

Professor Incentive Procedures Spring 2024

Faculty who are eligible to receive Professor Incentive salary increases on or before September 1, 2024 should submit their intention to apply to the Dean by **March 15, 2024**. This note can be sent via email. Please copy Chris Jenkinson Christine.M.Jenkinson@hofstra.edu.

Professors are eligible to apply 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—**one PDF file**—must be submitted to the Dean by **Thursday, April 19, 2024**. Applications must include - in the following order:

- **A letter of application** detailing accomplishments over the previous six years in the areas of teaching, scholarship, and service; **must be signed***).
- **A current c.v.** -- guidelines for cv organization can be found on the HCLAS Forms page: <https://www.hofstra.edu/liberal-arts-sciences/forms.html>
- **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 2024. **All observations must 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.
- 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, 2021 through August 31, 2026 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 15, 2024 and shall submit their dossiers to the Dean by April 19, 2024.

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 Chair and a faculty member in the department who has attained the rank of professor and is not applying for the incentive. All procedures in Faculty Policy Series #46 must be followed with respect to peer observations. Each Department Personnel Committee must arrange for needed observations of faculty applying for the incentive so that the signed observation report is available for inclusion in the faculty member's dossier.
3. Deans' recommendations should be uploaded to the OneDrive folder shared by the Provost's Office and the University Appeals Board (UAB) by May 17, 2024.
4. The UAB shall submit its recommendations to the Provost by June 7, 2024.
5. The Provost shall submit the recommendations to the President by June 21, 2024.
6. The decision of the President shall be issued by July 12; incentives shall become effective on September 1, 2024 and reflected in the September 15, 2024 pay.

*** CBA Article 5.1.7: Where a signature or written consent is required by the provisions of this Agreement, a person may provide their signature or written consent (or non-consent) by e-mail, provided that the e-mail shall originate from the sender's Hofstra e-mail account.**

The person responsible for collecting the signatures shall maintain the record of the e-mail consents (or dissents) and shall attach to the document a note indicating the names of the persons from whom e-mail consents (or dissents) have been obtained.

Please do not attach the e-mails to the document.