ARTICLE 25
SALARY PLAN FOR PROFESSORS

The following will be inserted as a new article of the UFF-FSU Collective Bargaining Agreement, and the existing articles numbered 25 and higher will be renumbered accordingly.

25.1 Salary Plan for Professors (hereafter “SPP”). The SPP is designed to recognize the high quality performance of eligible senior faculty who have contributed to the full life of the University over the previous seven (7) years in their assigned areas of teaching, scholarship/creative activity, and service. This award shall carry an increase to the base salary as specified in Article 23.

25.2 SPP Eligibility.
   (a) Full professors, including faculty members holding the rank of Professor and Eminent Scholar shall be eligible to apply for this award if
      (1) they are in their seventh (7th) year or more at the University in one of the above eligible ranks or
      (2) six (6) years have elapsed since they last received an SPP award, and
      (3) they have not been rated below satisfactory in a sustained performance evaluation or annual evaluation within the past six (6) years.
   (b) Provided that a faculty member satisfies the above eligibility requirements, the amount of approved leave taken shall not be held against her or him.

25.3 SPP Criteria and Basis for Decision.
   (a) Candidates must submit an SPP dossier, as described in Section 25.4(c) below, and the only information that shall be considered in making SPP decisions shall be that contained in the SPP dossier.
   (b) An eligible applicant (hereafter “candidate”) shall provide clear evidence of high quality performance, consistent with his/her assignments in teaching, scholarship/creative activity, and service to the University and the discipline, during the preceding seven (7) years. The criteria shall be the same as those currently in force for promotion to Professor, weighted according to the percentages for teaching, scholarship/creative activity, and service on the annual Assignments of Responsibilities for the preceding seven (7) years.

25.4 SPP Application Process.
   (a) Each fall, the Office of the Dean of the Faculties shall send a list of eligible faculty members to the respective colleges/units, which shall be responsible for reporting any errors to the Dean of the Faculties. The Dean of the Faculties shall notify each

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eligible faculty member of eligibility, SPP criteria, and application and review procedures.

(b) Submission. The candidate shall submit the SPP dossier to the department chair or equivalent administrator (hereafter “chair”) of the faculty member’s department/unit (hereafter “department”). Faculty members are advised to prepare the SPP dossier in consultation with their chair.

(c) SPP Dossier Contents. Candidates must submit an SPP dossier prepared according to the format for SPP binders described in the Dean of the Faculties’ annual memorandum on the promotion and tenure process, with the following qualifications:

1. no internal or external letters of evaluation (with the exception of peer evaluations of teaching) shall be included in the dossier;
2. except for the cumulative CV, information shall be included only for the preceding seven (7) years;
3. candidates shall not be required to provide any other information or materials.

(d) Changes to the SPP Dossier.

1. At any point in the review process, the candidate shall have the right to review the contents of the SPP dossier and may attach a brief and concise written response to any material in it.
2. After the candidate’s submission of the SPP dossier, no materials shall be added to, deleted from, or changed in the SPP dossier without the candidate’s consent, except for:
   a. information as specified in Section 25.4(c) above, which may have been inadvertently omitted or incorrectly entered;
   b. the written assessments and recommendations of those charged with evaluation of the dossier, and the candidate’s response to these, if any; and
   c. written responses made by the candidate to any additional questions provided in writing in order to clarify something in the dossier.

3. A copy of any material added to, deleted from, or changed in the SPP dossier by anyone other than the candidate after the commencement of the consideration process, shall be sent to the candidate within five (5) days by email, personal delivery, or by mail, return receipt requested. Within five (5) days of receipt of the material, the candidate may supply a brief and concise response, which shall be added to the SPP dossier. The dossier shall not be forwarded until either the candidate submits a response, indicates in writing that he/she will not be making a response, or until five (5) days have elapsed from the date of the candidate’s receipt of additional or changed material, whichever occurs first.
(4) There shall be no anonymous material in the SPP dossier except for numerical summaries of student perceptions that are part of the regular evaluation procedure of classroom instruction.

25.5 SPP Review in Departments. In each department/unit the chair or director and the full professors or an appropriate elected evaluation committee comprised of full professors, shall determine whether the candidate has qualified for an SPP award, using departmental promotion criteria.

