

31.01.08.C1.01 Merit Pay for Faculty

Revised: May 10, 2019
Next Scheduled Review: May 10, 2024

[Revision History](#)



Procedure Summary

Merit increases shall be based on quality teaching, scholarly/creative activity, service, and other duties as defined in *12.01.99.C0.03, Responsibilities of Full-Time Faculty Members*. The workload responsibilities of full-time tenured and tenure-track faculty and fixed-term faculty in regards to teaching, scholarly/creative activity, and service varies and is considered in the overall annual performance review ranking that establishes eligibility for merit. This procedure establishes uniform administration of merit salary increases for faculty at Texas A&M University-Corpus Christi. All merit salary increases will be awarded in accordance with system regulation *31.01.08, Merit Salary Increases*.

Procedure

1. Eligibility
 - 1.1. The awarding of merit involves three (3) specific elements: performance review, recommendation, and approval. Eligibility for consideration of a merit increase is not a guarantee or a promise of a merit increase. Merit eligibility is determined by the unit supervisor and approved by the dean. . It is the responsibility of the unit supervisor to review individual faculty eligibility and make recommendations for merit increases.
 - 1.2. Faculty members who have been employed at Texas A&M University-Corpus Christi for at least six (6) months are eligible for merit-based salary increases.
 - 1.3. In accordance with college policy, each faculty member is required to provide an annual Faculty Activity Report and/or current CV in the appropriate university-approved database (e.g. Digital Measures) for use in consideration of a merit increase. Only faculty documentation provided through the university-approved database will be considered in determining merit eligibility. A current performance review documenting meritorious performance must be on file in the Office of the Provost. Faculty receiving an overall performance review ranking below “Meets Expectations” will not be eligible for merit.

2. Awarding of Merit

- 2.1. Faculty members who hold administrative appointments will be evaluated both as a faculty member and as an administrator. Evaluation for the faculty portion will be completed according to college and departmental processes and criteria. Evaluation for the administrative portion will be completed by the person to whom the faculty member reports administratively. Merit will be awarded based on the combined overall ranking received in both performance reviews. Department chairs and associate/assistant deans will be evaluated both administratively and as a faculty member by their dean or school director.
- 2.2. All information to be considered for merit must be recorded in the official university-approved database (e.g. Digital Measures) by the annual evaluation deadline. Other documentation may be requested by the unit supervisor, school director, dean, Provost, or President to substantiate the information submitted to the database.
- 2.3. The unit supervisor must evaluate each faculty member based on college and departmental criteria designated to comport with university procedure *33.99.99.C0.02, Performance Review of Full-Time Faculty Members*.
- 2.4. Based on the evaluation of the unit supervisor, and in consultation with the dean, the faculty member will be assigned an overall rating in their annual performance review for merit purposes. This rating must be included in the annual evaluation provided to faculty and stored in their personnel file.
- 2.5. When the merit pool is identified and announced by the President, the dean must recommend a merit increase based on the individual faculty member's overall performance review rating. Ultimate granting of merit is awarded by the President
- 2.6. At the designated time, merit awards are paid to faculty through the university system.

Related Statutes, Policies or Requirements

System Policy [31.01, Compensation](#)

System Regulation [31.01.08, Merit Salary Increases](#)

University Rule [31.01.08.C1, Merit Pay](#)

University Procedure [12.01.99.C0.03, Responsibilities of Faculty Members](#)

University Procedure [33.99.99.C0.02, Performance Review of Full-Time Faculty Members](#)

Contact Office

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