



TO: Academic Faculty, Department Chairs, and Deans

FROM: William McClure, Provost and Vice President for Academic Affairs
The Committee on Salary Increase

DATE: February 11, 2025

RE: **Discretionary Salary Increases (DSI) for FULL-TIME FACULTY:
1/1/2024-12/31/2024 Reporting Period**

GENERAL GUIDELINES AND PROCESS

The 2022-2026 Collective Bargaining Agreement between United University Professions (UUP) and New York State includes the provision for Discretionary Salary Increases (DSI) for the 2024 reporting period.

The current Agreement between the State of New York and United University Professions (the Agreement) provides a pool of funds for DSI totaling 0.5 percent of the total of basic annual salaries on June 30, 2025, for distribution by the State University Trustees in their discretion to incumbents on the payroll on June 30, 2025 and at the time of payment no later than December 31, 2025.

The DSI program rests on the assumption that meritorious performance should be rewarded. Thus, the program's success depends on careful documentation of faculty performance and thoughtful review of faculty merit. The guidelines that follow are intended to assist candidates as they prepare their documentation and to guide reviewers (departmental personnel committees/committees-of-the-whole, department chairs, and deans) through the evaluation process that has been established at New Paltz.

The documentation required for the application consists of five items, and SharePoint is used to move applications through the process. As part of this process, recommendations are recorded on a single review sheet rather than through separate letters of recommendation.

A SharePoint site has been set up for each dean's academic division. Each SharePoint site contains subfolders for each department. Each department's subfolder contains separate folders for full-time faculty and part-time faculty applicants for DSI. Each applicant will have an individual folder in SharePoint for their complete application.

A complete application consists of a single Word file that includes the five (5) items listed here (detailed descriptions of each item are found below):

1. review/cover sheet
2. checklist
3. brief list outlining accomplishments (one page, **see below for content*)
4. annual faculty reports for (a) the calendar year under review and (b) the previous year
5. current CV in [SUNY New Paltz format](#)

The timeline for the process is as follows:

- **April 1, 2025**
Applications are emailed by faculty to department chairs, who load the individual applications into SharePoint and manage department-internal review (by departmental committee and/or chair).
- **May 15, 2025**
Applications with department-internal recommendations are loaded into SharePoint for dean review.
- **September 1, 2025**
Applications with the dean's recommendations are loaded into SharePoint for Committee on Salary Increase (CSI) review.
- **October 15, 2025**
Applications with CSI recommendations are loaded into SharePoint for Provost and President review.
- **On or before December 31, 2025**
Faculty are informed of the results.

GUIDELINES FOR FULL-TIME FACULTY

Discretionary Salary Increases (DSI) are the prerogative of each campus president.

I. ELIGIBILITY

Candidacy for Discretionary Salary Increase will cover the full period from **January 1 through December 31, 2024**. This means that any faculty member hired after January 1, 2024 or on an unpaid leave during any part of 2024 are not eligible. In contrast, faculty on sabbatical or on another paid leave for all or part of the 2024 calendar year are eligible and will be fully considered.

II. BASELINE EXPECTATIONS

Candidates for DSI must satisfactorily perform all typical professional duties associated with their full-time faculty position. These are considered baseline expectations. The recommendation prepared at each stage of the DSI review process will be based on the extent to which a candidate demonstrates *exceptional performance over and above baseline expectations*. It is neither required nor expected that a candidate be evaluated based on all five criteria of the Board of Trustees.

- A. **Full-time tenured and tenure-track faculty (including ABD lecturers hired into tenure-track lines)** should refer to [*Baseline Expectations for Discretionary Salary Increase - Tenured & Tenure-Track Faculty*](#) or [*Baseline Expectations for Discretionary Salary Increase - Library Faculty*](#). Departmental guidelines for RTP may provide amplifications of these standards and should be followed as appropriate.
- B. For **full-time lecturers on term appointments**, baseline expectations are limited to their contractual responsibilities as indicated in appointment letters and, where appropriate, memos on obligation.

III. AWARD CATEGORIES AND AMOUNTS

Eligible faculty will be considered for **major awards** and **merit awards**. The amounts of these awards will be determined in conjunction with the funds available in accordance with the agreement between the UUP and the State. Faculty do not apply for a specific award category and should not specify “major” or “merit” on their application.

