

MEMORANDUM OF UNDERSTANDING (MOA)
PROFESSOR FIVE-YEAR APPRAISAL AWARDS (PFYAA)

The UPI and University agree to a Professor Five-Year Appraisal Awards (PFYAA) pilot program for FY'24-FY'26, in lieu of reinstating the automatic, longevity increases for Professors at +5, +10, +15 years in rank. Specifically, the parties agree to the elimination of the annual merit activities form in favor of a concise portfolio evaluation system that would occur once every five years as part of the Five-Year Appraisal process outlined in Article 20.12 of the collective bargaining agreement (CBA). The criteria for these PFYAA increases will be determined by individual departments/schools and will be included in their revised Department Criteria (DC) documents. The maximum PFYAA amounts shall be 8% for professors completing their 5th, 10th, and 15th years in rank.

Satisfactory evaluation in the area of Teaching/Primary Duties is required for PFYAA consideration. Professors in years 5, 10, or 15 receiving a satisfactory evaluation in all three areas of consideration (Teaching/Primary Duties, Scholarly/Professional Activities, and Service Activities) are eligible to receive an 8% PFYAA increase on their base salary. Those receiving satisfactory evaluations in just the Teaching/Primary Duties area will receive a 3% PFYAA increase. Satisfactory performance in Teaching/Primary Duties and one other area (either Scholarly/Professional Activities or Service Activities) are eligible to receive 6% PFYAA increase on their base salary.


Procedures Unique to the PFYAA process

- a. Only faculty in the rank of Professor at years 5, 10, and 15 in rank are eligible for PFYAA's.
- b. Earning a PFYAA will result in a percentage increase being permanently added to the faculty member's base salary.
- c. Except as otherwise provided by the terms of the MOU, to be considered for a PFYAA, the Five-Year Appraisal portfolio must be submitted by January 25th of the year of application for a PFYAA. The evaluation period will include activities from the ten semesters prior to the appraisal application.
- d. The purpose of the Five-Year Appraisal/PFYAA process is to identify areas of strength and weakness and to improve performance. The process is not to be construed as a review of either individual or collective tenure. The evaluation shall consist of the review of the following by the department chair:
 - (1) Student evaluations (see Article 20.11 of the CBA);
 - (2) Materials submitted by the employee in outline form to substantiate a reasonable level of performance in the areas of Teaching/Primary Duties, Scholarly/Professional Activities, and Service Activities; and
 - (3) Materials in the employee's personnel file.
- e. Following review of the documents, the department chair shall write a brief evaluation statement and send it to the dean for review and to the Academic Vice President for inclusion in the employee's personnel file. A copy of the evaluation statement shall be sent to the employee, who may attach a written response to the evaluation statement for inclusion in the personnel file.
- f. Any faculty member who disagrees with their department chair's evaluation will be allowed to submit an appeal to the dean and the CPC chair for resolution. If a faculty member wishes to submit an appeal, then the faculty member must submit a written letter to their dean, specifying the item(s) in dispute and the faculty member's justification. The faculty member will have at least one week to write the letter of appeal. If the dean and CPC chair cannot resolve the dispute, the Academic Vice President will make the final determination

in those disputed cases. The Academic Vice President must notify both the member and UPI Chapter President of the basis for the decision.

- g. Professors applying for PFYAA must meet the promotion (rank of Professor) requirements for Teaching/ Primary Duties to be eligible for a PFYAA. If an otherwise eligible Professor has been assigned, or is in the process of completing a Professional Improvement Plan to address identified weaknesses as established under procedures in Article 20.12.d. or 20.12.e, the Professor is not eligible for a PFYAA. Once the Professor has successfully completed a Professional Improvement Plan, per procedures in 20.12.d., then they are eligible to be awarded a PFYAA if they are otherwise eligible.
- h. In light of the short notice for implementation of the PFYAA system, certain provisions have been implemented in the PFYAA pilot program in order to assist with the transition from the previous Merit Increase system to the new PFYAA program:
 - 1. During FY'24, the Merit Increase evaluation system will remain in effect while the individual academic departments update their Department Criteria to include the specific PFYAA criteria for their disciplines. However, the new percentage increase structure will be in effect (i.e., 8%/6%/3%).
 - 2. As a result of the previous item (#1), faculty who are eligible to apply for a Merit Increase in Fall 2023 (those in years 5, 10, or 15 in the rank of professor) will need to complete the Merit Increase form (by September 15, 2023) that was approved by their department as part of the previous (2017-2021) CBA. Additionally, faculty who will be eligible to apply for a Merit Increase/PFYAA next year (2024-2025) may choose to either complete the Merit Form in Fall 2023 and 2024 or they can instead forego completing the Merit Form immediately and instead submit a Five-Year Appraisal portfolio in January 2025 in order to receive the PFYAA for which they are eligible. In other words, professors who are eligible next year have a choice of continuing to use the merit form or switching to the new portfolio-based system. All other professors (i.e., those who are eligible from 2025-2026 on) will be switching to the portfolio system and will no longer need to complete the Merit Increase form.
 - 3. In order to ensure that faculty with the rank of Professor have the opportunity to apply for a PFYAA every five years and only have to undergo review every fifth year, if a professor's former or current merit cycle doesn't align with their Five-Year Appraisal cycle and/or their 5th, 10th, or 15th year in rank, then their appraisal cycle will be adjusted to coincide with their appropriate year in rank or most recent/current merit award. Notice of this adjustment will be provided prior to the end of the 2023 calendar year.
- i. The parties agree to settle any disputes arising from this MOU using the grievance and arbitration procedures set forth in Article 6 of the 2023-2026 CBA between the parties.

The above stated Memorandum of Understanding has been agreed upon by both parties on the following dates:



Dr. Patrick McGinty,
UPI President

8/31/23

Date



Dr. Russell Morgan,
Senior Associate Provost/Contract Administrator

8/31/23

Date