

**Recommendations**

**Approved by**

**President Clif Smart**

**Provost Frank Einhellig**

**Submitted by the Professor Salary Incentive Program Committee**

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## BACKGROUND

The current reward system for faculty allows upward movement through the professorial ranks from assistant professor to associate professor, and then a final step to professor. While each step has a salary increment, long-term faculty employees find they may have reached their maximum earning, other than relatively minor cost-of-living or merit adjustments, with 20 to 30 years left in their career. For a select few professors, MSU provides the distinguished professor rank, but this distinction comes to only one or two a year.

The data consistently show salary compression at MSU, and individuals in the professor rank are further behind their colleagues at other comparable institutions than any other rank. MSU has sought to hire near the market value in a discipline, but after time on the job and movement through the ranks faculty salaries have not kept pace with benchmark institutions.

The MSU Professor Salary Incentive Program (PSIP) is for those at the rank of professor for five or more years who have continued to perform at a high level by conducting cutting edge research, being accomplished teachers, and demonstrating sustained student mentoring. While rewarding research productivity is the focus of this program, applicants must also provide evidence of leadership qualities and accomplishments in the areas of teaching and service, as well as contributing to a climate of collaboration and a community of scholars. The goal of this strictly voluntary and selective program is to provide the monetary increase to as many as 100 professors over the next few years.

The Professor Salary Incentive Program (PSIP) committee, which is comprised of 11 faculty and four administrators representing all academic colleges and the Darr School of Agriculture met during the summer of 2013 to develop recommended guidelines for the program. This concept has been discussed and vetted by the Administrative Council, the Academic Administrative Assembly (AAA), the Academic Leadership Council, the Executive Budget Advisory Committee, the Faculty Senate Executive Committee, and the MSU Board of Governors. These groups, as well as other informal discussions, have supported the concept of developing a process for providing raises to a selective number of long-term full professors each year. The long-term goal of “up to 100” has an anticipated approach of “staging in” a salary adjustment of \$5,000 (to be awarded once only) for a number of the most qualified professors each year, depending on available resources.

## PSIP APPLICATION PROCESS

### Eligibility

- Applicants must be in rank five or more years (e.g., faculty appointed to professor effective August of 2008 are eligible for a December 2013 submission).
- Faculty may not receive appointment to the rank of distinguished professor and a PSIP salary increase in the same year.
- Faculty promoted to the rank of distinguished professor may be eligible to apply for the PSIP adjustment after completing five years in the new rank.
- Twelve-month administrators are not eligible to apply for the PSIP (deans/associate deans, department heads/directors of Schools and/or Departments, provost office positions), but may do so at any time after a return to faculty if they meet eligibility criteria under the current policy.

### Performance Criteria

- Applicants must exceed the current departmental criteria for promotion to full professor in the area of research or scholarship through demonstrating consistent and sustained research productivity since the time of promotion to the present. Superior performance in research or scholarship can be evidenced by high degrees of productivity, wide-spread dissemination, and strong impact including mentoring students at the undergraduate and/or graduate levels.
- Applicants must be able to demonstrate sustained, successful teaching at the undergraduate and/or graduate level as determined by the mission of the department. It is the responsibility of the applicant to supply clear and convincing evidence in this area.
- Applicants must be able to demonstrate sustained, successful service to the university and/or community and to the profession commensurate with the rank of professor. It is the responsibility of the applicant to supply clear and convincing evidence in this area.

### Application Materials

1. **Completed Application Form**
2. **Cover Letter** not to exceed three pages (12-point font, 1" margins all around). The cover letter should include a clear, lay explanation of the research contributions that have exceeded departmental criteria for promotion to professor.
3. **Vitae** not to exceed 10 pages that clearly present scholarly accomplishments with complete references and examples of mentoring students.

4. **Matrix or table** tailored to the department or discipline. The matrix should depict how the applicant has exceeded the research criteria and met the teaching and service criteria for promotion to professor since the time of the last promotion (examples and support for building these visuals will be provided in applicant preparation workshops). Note: All applicants must have a current Faculty Success profile reflecting the research productivity included in the application.
5. **Supporting Materials** (excluding vitae), up to 20 single-space pages, or comparable creative material. All pages should be numbered. If using page protectors, include only one single-sided page per protector. Each original page of copied material counts as one page (e.g., if material is reduced to fit two pages onto one, it will count as two pages). The 20 pages of supporting material should include an analysis of work load including graduate/undergraduate teaching assignments, sabbaticals, fellowships, and reassigned time. Summary of teaching performance should include results of merit and/or student course evaluations. If the supporting materials exceed 20 pages, the entire application will be disqualified.
6. **One Complete Scholarly Artifact.** Applicants must make available one complete scholarly artifact such as a published article, book, or creative work as part of the college-level review process. The committees at both the college and university levels reserve the right to request additional information referenced in the vitae.

Details regarding format of submitted materials (electronic, portfolio, etc.) and associated confidential review will be provided by each college.

## **REVIEW PROCEDURES**

### **College Personnel Committee**

Pursuant to the Faculty Handbook section 5.3, each college must establish a personnel committee in order to administer merit programs such as the PSIP at the college level. Membership on these committees, according to PSIP Guidelines, must be elected faculty from each department who hold the rank of Associate or Professor and are tenured. Applications are due to the dean's office in December prior to the winter semester break.

In early January, the dean, in consultation with the applicant's department head, will first verify and validate the information presented in the application based on information documented in the annual reviews and Faculty Success. The Department Head may add brief written comments to the evaluation form to help clarify accomplishments within the discipline. The College Personnel Committee will then begin the review of applicants for the PSIP and make recommendations to the dean within established timelines. Any member of the College Personnel Committee being considered for the incentive program shall recuse themselves so their application can be reviewed independently of their input. The applications selected by the committee, along with a form that may include summary data and/or recommendations by the

dean will be forwarded on to the Office of the Provost no later than March 1<sup>st</sup>. Faculty will receive notice on the status of their application as to whether it has been forwarded on for university review.

### **University Committee Review**

The Provost's Advisory Council on Tenure and Promotion (PACTP) is an advisory group with representatives from all academic colleges. The PACTP provides input on policy changes impacting the tenure and promotion process, provides input to the provost on promotion and tenure issues such as the review of tenure and promotion guidelines, and assists with special reviews of applications pursuant to the Faculty Handbook. (Two tenured faculty members from each college or school at the rank of professor or Distinguished Professor serving less than five years in rank. Members serve two-year staggered terms. A member can be reappointed for one additional term and then must sit out one term before eligible for reappointment. A member cannot serve in a year in which she or he applies for the incentive.) Recommendations from the Provost Advisory Council on Tenure and Promotion must be submitted to the Provost no later than April 15.

### **Provost Office Review**

The Office of the Provost will review recommendations from the Provost Advisory Committee and forward recommendations to the President for approval. Faculty will be notified by the second week in May of the outcomes of the university review with final approval by the Board of Governors for pay increases at the June meeting.

## **SUPPORT FOR APPLICATION PREPARATION**

### **Training Sessions**

Workshops focused on how to optimally document accomplishments will be offered by the Provost's Office prior to the December deadline. Professors who are considering submitting an application are invited to attend, and evaluation committee participants at either the college or university also may attend in order to learn more about expected characteristics of a quality proposal.

### **Posting Successful Applications**

PSIP recipients will have their application packet posted to a website as models for future applicants and for presentation to the public on faculty accomplishments.