performance of the nominee/applicant based upon the criteria identified in Section 2 of the policy on PSSI's. The application/nomination need not address all criteria, and the narrative cannot exceed three double-spaced pages.

Committee's rationale for recommendation (not to exceed 150 words):

1. Signed: \_\_\_\_\_ Date: \_\_\_\_\_
2. Signed: \_\_\_\_\_ Date: \_\_\_\_\_
3. Signed: \_\_\_\_\_ Date: \_\_\_\_\_