

II.J.

## MERIT PAY

(Revised: November 10, 2017; November 14, 2019)

University Procedure 31.01.08.C1.01 describes the general procedure for awarding merit pay.

The funds allocated to SAMC for faculty merit increases will be allocated equitably by the Director to the departments, with a portion held by the Director to give merit increases to the Associate Deans, Department Chairs and any faculty supervised directly by the Director or Associate Dean, and to assist a Department Chair in recognition of extraordinary performance.

The Director, in consultation with the Department Chairs, will determine a specific dollar amount of merit pay raise to each individual faculty member, with the total dollar amount equaling the department's allocation of funds.

Faculty merit pay raises will be based on assessment of each faculty member's performance in the areas of Teaching, Service, and Scholarship, following the guidelines set forth for the Annual Review of Faculty (II.E.1.1-3). Faculty achieving an overall performance review ranking at or above Meets Expectations will be eligible for merit pay increases. Faculty receiving an overall ranking of Unsatisfactory will not be eligible for merit. Ranking levels used in evaluating a faculty member will be as follows:

### Excellent:

- Well above Meets Expectations for full-time faculty members of comparable rank and workload in the department and/or College.
- A faculty member must significantly exceed Meets Expectations for this rating.

### High:

- Above Meets Expectations for full-time faculty members of comparable rank and workload in the department and/or College, but does not rise to the level of Excellent.

### Meets Expectations:

- Meets, but does not exceed, general expectations for faculty performance for full-time faculty members of comparable rank and workload in the department and/or College.

### Unsatisfactory:

- Performance is below Meets Expectations for a full-time faculty member of comparable rank and workload in the department and/or College.
- The faculty member must improve performance in any area of teaching, research, and/or service that is scored unsatisfactory in the annual review and will be given a written set of expectations for improvement in a defined improvement plan. Unit supervisors may develop, in consultation with faculty, multi-year improvement plans.

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 31.01.08.C1.01 Merit Pay for Faculty eligibility.

The merit pay raises will be based on performance since the previous merit award cycle unless the Director determines that special circumstances require the use of a shorter or longer time period.