

To: All Professional Employees

From: Gary Evans, Associate Vice President for Human Resources
On behalf of Erik J. Bitterbaum, President

Date: March 19, 2021

Re: **2021 Discretionary Salary Increases (DSI)**

Article 20 of the *Agreement between United University Professions and the State of New York, 2016-2022* (UUP Agreement), provides for a discretionary pool for increases which we will be distributing as a performance-based award in the form of Discretionary Salary Increase (DSI). The 2021 DSI for faculty and professional staff members is scheduled for distribution no later than December 31, 2021. DSI funds are comprised of 0.5% of the University's payroll for UUP employees, and are distributed at the discretion of the campus president. An additional 0.5% will also be available for distribution to address compression and inversion.

SUNY Cortland's previous procedures for performance-based awards can be found in [section 220.15 of the College Handbook](#). However, this document supersedes the procedures identified in the handbook. The contents of the handbook in terms of the evaluative measures, criteria, and weighting of the criteria are still relevant. There is no application process for the compression, and inversion funds.

General Information

Performance-Based Adjustment. DSI funds will be used to recognize individual performance in accordance with the following criteria: Effectiveness in Performance, Professional Ability, and Effectiveness in University Service and Continuing Growth.

- **Effectiveness in Performance** - As demonstrated by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationships with colleagues
- **Professional Ability** - As demonstrated by invention or innovation in professional, scientific, administrative, or technical areas.
- **Effectiveness in University Service and Continuing Growth** – As demonstrated by such things as successful committee work, participation in local campus and university governance, and involvement in campus or university-related student or community activities, continuing

education, participation in professional organizations, enrollment in training programs, and research. Also, as demonstrated by degrees, licenses, honors, awards, and reputation in professional field.

Recommendations

In accordance with the procedures below, evaluators are to use the following categories when recommending candidates: Highly Recommend, Recommend, and Not Recommended. Each level of evaluation makes an independent recommendation which shall include consideration of the recommendations made by the preceding evaluators.

Specific Information

The following information has been prepared by Human Resources:

Available Funds. The negotiated Agreement has identified that 0.5% of the University's payroll for UUP employees will be available.

Contractual Eligibility. Full-time persons on payroll on June 30, 2021 and at time of payment, and part time employees on payroll on April 30, 2021 and who continue in service during the 2021-22 year may be considered for discretionary salary increases. Individuals who have questions regarding their eligibility should contact Human Resources at 607-753-2302.

Cortland Eligibility. Employees must have been employed prior to January 1, 2021 in a UUP position at SUNY Cortland.

Performance Period. The present round of DSI recommendations is intended to recognize performance primarily from July 1, 2020 to June 30, 2021.

Application Procedures

Professional employees shall apply to be considered for a performance-based award.

Applications should be in the form of a memo to the department head which shall not exceed two typed pages (not two (2) front and back). The memo may be in narrative format or bulleted lists and should effectively articulate, in as objective and measurable format as possible, the specific accomplishments and contributions that support the criteria being used as the basis for decisions, i.e. Effectiveness in Performance, Professional Ability, and Effectiveness in University Service and Continuing Growth.

The time schedule for the DSI process is detailed below.

Time Schedule

<i>Action</i>	<i>Date</i>
Employee Self-Nomination to department head ¹	July 9, 2021
Dept. head submits recommendations to AVP or VP as appropriate <i>(copy of recommendation must also be provided to candidate)</i>	Aug. 27, 2021
AVP submits recommendations to VP <i>(copy of recommendation must also be provided to candidate)</i>	Oct. 5, 2021
Appeal deadline to VP ²	Oct. 15, 2021
VP notification to candidate <i>(copy of recommendation must also be provided to candidate)</i>	Nov. 5, 2021 ³
President's notification to candidate	Dec. 3, 2021 ³

¹*It is recognized that there are various levels of supervisors under the department head. It is expected that all self-nominations go to the department head, and each department head will seek input from the various supervisors in their department prior to making the recommendation to the next level.*

²*This is to appeal a recommendation by the level of supervision that reports directly to the VP. It is recognized that not all departments report to an AVP. Example, if the director/dept. head reports to the VP, the director's recommendation can be appealed; if the director makes a recommendation to an AVP an appeal can only be filed after the AVP's recommendation to the VP.*

³*This date is subject to change once more specific guidelines have been received from SUNY System Administration.*