

Merit Pay

Appendix 6

Faculty Merit Pay Application Process

For those of you interested in applying for merit pay, please read the following and use it as a guide to your application. Those who do not apply will not be considered for merit pay. Merit will be added to base compensation at the beginning of the next contract year.

Standards of professional responsibility for full-time faculty are specified in Appendix 5 of the Faculty Handbook. The principle of merit pay asserts that employees should be compensated for work beyond standard performance expectations. It should not be assumed that all faculty who receive merit pay will receive the same amount. In assessing merit, Associate Deans and Deans will assess the degree to which faculty members demonstrate that they meet “exceeds” or “exceptional” performance standards as stated in Appendix 5 of the Faculty Handbook. The amount of merit pay awarded to a faculty member will depend on factors such as the amount of money in the merit pool, the number of faculty who qualify for merit, and the assessment of ADs and Deans. A common process will be used throughout the College.

Qualifications to be Considered for Merit Pay

- 1- Demonstration of performance that exceeds standards of professional responsibility articulated in Appendix 5 of the Faculty Handbook.
- 2- Must be a tenured, tenure track, or otherwise continuing faculty member with an expectation of a full-time faculty contract during the following contract year.
- 3- Must have completed all required trainings.
- 4- Must not have received a Letter of Concern during the current academic year.
- 5- Must not have received formal disciplinary action during the current academic year that resulted in evidence of that action being placed in the employee’s personnel file.
- 6- Must submit an application for merit pay.

Process to Apply for Merit Pay

Application

Faculty will submit applications to their Associate Deans via their ePortfolio, e-mail or paper, by the assigned date.

ePortfolio:

A letter of application, highlighting their performance, should be posted to their ePortfolio home page. The letter should be no longer than one page, single-spaced, and no smaller than 10 point font. Supporting evidence (up to 4 links) may be linked from the letter of application.

Email or paper:

A letter of application, highlighting their performance, should be no longer than one page, single-spaced, and no smaller than 10 point font. Up to four pages of supporting evidence may be attached to the letter of application.

All of the following performance categories must be included:

- 1- Teaching
- 2- Professional Activity
- 3- Service

Applications should include evidence that a faculty member consistently demonstrates “exceeds” or “exceptional” professional performance throughout the award year.

Use any of the items in Appendix 5 of the Faculty Handbook to guide your response.

Faculty Merit Application Procedures for Deans and Associate Deans

- I. The Dean is responsible for the communication and execution of the merit process for faculty within their schools.
- II. Merit application and sitting committee evaluations will be used to determine merit.
- III. Deans and Associate Deans will make their recommendations for merit for eligible faculty.
- IV. Considerations:
 - a. Letters of Concern and Disciplinary Actions:
 - i. Faculty members who received a letter of concern or have a pending concern or other disciplinary action within the current academic year, will not receive merit.
- V. Faculty Merit Appeals:
 - a. If a faculty member believes they have been prejudicially or capriciously assigned to a merit category, or were unable to submit a timely application for reasons beyond their control, the individual may appeal in writing directly to the Provost.
 - i. Procedures: The appeal must be submitted no later than close of business July 15 of the current/relevant year of merit. The Provost will review all submitted material in consultation with an appeal committee comprised of the Provost, the Faculty Association President (or a representative designated by the Faculty Association President) and the Senate President (or a representative designated by the Senate President).
 - ii. Decisions of the appeal committee will be considered final.
 - iii. The Dean will be notified of the decision.