



**Academic Affairs**  
*Provost and Vice Chancellor*

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To: Deans  
Department Chairs  
Directors

Date: March 31, 2009

Annual Faculty and Staff Activity Reports

At the present time, the State budget proposals do not contain a pay plan increase for faculty and academic staff in the 2009-10 fiscal year. However, it is important to have the activities of faculty and staff in the past year documented so that the achievements of the individuals may be recognized during the next pay plan exercise. It is also important that annual reviews and feedback to faculty and staff take place per our standard procedures, especially for probationary faculty and staff.

If you have not already done so, I would urge you to ensure that the above-mentioned are taken care of in each department.

Promotional Increments

For faculty promotions effective Fall 2009, the promotional increments are as follows:

Promotion to Full Professor	\$6,000
Promotion to Associate Professor	\$4,000

Promotion increments for Academic Staff for 2009-10 are follows:

- Category A (non-instructional) academic staff members who are moved to a higher salary grade (range) by virtue of a prefix change or reclassification will be increased by at least \$2,450. The new salary cannot be less than the 2009-10 minimum for the salary grade.
- Category B (instructional and research) academic staff members whose prefixes are elevated will receive at least a \$2,450 salary increase. The new salary cannot be less than the 2009-10 minimum for the title.

Sincerely,

A handwritten signature in cursive script that reads "Rita Cheng".

Rita Cheng  
Provost & Vice Chancellor for Academic Affairs