

TO: Deans and Directors

FROM: Frederick Kirchhoff  
Interim Vice Chancellor for Academic Affairs

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SUBJ: Option 1-Option 2 Salary Increment Policy

The following policies implement Senate Document SD 93-9 (“Faculty Roles, Workloads, and Rewards”). They are intended to ensure that all faculty are treated on an equal basis in salary review and provide for the accountability of faculty with release time for research. A copy of SD 93-9 is attached.

1. At the department level, the maximum salary increment for option-1 faculty reporting no research/creative endeavor or unsatisfactory research/creative endeavor will be  $\frac{2}{3}$  the average increment. To receive this maximum increment, a faculty member should have an “outstanding,” “excellent,” or “very good” rating in teaching and service. Faculty with “satisfactory” or “average” ratings should receive less than  $\frac{2}{3}$  of the departmental average.
2. Department Chairs will not be expected to equalize average salary increments for option-1 and option-2 faculty; however, increments for “excellent” option-2 faculty should be comparable to “excellent” option-1 faculty, etc. Moreover, if chairs give option-2 faculty below-average increments, they should provide a justification.
3. Deans should reserve sufficient funds from the increment money allotted to schools to equalize average increments for option-1 and option-2 faculty. If special circumstances render this inappropriate (e.g., a small number of option-2 faculty, most or all of whom are unsatisfactory teachers), these should be discussed with the VCAA. (Note: in this context “equalize” means equalize upward; if the average increment for option-2 faculty is greater than the average increment for option-1 faculty, no action need be taken.) Both option-1 and option-2 faculty are eligible for special merit increments if these are available at the school level.
4. The VCAA will reserve sufficient funds from the increment money allotted Academic Affairs to equalize campus-average increments for option-1 and option-2 faculty. Both option-1 and option-2 faculty are eligible for special merit increments if these are available at the campus level.
5. In submitting increment recommendations to the VCAA, Deans should supply a list of option-1 faculty reporting no or unsatisfactory research/creative endeavor, along with a current list of option-2 faculty. The option-2 faculty list should contain the date on which each faculty member declared for option-2.