THE CALIFORNIA STATE UNIVERSITY
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(310) 985-2694

Date: December 5, 1995
To: Deans/Associate Vice Presidents, Academic Personnel Personnel Officers Payroll Supervisors
From: Cathy Robinson, Senior Director Human Resources Administration

Subject: 1995/96 CALIFORNIA FACULTY ASSOCIATION SALARY PROGRAM

As you are aware, the new faculty Memorandum of Understanding deleted former Steps 6 and 7 from the Assistant Professor pay range for the classifications of Instructional Faculty, Academic Year (codes 2360 and 2399), Instructional Faculty, 12 Month (code 2361) and related classifications, such as Department Chair. (Please see Attachment 1 for complete class information.) Any faculty members paid at either Step 6 or Step 7 as of 7/1/95, or any faculty members appointed at these levels since the start of the current academic year, are now being moved to Step 1 of the revised Assistant Professor pay scale. (Assistant Professor/Range 3, Step 1 on the new faculty salary schedule is the equivalent of Assistant Professor/Range 3, Step 8 on the former schedule.) This adjustment will provide a salary increase of approximately 10% for faculty moving from Step 6, and an approximate 5% increase for faculty moving from Step 7.

As these mandatory salary adjustments afford (at a minimum) the equivalent of a two-step Service-based Salary Increase (SSI) for all affected employees, no further step increases will be processed for this group of faculty in the course of the Controller’s Office Unit 3 salary update process. However, these employees continue to be eligible for campus-initiated salary increases in recognition of merit, equity or market considerations.

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Distribution:

All Without Attachments
Presidents
Vice Chancellor, Human Resources and Operations
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Business Managers
Employees Relations Designees
In light of the nature of this salary adjustment, MSA/SSI counters for faculty members moving from discontinued salary steps 6 and 7 will not be adjusted during the 1995-96 academic year. In addition, final salary anniversary dates will be extended to accommodate the full number of service-based increases for which these faculty are eligible. (Please see Attachment 1 for an example of this adjustment.)

If your campus employs one or more of the small number of Assistant Professors who are affected by the change in the faculty payscale structure, their names and position numbers are provided on Attachment 2. (Attachment 2 accompanies this memorandum ONLY IF your campus employs one or more employees affected by this change.) Please review this list for accuracy, especially if faculty salary updates initiated by the Chancellor’s Office have already been completed for your campus.

IMPORTANT: as this clarification has just been provided to the State Controller, faculty whose records have already been updated may have received a two-step SSI (effective with the September pay period) in addition to the mandatory step movement described above. If so, these individuals are now at Step 3 of the revised faculty salary schedule, rather than Step 1, and have been overpaid. Campuses where this has occurred are asked to recover the overpayment in a manner which is not overly disruptive to the finances of the affected faculty member. The Controller’s Office will void the 9/95 SSI posting and fix the CRO transaction which implemented the new faculty payscale structure by correcting the MSA/SSI counter, salary anniversary date and final salary anniversary date for each affected employee.

Please contact me at (310) 985-2694 if you have any questions, and thank you for your cooperation.

JP/cjd
Attachments
Example of Salary Adjustment for Assistant Professors, Steps 6 and 7

1. **Prior to Controller’s Office Fall 1995 CRO Processing**

   faculty member appointed 9/94 as Assistant Professor, Step 6
   (former salary schedule)

   MSA counter: 4

   salary anniversary date: 9/95

   final salary anniversary date: 9/98

2. **Following Controller’s Office Fall 1995 CRO Processing**

   faculty member moved to Assistant Professor, Step 1 (new salary
   schedule) retroactive to 7/95

   SSI counter: 8

   salary anniversary date: 9/96

   final salary anniversary date: 9/2003

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Faculty classifications where former steps 6 and 7 within the Assistant Professor (Range 3) payscale have been deleted:

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Class Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2310</td>
<td>Instructional Faculty, Statewide Nursing Program</td>
</tr>
<tr>
<td>2320</td>
<td>Resident Director, International Programs, AY</td>
</tr>
<tr>
<td>2321</td>
<td>Resident Director, International Programs, 12 Mo.</td>
</tr>
<tr>
<td>2360/2399</td>
<td>Instructional Faculty, AY</td>
</tr>
<tr>
<td>2361</td>
<td>Instructional Faculty, 12 Mo.</td>
</tr>
<tr>
<td>2481</td>
<td>Department Chair, 12 Mo.</td>
</tr>
<tr>
<td>2482</td>
<td>Department Chair, AY</td>
</tr>
<tr>
<td>2394</td>
<td>Instructional Faculty, Executive Committee, Academic Senate</td>
</tr>
<tr>
<td>2395</td>
<td>Instructional Faculty, Chairman, Academic Senate</td>
</tr>
<tr>
<td>7894</td>
<td>Department Chair, Statewide Nursing Program</td>
</tr>
</tbody>
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