



Fiscal Year 2015 Faculty and Officers of Administration Salary Increases

MNCH Criteria and Method for allocating merit to officers of Administration and Non-Tenure Track Faculty (represented and unrepresented):

This document lays out the evaluation criteria and procedures that apply to all OAs and Faculty employed by the Museum of Natural and Cultural History at the University of Oregon. In years when merit money is available, all OAs and Faculty must be evaluated for merit. Opting out of the process is not permitted. Regardless of type of appointment or FTE, each OA and Faculty is eligible for consideration for some merit increases.

Process:

In years when merit money is available, there will be three performance categories: High, Average, Low. The level of the employee's pay compared to the total pay range will drive merit percentage for each category. Level of performance also determines the increase rate. This will be accomplished through an annual performance evaluation and assessment process for every OA and Faculty.

Sources and documents used towards Merit Allocation: (Performance packet)

- Annual performance review from the OA's or Faculty's supervisor that assigns one of the three performance categories.
- A self-evaluation from the OA or Faculty that includes self-assessed ratings for each category (job performance, service, professional development, etc.)
- A current CV (Faculty only)
- Optional supporting documentation (which may include publications, letters of support, or other material that could strengthen the OA's or Faculty's case for merit)

The OA or Faculty and his/her supervisor must meet prior to submitting the Performance Packet to go over the self-evaluation from the OA or Faculty and the supervisor performance evaluation. The evaluation must be signed by both parties to indicate that the document has been reviewed and discussed.

Criteria:

All OA's and Faculty's in the MNCH are expected to be effective in their professional duties as set out in their respective position descriptions. Professional duties include:

- Performance – based on the primary responsibilities found in the position description.
- Contribution to MNCH and UO – Involvement in museum projects, service on committees, and taking a proactive role in accomplishing the division's or overall museum strategic initiatives.
- Professional development – continuing professional growth (publications, conference presentations, continuing education or training, etc.).

Performance categories:

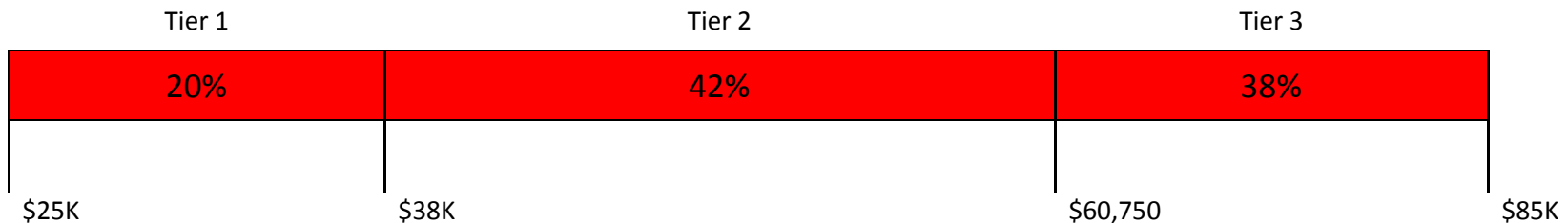
- High Performers:
 - Consistently excellent – everything they do is exceptional.
 - Effectively envision the big picture or end result.
 - Are problem solvers.
 - Have and exercise leadership potential.
- Average Performers:
 - Are competent.
 - Do not push themselves or venture outside of their comfort zone.
 - Perform their jobs well.
 - Respond to focus and direction.
- Low Performers:
 - Do not meet expectations.
 - Are new to the job.
 - Are in the wrong job.
 - Require additional training.
 - May need to be terminated.

Performance and Position in Range Matrix:

For the purpose of evaluating performance in relation to merit pay increases, high and average performers will all be considered to have met expectations. Salary range is divided into three tiers. Individuals with salaries that fall within the lower tiers will be rewarded at higher rates than those whose salaries fall in the higher tiers. Level of performance also determines the increase rate. Top performers benefit the most, and lower performers are given minimal or no increase.

Performance Rating	Tier 1 20%	Tier 2 42%	Tier 3 38%
3. High Performer	6 - 8 %	4 - 6 %	2 - 4 %
2. Average Performer	3 - 4 %	2- 3 %	1 - 2 %
1. Low Performer	0%	0%	0%

MNCH Salary Range:





Approval:

Because of the small size of the Museum faculty, final decisions on the distribution of merit pay increases will be made by the Museum director, after review of annual performance evaluations and consultation, where necessary, with the division heads responsible for those evaluations. The decision to entrust merit decisions to the director will be confirmed annually by the faculty, or before each round of merit increases. The recommendations of the Executive Director will be reviewed and approved by the Vice Provost of Academic Affairs. The Provost must approve any individual salary increase that is greater than 10% of the base salary.

Notification:

Once MNCH has received approval for the merit increase recommendations, the executive director or division head will communicate the merit increase allocation recommendation to each eligible employee, including a letter delivered to the employee and added to their personnel file.

Documentation of Decision-making:

All evaluation process material will be submitted to the Museum's Business Office. The Office and Business Manager will maintain documented decisions confidentially per the UO Record Retention Schedule.

Timeline:

Once it is known that merit money will be made available in a given year, a timeline for executing the performance evaluation and merit allocation process will be established and made available on Museum's OAs, Faculty, and their supervisors.