Professor Incentive Procedures Spring 2020

Faculty who are eligible to receive Professor Incentive salary increases on or before September 1, 2020 should submit their intention to apply to the Dean by **March 16, 2020**. This note can be sent via email. Please copy Chris Jenkinson **Christine.M.Jenkinson@hofstra.edu**.

Professors are eligible to make application in the Spring semester of the sixth academic year following their last promotion or incentive, to receive their pay increase in the subsequent Fall semester.

Applications—hard-copy only—must be submitted to the Dean by **Monday, April 13, 2020**. Applications must include:

- **A letter of application** detailing accomplishments over the previous six years in the areas of teaching, scholarship, and service.
- **A current c.v.** -- guidelines attached.
- **Two peer observations** dating from the previous three years. As per CBA 8.13, one observation must be from the current academic year, one must be from the department chairperson, and one must be from a full professor from the department who is not applying for the incentive in Spring 2020. All observations should be signed by observer.
- **All Course and Teacher Ratings** from the previous six years printed from the portal. A summary will be provided by the Dean’s office once you have submitted your file.
- **Please no staples (paperclips only), and no binders, single-sided pages only. Submit requested items in a manila folder.**
- Copies of publications are not required. Files should not be as extensive as tenure or promotion files.

Article 8.13 of the [Collective Bargaining Agreement](#) between Hofstra University and the Hofstra Chapter of the American Association of University Professors, September 1, 2016 through August 31, 2021 states that:

All full-time faculty members who have attained the rank of Professor and who have been in rank for at least six (6) years shall be eligible to apply for a monetary incentive of six thousand ($6,000) dollars to be applied after the salary increases are awarded under Articles 8.1 and 8.2. Such faculty members may be eligible to apply every six (6) years. Receiving this incentive requires that a faculty member demonstrate that s/he continues to meet the criteria for promotion to Professor (FS V).

**Procedures and Target Dates**

1. Eligible faculty members who wish to apply for the incentive shall file a letter of intent with the Dean of their unit by March 16, 2020 and shall submit their dossiers to the Dean by April 13, 2020.
2. Faculty applying for the incentive from units other than the University Library must include at least two (2) peer observations of teaching within the past three years, at least one of which is within the current academic year. The peer observations shall be conducted by the Department Chairperson and a faculty member in the department who has attained the rank of professor and is not applying for the incentive. All procedures in FPS #46 must be followed in respect to peer observations. Each DPC must arrange for any needed observations of faculty applying for the incentive so that the signed observation report is available for inclusion in the faculty member's dossier.