

## **SALARY PAY PLAN FOR SENIOR FACULTY**

### **Guidelines 2008-09**

December 17, 2008

The Salary Pay Plan for Senior Faculty (SPP) is designed to recognize highly productive performance in teaching, scholarship, and service. This award is meant for those who have contributed to the full life of the university, consistent with the faculty member's assignment. Under this program, senior faculty are eligible for a nine percent pay increase based on the performance standards for promotion to Professor. The pay increase is for the state portion of the appointment.

#### **Eligibility for Consideration.**

Professors, including Eminent Scholars, Graduate Research Professors, Distinguished Service Professors, Curators, Librarians, and Extension Agents IV, but excluding those awarded the title of Distinguished Professor, are eligible to submit a dossier for this award in AY 2008-2009 if they first held their current academic rank in 2001-2002 or if they last received an SPP award in 2001-2002. Distinguished Professors *not in the bargaining unit* are eligible to submit a dossier for this award in AY 2008-09 if they first held this title in AY 2001-2002 and they last received an SPP award in 2001-2002. Distinguished Professors *in the bargaining unit* are first eligible for this salary increase after having held this title for three years. Those who held the title in 2005-06 and who have not received an award are eligible for consideration this year.

To qualify, a senior faculty's record should provide clear evidence that s/he has been highly productive in teaching, scholarship, and service during the previous seven years.

Faculty who apply for this award but do not receive it may apply for consideration again after three years have elapsed. Faculty who receive this award will not be eligible for consideration until after seven years have elapsed. The Provost's Office will send a list of eligible faculty to the deans.

Dossier Contents: Candidates must submit a dossier prepared according to the "Guidelines and Information Regarding the Tenure, Permanent Status and Promotion Process for 2008-2009," and these supplemental guidelines:

- (a) no internal or external letters of evaluation should be included in the dossier,
- (b) information should be included in the dossier for the preceding seven years only, except in the case of teaching evaluations, which should be included for the preceding five years, and
- (c) a cover sheet should be attached to the dossier with the faculty member's name, UFID, department/school/program, campus address and phone number, academic rank, date of most recent promotion or award (in the case of Distinguished Professor), and the candidate's signature.

### **Process in Departments/Programs.**

All eligible candidates will be evaluated initially in their departments and programs by chairs or directors, with the assistance of the tenure and promotion committee(s) using departmental promotion criteria. If all full professors are eligible for this award in a department or program, then only the chair or director will review the eligible candidates. The chair or director should also submit a letter to the dean ranking all the candidates submitting packets and a statement explaining the ranking of each candidate. Each statement should be no longer than one-half page, single-spaced. If the chair or director is eligible for the salary increase, the dean will rank that person separately. Assistant and associate deans who are eligible will be evaluated within their departments. Chairs and assistant/associate deans will be evaluated on the basis of their teaching, research, and administrative service. All rankings are advisory to the dean of the college.

### **Process in Colleges/Academic Units:**

The recommendations of the departments and programs will be reviewed by the deans of the colleges, with the assistance of their college tenure and promotion committees and using college promotion criteria. If all full professors or a significant majority of full professors on the college tenure and promotion committee are eligible for the salary adjustment, the dean may appoint other full professors to advise him/her. Where possible, these appointments should be from prior members of the college tenure and promotion committee. Additional appointments should strive for disciplinary representation.

The deans must submit a ranked list of all candidates to the President and Provost, indicating which candidates are most qualified, with a brief statement explaining why. All dean rankings are advisory to the President and Provost.

The dossiers of all eligible professors submitting dossiers, whether recommended or not by the dean, must be sent to the Academic Personnel Office, HRS Building, 903 West University Avenue by **February 20, 2009** for the university-level review process.

### **University Process.**

The university process will consist of a review and grouping into three tiers by the Academic Personnel Board (hereafter "APB"), which is advisory to the President and Provost, and a final decision by the President on the recipients of the special pay increases. The APB will use the dossiers, the letters provided by the chairs and deans, and department, college, and university criteria to determine their grouping of the candidates, and forward their recommendations to the President and Provost. The grouping will consist of dividing the dossiers into three tiers of roughly equal size.

If any member of the APB is recommended by her or his college for the salary adjustment, the President may replace that APB member with a former member of the APB willing to serve. In

making any substitutions, the President will strive for broad representation in the composition of the APB. The final decision on these pay raises shall be made by the President.

*For those faculty who are out of unit:* The President will fund each candidate in the top tier unless he communicates to the dean and to the candidate a specific reason he disagrees with the APB's placement of the candidate in the top tier and places the candidate specifically in a lower tier. Contingent upon availability of funds, merit, and other considerations, the President will fund each candidate in the second tier, unless he communicates to the dean and to the candidate a specific reason he disagrees with the APB's placement of the candidate in the second tier and places the candidate specifically in the third tier. If the President does not fund a candidate in the second tier, then that candidate may re-submit the dossier for consideration in the next year. Those candidates in the third tier may resubmit their dossiers for consideration after three years have elapsed.

*For those faculty who are in unit:* The process will follow the status quo for this program. Within the limits of available funds and other policy considerations, and based upon the review process, the President will make SPP awards for those candidates he determines to be meritorious. Those candidates who are not funded may resubmit their dossiers for consideration after three years have elapsed.

The salary increases will take effect in the 2009-2010 fiscal year. If you have questions, contact Janet Malphurs, Assistant Director, Academic Personnel at [jmmalph@ufl.edu](mailto:jmmalph@ufl.edu) or Angel Kwolek-Folland, Associate Provost at [akf@aa.ufl.edu](mailto:akf@aa.ufl.edu).