



Merit Guidelines

1. A merit plan will be in effect in years when the percentage increase afforded by the salary pool, less money for equity and promotion, exceeds the CPI plus 1%.
2. All full-time tenured members of the faculty at the rank of full professor must be considered for merit increases each year.
3. Merit increases become a permanent addition to the base salary of faculty receiving them.
4. The merit pool will consist of \$375 per 1%, capped at a total of \$750, per full-time tenured full professor. Merit increases will be determined in the following manner:

The money assigned to the merit pool will be divided into units of size x. Accordingly:

- Full professors who are assigned a rating of 3 will receive a merit raise of 3x.
- Full professors who are assigned a rating of 2 will receive a merit raise of 2x.
- Full professors who are assigned a rating of 1 will receive a merit raise of 1x.

To find the merit unit size x, we divide the merit pool by the number of merit units that will be distributed. In other words:

$$\text{Merit Unit } x = \frac{\text{Merit Pool}}{\text{Number of Merit Units to be Distributed}}$$

If, for example, the increase in the salary pool were 5%, 2% beyond the increase in the cost of living and deductions for equity and promotion, then \$750 per full professor would go to the merit pool. And if there were 40 full professors, then the merit pool would consist of \$30,000. In that case, the formula would yield a merit size of:

$$x = \frac{\$30,000}{3 \cdot (\#F \text{ rated } 3) + 2 \cdot (\#F \text{ rated } 2) + 1 \cdot (\#F \text{ rated } 1)}$$

If 5 full professors receive a rating of 3, 30 receive a rating of 2, and 5 receive a rating of 1, then making use of the above formula:

$$x = \frac{\$30,000}{80}$$

$$x = \$375$$

Consequently full professors assigned a rating of three will receive 3 merit units (\$1,125), full professors assigned a rating of 2 will receive 2 merit units (\$750), and full professors assigned a rating of 1 will receive 1 merit unit (\$375).

Explanation of terms:

- #F Stands for 'the number of full professors'
 - #F rated 3 The # of full professors rated 3
 - #F rated 2 The # of full professors rated 2
 - #F rated 1 The # of full professors rated 1
5. The number of faculty to be awarded a merit rating of 3 is normally not to exceed 15% of those eligible.
 6. Merit decisions are made as follows: Full professors will submit a report outlining their performance with regard to teaching, research, and service to a Subcommittee of the Committee on Faculty Scholarship and Promotion consisting of the teaching members of the faculty. The Subcommittee will assign a rating of 1, 2, or 3 for the categories of teaching, research, **and service**. (delete: "and a rating of 0, 2, or 3 for the category of service). (The members of the Subcommittee will submit their **own** yearly reports to the Provost, who will assign them a rating of 1, 2, or 3.)
 7. Based on the report of the faculty member, and their own discretion, the Subcommittee of the Committee on Faculty Scholarship and promotion will assign a single rating of 1, 2, or 3 for each faculty member, usually determined by an averaging of the faculty member's rating in each of the three categories. A faculty member who fails to submit an annual report will be assigned a 1 rating.
 8. The names of faculty members receiving a rating of 3 will be made public. Otherwise, merit ratings will remain private, to be used only by the Subcommittee for the purpose of deciding merit increments. After reaching its decisions, the Subcommittee will return, **upon request** all **supplementary** materials submitted, along with its merit rating, to the individual faculty member.
 9. Faculty members may submit materials citing extenuating circumstances to the Subcommittee for their consideration.