

April 8, 2014

To: Adjunct Faculty

Re: Discretionary Salary Awards—Part-Time Faculty

As you are aware, the 2013-2016 UUP contract provides discretionary salary awards for part-time employees. I am writing to inform you of the process we will be using for allocating those awards for adjunct faculty.

We will distribute the available 2013-14 funds based on recommendations put forth by chairs and directors. Chairs and Directors will make recommendations for DSA based on meritorious performance of adjunct faculty in their department or program. The list of recommended faculty will be forwarded and reviewed by the Dean and Provost. Adjunct faculty **do not** need to submit any material to be considered for DSA.

Adjunct faculty members **may** prepare a brief letter of justification (limited to 2 pages) to insure their accomplishments and contributions are known and understood by the Chair/Director during the review process. The accomplishments detailed in the letter should only highlight achievements in those categories that are outlined in the [Policies of the Board of Trustees](#), Article XII--Evaluation and Promotion of Academic and Professional Employees: a) Mastery of Subject Matter; b) Effectiveness in Teaching; c) Scholarly Ability; d) Effectiveness of University Services; and e) Continuing Growth. Faculty are reminded it is not necessary to excel in all five criteria to receive DSA. The support letter should only highlight achievements in those categories that are applicable.

All letters must be submitted electronically to your department chair or director.

Lorrie Clemo
Provost and Vice President for Academic Affairs