While the major and merit award categories for full-time faculty cannot be defined with precision, the following distinctions will generally apply.

- A. ***Major awards***: This category of award is based on outstanding performance in responsibilities that support and enhance the mission of the University during the reporting period (January 1 through December 31, 2024). These include scholarship/research/creative work that has received the recognition of publication, exhibition, external grant award, etc., in the year for which the faculty member is recommended for an award; consistent effectiveness as a teacher, both in and out of the classroom; outstanding contributions to the University through activities such as committee service, academic advising, major curriculum redesign, etc.; and outstanding service based on areas of professional expertise. Publications or other scholarly products derived from work conducted at another institution prior to appointment at New Paltz will generally not be viewed as supporting a DSI request.

- B. Merit awards:** This award is also based on performance that supports the University mission during the reporting period (January 1 through December 31, 2024). The activities that make a faculty member eligible for a merit award may have less weight and significance than those necessary for a major award.

IV. INITIATING A REVIEW FOR DSI

Primary responsibility for initiating a DSI review lies with individual faculty members. It is appropriate for department chairs and members of departmental personnel committees to encourage deserving colleagues to apply for DSI. Applicants for DSI do not specify whether they are applying for a major award or a merit award; individuals and committees reviewing the applications are charged with determining whether applications are deserving of one of these awards or no award.

V. PROCESS

A. Overview

Full-time faculty who wish to be considered for DSI will prepare an application of supporting materials as outlined below. The first stage of review for DSI takes place at the department level. Each department will form a personnel committee, meet as a “committee of the whole minus one,” or choose to submit applications directly to the department chair (or to the dean in the School of Business). For more information about these options, refer to [Structures & Procedures of Reappointment, Tenure, Promotion & Salary Increase](#) or [Structures & Procedures of the Library DPC](#), both located on Academic Affairs’ website. The department review and recommendation are followed by those of the dean, Committee on Salary Increase, provost, and president.

B. Required Documentation

The required documentation is listed below, in the exact order in which it should appear in the application:

1. review/cover sheet
2. checklist
3. brief list outlining accomplishments (*This should be one page; see below for content.*)
4. annual faculty reports for (a) the calendar year under review and (b) the previous year
5. current CV in [SUNY New Paltz format](#)
(*Please avoid acronyms to refer to professional bodies.*)

The following information provides more details regarding the above-listed required documentation:

- **Review/Cover Sheet and Checklist:** The review/cover sheet and checklist accompanying this memo are to be placed in the front of the application. Please complete the checklist, which is intended to help ensure that your application is complete. Documents should appear in the application in the same order as on the checklist. Recommendations from each level of review are to be submitted via the review/cover sheet instead of in separate letters.
- **Brief List Outlining Accomplishments,** of no more than one page. (A page for this purpose is included after the review sheet and checklist that accompany this memo.)

Where applicable, candidates should include links to their published works. Candidates need not include all accomplishments for the calendar year under review but should highlight especially meritorious accomplishments. **When a single scholarly or creative work will enjoy dissemination in two different calendar years, the committee will credit that achievement once, in whichever calendar year the candidate lists. Please list the scholarly work in one year and do not list as an achievement in a subsequent year's DSI application. In addition, the committee does not count scholarly or creative work that is in progress or that is completed but not yet disseminated.*

- **Faculty Annual Reports** for the periods January 1 through December 31, 2024 and January 1 through December 31, 2023 (in that order; that is, with the current year first). All pertinent information (e.g., titles, page numbers, venues, events, etc.) must be provided for publications, presentations, exhibitions, performances, workshops, etc. In addition, provide available links to publications, exhibitions, performances, etc., listed in the Faculty Annual Report. Most bibliographic style guides (e.g., APA, Chicago, MLA) now expect scholars to provide a URL or DOI (Digital Object Identifier) for citations that will take the reader directly to digital articles, and the like, as noted [here](#). All dates in the 2024 Faculty Annual Report must be within the DSI reporting period.
- **Current Curriculum Vitae** in [SUNY New Paltz format](#).

Once all supporting materials have been compiled in their proper order, they should be combined into a single Word file and emailed to your department chair.

C. **Reviews and recommendations**

Recommendations from each level of review are to be submitted via the review/cover sheet instead of separate letters.

VI. **TIMELINE**

The timeline for the process is as follows:

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