Faculty Merit Increase Policy for the NeuroInformatics Center[1]

The director, in consultation with the executive leadership committee, will base his/her merit increase recommendation on the performance of the faculty member. The formal annual performance evaluation should reflect the observations and decisions on an individual's work and ability to meet expectations and will be the basis for merit increase decisions. The evaluation (of which the current CV is an element) is the primary but not the sole element in the merit increase decision. Other factors that might be involved include but are not limited to situational challenges or opportunities not covered in the performance evaluation, disciplinary actions or special projects post-evaluation time but before the merit increase period. Faculty who meet or exceed expectations will be eligible for merit increases, provided that a faculty merit pool has been established by the University for that fiscal year. All faculty are eligible for the highest merit rating.   All faculty will be evaluated for merit; no one is permitted to opt out. Merit evaluations and other criteria will be documented and placed in personnel files and faculty will be informed of their raises after they have been approved.

In determining a faculty member's performance the executive leadership committee will consider the faculty member's primary responsibilities, as outlined in his/her job description. All of the NIC employees are funded by research grants to the NIC and/or by research funds that come to the NIC from other institution grants. Thus, the NIC merit policies are based on the fact that the NIC employee positions described above are solely oriented towards research outcomes and artifacts directed by the research grants and funding. The primary areas then for merit evaluation are with respect to research productivity and involvement in project work. However, there are merit criteria and expectations that are specific to the different NIC positions relative to their level of responsibility. Job descriptions will be reviewed and updated as needed annually.

After completing the individual's annual performance review, in year's where there is a merit pool and process established by the institution, the director will give the faculty member an overall rating of: (1) Fails to Perform; (2) Needs Attention; (3) Meets Expectations; (4) Exceeds Expectations; or (5) Exceptional Performance as part of the merit increase decision process.

Faculty who receive a rating of 1 or 2 will not be eligible for a merit increase. Faculty who receive a rating of 3, 4, or 5 will receive an increase to their individual current base salaries. The actual amount of an individual's increase will be based on funding available in the unit's merit pool established by the University.

The director will make recommendations for increases for the faculty members who are eligible to the Vice President for Research for final approval.

---

[1] Watermark removed 02/10/2017