

CALS Faculty Merit Process FY 2019

CHARGE: To review FY18 documents and make any needed alterations. The intention of the process outcome is to create a consistent approach for faculty merit increases across all areas of the college.

MEMBERS: Gayatri Vedantam (Faculty Chair), Andre Wright (Unit Head Chair), Mike Staten, Jeff Silvertooth, Parker Antin, and moderated by Heather Roberts-Wrenn

Feedback provided by: Tom Miller (Provost's Office), Office of the General Council, and Jeffrey Ratje

RECOMMENDED PROCESS:

1. 90% of the merit funding allocation shall be distributed proportionally to each unit based on current base salaries of all faculty members with a factor consideration based on discipline. Faculty is defined as any position with an ABOR employment code of "Faculty," including tenure and continuing track, and non-tenure like POPs. Remaining 10% is held as a 'reserve pool' for distribution by the Dean and Executive Council based on requests filed by Unit Heads.
2. In an Excel spreadsheet, each Unit Head lists each faculty member for which they are distributing merit salary adjustments based on their current allocation, the amount, and the rationale/justification for the allocations. Unit Head evaluation scores and UA Vitae must also be provided and demonstrate the meritorious selections compared to other faculty in the unit (if verbiage rather than scores are used, a brief summary from the evaluation is acceptable).
3. The Dean and Executive Council collectively review the distributions from each unit individually and approve, deny, or request adjustment and resubmission by the Unit Head.
4. If Unit Heads believe they do not have adequate funding to appropriately recognize their meritorious faculty members, they may submit a documented request to the Executive Council for additional funds from the reserve pool. The request should be provided in the following format:
 - o In the same Excel spreadsheet listed in step 2, each Unit Head would request supplemental funds towards either additional meritorious faculty members or higher allocations to the faculty already listed, accompanied by the explanation why their current allocation is not satisfactory to appropriately recognize the contributions of their meritorious faculty member(s).
5. The Dean and Executive Council will decide which, if any, of the requests will be awarded from the reserve allocation, and how much.
 - o In the event the reserve pool is not entirely distributed, any remaining funds will be put back into the college investment pool and used at the discretion of EC for things like new faculty hires, startup packages, retention offers, etc.
6. This process, as with any salary adjustment process, is contingent on the availability of sustainable funding.
7. Unit Heads will finalize the merit salary adjustments and prepare notifications to faculty members of the amount of their salary increase and the college provided date on which the new salary will commence.
 - o Along with the Market/Retention and Equity salary increase processes, the specific amount of salary increase attributed to each of the three factors will be clearly outlined in the salary notification.

As part of our ongoing CALS Faculty Merit Increase iterative process, this will be reviewed on an annual basis.