

Principles and Procedures Used in the Department of Anthropology for Recommending Salary Increases, Merit and Equity Pay Increases (revised June 2014)

Faculty in the Department of Anthropology have developed and follow the university guidelines that salary raises be allocated according to systematic principles and procedures determined in each unit with the approval of the Dean and the Provost. Instructional faculty (TTF and NTTF) and OAs shall be considered for merit raises. For TTF, merit increases shall be distributed on the basis of performance in the three realms of scholarship, teaching and service. For NTTFs and OAs, performance will be rated according to contracted duties.

We make public the criteria and information on which salary increase recommendations are based; all TTF faculty members have developed their own information bases in accordance with the categories outlined in the Faculty Activity Report. The model for the Faculty Activity Report is periodically re-evaluated to ensure that it continues to serve as a useful model for understanding faculty accomplishments in the three areas of scholarship, teaching and service.

Procedures we follow for purposes of determining salary raise allocations are:

1. All faculty must be evaluated for merit. It is not permitted to opt out.
2. Regardless of type of appointment or FTE, each faculty member is eligible for consideration for the highest merit rating.
3. All faculty who meet or exceed expectations will receive some merit increase.
4. Faculty will be informed of their raises after they have been approved.
5. The evaluation for merit includes review of both recent performance review(s) and the current CV.
6. The documentation of the merit decisions will be tracked and maintained for both TTF and NTTF.
7. A merit/equity raise (depending on specific circumstances) committee is named by the Chair of the Department; often the Executive Committee serves as the Merit Committee. The Merit committee in conjunction with the Chair of the Department makes available to the TTF the Faculty Activity Report guidelines, instructions for ranking eligible faculty members on their performance in the areas of research, teaching, and service, and merit rating sheet (attached). In addition, instructions are provided regarding which faculty are eligible for raises.
8. Rankings are based purely on perceived merit. The committee uses information for ranking that is provided by each TTF member in the Faculty Activity Report.
9. The merit/equity/raise committee ranks all eligible TTF members except themselves and the department chair and makes a recommendation to the chair for the distribution of funds.
10. The ranking and evaluation of merit/equity/raise committee members is done by the chair using advisory rankings provided by the merit committee.
11. The department chair is ultimately responsible for the department's recommendations to the Dean of the College of Arts and Sciences.
12. In developing final recommendations, the department chair reviews the record of past salary increases to determine whether there are inequities in need of redress, and acts appropriately within the constraints of the funds available and other priorities.
13. Upon request, the department head shall notify any faculty member of the composite ranking generated for that raise cycle, based on all ranking submitted by the individual faculty members and the raise/merit/equity committee.

OA Merit Increase Procedures

The Department Head will base his/her merit increase recommendation on the performance reviews of the OA during the relevant evaluation period. If there has not been a performance review within the past year, the Department Head or Program Director will undertake such a review using the Structured Approach evaluation form provided on CASweb. The review should evaluate the OA's performance of the duties and responsibilities described in the OA's position description and his/her current job duties. While OA reviews are conducted by the Department Head, he/she should also consider, when possible, feedback from relevant constituent groups both internal and external to the department or program. The Department Head's merit increase recommendation should be based on the extent to which the OA has met or exceeded expected performance of her/his assigned duties and responsibilities, as indicated by the relevant performance reviews.

When requested, the Department Head or Program Director will provide the department's or program's merit increase recommendation to the CAS Dean. The actual merit award will be based on funding availability and university criteria.

NTTF Merit Increase Procedures

The Department Head will consider performance reviews of the NTTF during the relevant evaluation period using the NTTF Merit Evaluation form found on CASweb. If there has not been a performance review within the past year, the Department Head will perform such a review to evaluate the NTTF's performance of the duties and responsibilities described in their contract language and his/her current job duties. The Department Head's merit increase recommendation will be based on the extent to which the individual has met or exceeded expected performance of her/his assigned duties and responsibilities, as indicated by the relevant performance reviews.

When requested, the Department Head will provide the department's merit increase recommendations to the CAS Dean. The actual merit award will be based on funding availability and university criteria.