



Office of the Provost and Vice President for Academic Affairs

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 PART-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 four 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 which includes the four (4) items listed here (detailed descriptions of each item are found below):

1. review/cover sheet
2. checklist
3. brief list outlining accomplishments (one page with addendum possible - **see below for content*)
4. current CV in [SUNY New Paltz format](#) (**see below for content*)

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.
- **October 15, 2025**
Applications with dean's recommendations are loaded into SharePoint for Provost and President review.
- **On or before December 31, 2025**
Faculty are informed of the results.

GUIDELINES FOR PART-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**. Eligibility is as follows:

- Any part-time faculty member who taught at least one course in both spring 2024 and fall 2024 is eligible.
- Any part-time faculty member who taught at least one course prior to 2024 and at least one course during the reporting period (spring 2024 or fall 2024) is eligible.
- A part-time faculty member who taught for the first time only in spring 2024 or only in fall 2024 is not eligible for DSI.

II. BASELINE EXPECTATIONS

The recommendation prepared at each stage of the DSI application process will be based on the extent to which a candidate demonstrates *exceptional performance over and above baseline expectations*. Because part-time faculty are expected to focus on their teaching and associated activities rather than on creative/scholarly activity or college-wide service, part-time candidates for DSI should document their teaching accomplishments during the reporting period. Courses taught should be listed in the CV. Exceptional performance should be described in the brief list outlining accomplishments.

III. AMOUNT

The amount and timing of award payments for part-time faculty will be determined in conjunction with the funds available.

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.

V. PROCESS

A. Overview

Part-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. The department chair review and recommendation are followed by those of the dean, provost, and president. The Committee on Salary Increase is not involved in the review process for part-time faculty.

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, but may include an addendum, e.g., examples of syllabi to support claims made about exceptional teaching.)
4. current CV in [SUNY New Paltz format](#)
(This should include the date of your initial appointment at SUNY New Paltz. All classes taught at New Paltz should be clearly identified. Please avoid acronyms to refer to professional bodies.)

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 (or to the dean in the School of Business).

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

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