(a) The chair shall consult with the appropriate departmental committee, assess in writing the candidate’s qualifications regarding whether the candidate has met the SPP criteria, and make a positive or a negative recommendation.

(b) Once the chair has included the written assessment and recommendation and the candidate’s response, if any, in the SPP dossier, the dossier shall be forwarded to the college.

(c) The candidate’s SPP dossier must be forwarded to the college tenure and promotion committee for consideration unless the candidate chooses to withdraw the application.

(d) If all full professors in a department/unit are applying for this award, then only the chair shall make a written assessment as to whether the candidate has met the criteria for receiving an award.

(e) If the chair is applying for an SPP award, the dean, after consulting the college tenure and promotion committee, shall determine whether the chair qualifies for the award.

25.6 SPP Review in the College.

(a) If any members of the college’s promotion and tenure committee are eligible for the salary adjustment, the dean shall appoint substitute non-eligible full professors to review the SPP dossiers. Where possible, these appointments should be from prior members of the college’s tenure and promotion committee. Additional appointments should strive for disciplinary representation.

(b) The college’s promotion and tenure committee shall review the SPP dossiers, vote on whether the candidate meets the SPP criteria, and report the result of the vote to the dean.

(c) The dean shall provide a written assessment of the candidate’s qualifications regarding whether the candidate has met the SPP criteria, and make a positive or a negative recommendation.

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(d) The dossiers of all candidates, whether recommended or not by the dean, must be sent to the office of the Dean of the Faculties by the annual deadline for the University-level review process.

25.7 University Process. The University-level process shall consist of a review by the SPP Review Committee (hereafter SPPRC) which is advisory to the President, and a final decision by the President as to whether each candidate has met the SPP criteria.

(a) The SPPRC shall consist of seven (7) full professors, elected annually by the Faculty Senate. None of the members of the SPPRC may be considered for an SPP during their service on the SPPRC.

(b) The SPPRC shall use the dossiers, the assessments provided by the chairs and deans, and department, college, and university criteria to determine their recommendations regarding whether each candidate has met the SPP criteria, and forward their recommendations to the President.

(c) All recommendations are advisory to the President. The final decision on SPP awards shall be made by the President.

(d) Notification. The President shall notify the dean, who shall notify the candidate of the decision as soon as possible.

(e) Report to the UFF. At the same time as the tenure and promotion reports are made each year, the University shall furnish to the UFF a written report by college of the following information:
   (1) number of faculty members eligible for an SPP award;
   (2) names and departments of the faculty members who applied and were granted the award;
   (3) number of faculty members who applied and who were not granted the award;
   (4) names and departments of the faculty members whose awards were deferred for budgetary reasons.

25.8 Implementation.

(a) The University shall assign equivalent funding priority to SPP awards and promotional salary increases.

(b) For budgetary reasons the University may impose a limit on the number of faculty members who may apply for a SPP Award. Any such limit shall be University-wide. If such a limit is imposed, it shall be implemented as follows:
   (1) All eligible faculty members shall be given an opportunity to indicate to the Office of the Dean of the Faculties their intent to apply for an SPP Award.
(2) The list of eligible faculty members who have indicated their intent to apply for a SSP Award shall be ordered by the number of years of University employment since the most recent of the following events:
   a. appointment or promotion to a qualifying rank;
   b. last application for an SPP award.
(3) The limit shall be implemented as a number of years of such employment below which SSP Award applications will not be accepted in the current year.
(4) The faculty members on the list shall be notified as to whether their applications will be accepted.

(c) The application of the criteria for the award shall be independent of the availability of funds for the associated salary increases. That is, an award shall not be withheld due to a lack of funds to implement it. If sufficient funds are not available to provide SPP salary increases to all of the applicants who meet the criteria for the award in any given year, awards shall be granted to all who qualify, but the effective date of the salary increases for some may be deferred until funds become available. Priority for funding shall be consistent with the rules specified in 25.8(b) above.

25.9 Progress Reports. Upon request, each faculty member in a classification that is eligible for a SPP Award shall be apprised annually in writing of progress toward SPP, in order to provide assistance and counseling to the faculty member. The appraisal shall be included in the annual evaluation.