

A discussion format for a 'Faculty Merit Increase Policy' in the research arena

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The institute 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 the merit increase decisions should be reflected in those formal evaluations. The evaluation is a 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. In addition to timely performance reviews, faculty must submit a current CV, which will be considered as an additional element for merit increase decisions. Merit evaluations and other criteria, including CVs, will be documented and placed in personnel files. 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 must be evaluated for merit; faculty are not permitted to opt out of performance evaluation.

In determining a faculty member's performance, his/her supervisor will consider the faculty member's primary responsibilities, as outlined in his/her job description. Metrics to judge the individual's performance must be clearly identified year-to-year and available in the performance evaluation or other document for review and discussion with the employee. Those metrics must be related to the tasks articulated in the individual's job description. Job descriptions will be reviewed and updated as needed annually.

After completing the individual's annual performance review, in years where there is a merit pool and process established by the institution, the supervisor 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. Regardless of type of appointment or FTE, each faculty member is eligible for consideration for the highest merit rating.

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 as follows:

(3) Meets Expectations:	1-2%
(4) Exceeds Expectations:	3-4%
(5) Exceptional Performance:	5+%

Supervisors will communicate faculty members' ratings with the Director and discussed in an executive committee meeting (or similar leadership group). Given that some supervisors review a single employee while others supervise many faculty, this process is

designed to ensure that scaling of ratings is similar across supervisors. The Director will use input from the discussion to make recommendations for increases for the faculty members who are eligible to the Vice President for Research.

The actual amount of an individual's increase will be based on funding available in the unit's merit pool established by the University. Merit increases are also subject to approval by the Vice President for Research and the Provost.