

April 8, 2014

To: Full-time Faculty

Re: Discretionary Salary Awards—Full-time Faculty

I am writing to introduce a new procedure for applying for discretionary salary awards (DSA). As you are aware, the 2013-2016 UUP contract provided one-time discretionary salary awards limited to .5% of total campus payroll for 2012-13 and the upcoming 2013-14 award cycle. As a result, average awards last year were much smaller than when DSI was available, yet the submission of supporting materials to demonstrate meritorious performance remained unchanged.

In an effort to recognize the value of the time necessary to prepare supporting materials relative to the award amount, I am requesting that full-time faculty eligible to apply for DSA in 2014 prepare and submit a brief letter of justification (limited to 2 pages) that highlights accomplishments during the award period. The accomplishments detailed in the letter should reflect the categories outlined in the the [Policies of the Board of Trustees](#), Article XII--Evaluation and Promotion of Academic and Professional Employees. Faculty are reminded it is not necessary to excel in all five criteria to receive DSA. The justification letter should only highlight achievements in those categories that are applicable.

As a reminder, **to be eligible to apply for DSA**, full-time faculty **are** required to submit their accomplishments into the Online Activity Report (www.oswego.edu/oar) by May 26, 2014.

All letters must be submitted electronically to your department chair. Your justification letter will be the only documentation forwarded and reviewed by the Dean and Provost.

Lorrie Clemo
Provost and Vice President for Academic Affairs