

Performance Adjustment Process

Overview

The award of performance adjustments recognizes exceptional contributions of a faculty member to the department, college and discipline through traditional academic avenues of teaching, scholarship, and service. Faculty may be considered for performance adjustments at the college level as recognition of excellence. Only faculty receiving performance adjustments at the college level may be considered for exceptional performance adjustments at the level of the university, as recognition of exceptional accomplishment.

Eligibility

All tenured and tenure track faculty.

Criteria

For consideration of performance adjustments faculty will be evaluated on professional excellence and recognition. The quality and impact of a faculty member's teaching, scholarship and service, as those duties are outlined in the workload plans and also recorded in the annual activities report, shall be considered in the performance adjustment evaluation process. Relevant work outside the workload plan shall also be considered.

Performance Adjustment Information

For consideration of performance adjustments faculty must provide:

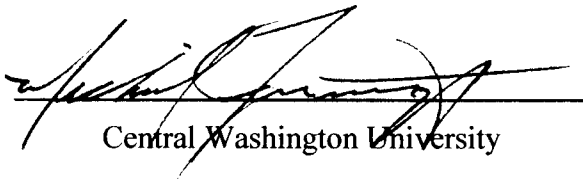
1. Current curriculum vitae with full citations.
2. Statement (no more than two pages, 12 pt font, 1" margins, single spaced) of activities (within the workload plans and beyond) that are relevant and demonstrative of excellence and/or exceptional accomplishment.

Procedure

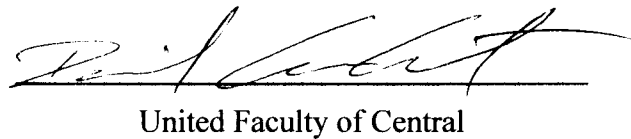
1. Faculty must submit performance adjustment information to the Departmental Personnel Committee. The review timeframe includes all accomplishments since the last performance adjustment review period.
2. The Departmental Personnel Committee reviews the materials using departmental and college standards. The committee meets with the department chair to select nominees for performance adjustments. The chair forwards the list of nominees and the relevant performance adjustment information to the College Performance Adjustment Committee.
3. The College Performance Adjustment Committee is appointed by the dean in consultation with the department chairs and consists of three or more members. The Committee will be representative of at least two of the three professorial ranks. The College Performance

Adjustment Committee reviews the nominees and accompanying materials and selects nominees for both levels of performance adjustments. The College Performance Adjustment Committee meets with the dean to determine the list of nominees for performance adjustments and exceptional performance adjustments. The list of nominees shall comprise no more than fifteen percent (15%) of the total tenure-track and tenured faculty within the college (rounded up to the nearest full number.) The dean forwards the list of nominees for the awards, with supporting documentation to the provost.

4. Recommendations for awards of performance adjustments and exceptional performance adjustments from each college will be reviewed by the provost. The Provost will determine the recipients of performance adjustments, and will select from those recipients up to ten (10) faculty members who will receive an exceptional performance adjustment.
5. The process will occur in the spring of the second year of the biennium. Adjustments will be made to faculty base salaries at the start of the first academic year in the ensuing biennium.
6. The Provost's decisions with respect to performance adjustments and exceptional performance adjustments are final and may not be challenged through the grievance or complaint processes.
7. After the Provost has finalized decisions on performance adjustments, all applicants will be informed in writing of the outcome of the process.



Central Washington University



United Faculty of Central

Dated:

03.28.07