

Office of the Executive Vice President for Academic Affairs and Provost

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## **MEMORANDUM**

DATE: May 16, 2024

TO: Binghamton University Faculty

FROM: Donald Hall, Executive Vice President for Academic Affairs and Provost

RE: Presidential Discretionary Award Increase which affects UUP-Represented Faculty

Please note that this memo is normally sent around October to initiate the UUP discretionary process. The process will formally be rolled out later in the year, but we are sending the memo now to inform faculty and faculty who are supervisors of record that the criteria to be eligible for a UUP discretionary award has changed. Individual annual compliance training completion along with performance program and evaluations for direct reports is now a minimum requirement for eligibility. This notification will allow for ample time for employees to meet this criterion, which is required by law and collective bargaining agreement.

The Agreement between UUP and the State University of New York includes a Discretionary Salary Increase Program that allows Binghamton University to recognize faculty for outstanding performance.

- The total pool will consist of .5% of total SUNY-wide basic annual salaries as of 06/30/2024.
- To be eligible for these payments, the employee must be active or on paid leave on the eligibility date of 06/30/2024 (or April 30, 2024, for part-time employees whose employment expires before July 1, 2024) **and** the time of payment.
- If an employee is on a leave without pay at the time of payment, the employee would be eligible to receive the raise upon returning to the payroll.
- If an employee is terminated at the time of payment, they are not eligible for the increase.

The criteria for the 2024 Discretionary Salary Program are outlined below. These criteria are intended to closely align the differing responsibilities carried by faculty and how faculty performance is recognized. At any given time, individual faculty may be assigned very different responsibilities with respect to fulfilling the University's mission. To be considered for a discretionary increase, a faculty member must (1) have filed the 2023-2024 annual report, (2) have performed well in fulfilling all assigned responsibilities, (3) have made either outstanding contributions within a single aspect of the university's mission (teaching, research, and service) or have made laudable contributions in more than one area and (4) have completed their required annual compliance training and be current with employee performance programs and evaluations of their direct reports. For the first-year rollout, establishing or updating a performance program on file for an employee whose evaluation is scheduled to take place after the discretionary process is complete, will be considered to be in compliance. Supervisors who have questions regarding the completion of performance programs and/or evaluations should contact Sara Declemente-Hammoud in HR for assistance.

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significantly to the excellence that characterizes all sectors of this institution. This process enables us as academic leaders to learn more about the significant contributions the faculty here at Binghamton University make to the success of this institution. We look forward to hearing about our colleagues' personal and professional accomplishments and achievements in the weeks to come.

## **Objectives & Criteria**

The purpose of the discretionary program is to recognize significant contributions made by faculty members across the full range of the University's mission: teaching, research, and service. Therefore, the program should grow out of the concept of a community of scholars. Academic units should use some process of collegial review to determine whom to recommend for a discretionary increase. Deans should play an essential role in the process, evaluating recommendations from departments and advisory committees and modifying them if that is judged to be appropriate. Deans may also retain a portion of the allocation to recommend increases to faculty who have made significant contributions to the school. Deans will forward all proposed awards from their school to the Provost.

In making their recommendations, Deans and academic units should recognize truly outstanding faculty performance in teaching, research, and service. Contributions within those areas should be broadly conceived to recognize exceptional performance in the many ways faculty contribute to each area or a combination of areas.

## Procedures

**Academic Unit Allocation Guidelines**