

OFFICIAL

Policy and Procedure Statement 7.10 Procedures for Awarding Faculty Merit Raises
Review Cycle: Jan. 1, ENY (14 paragraphs)
Review Date: January 1, 2018 [Attachment A](#)
Reviewer: Associate Provost

GENERAL POLICY

1. Unless otherwise mandated by the Texas Legislature or by the Texas State University System Board of Regents, the primary way to award permanent faculty salary raises at Texas State University is the merit policy outlined in this PPS, supplemented by department/school performance evaluation policies.
2. All continuing percentage-contract faculty are eligible for merit raises awarded through this process, with the exception of doctoral and graduate assistants, chairs/directors, deans, and a few specially assigned faculty identified annually by the Provost and Vice President for Academic Affairs.
3. Merit raises are unrelated to tenure and promotion salary increases. Faculty members should not be denied merit they would otherwise earn because they have been promoted during the year in which merit is awarded and received a salary increase as a result of promotion.
4. The President shall determine the percentage of money that will be allocated to merit raises and the evaluation period to be considered. As soon as is practical after available funding is known, the Provost and Vice President for Academic Affairs will announce the Academic Affairs decision regarding the distribution of new faculty salary dollars, i.e., the amounts to be spent on merit and/or market and equity adjustments.
5. The Provost will distribute the funds available for merit raises to colleges employing a formula based primarily upon the budgeted salaries of continuing percentage-contract faculty in those colleges. Instructions to the deans will include the evaluation period to be considered, which should be communicated to merit-eligible faculty.
6. College deans will distribute merit monies among departments/schools, retaining no more than 10% of each department's total to make other adjustments the dean deems necessary following review of the departmental recommendations. The college dean shall not unilaterally add merit for individual faculty, but may make adjustments deemed appropriate following consultation with the chair/director.

7. All merit raises from funds allocated to departments/schools will be recommended by departmental chairs/school directors on the basis of policies adopted by departments/schools. These recommendations will be based on annual evaluations conducted in accordance with the department's/school's approved policy for the performance evaluation of faculty.
8. College deans and the Provost have the responsibility to approve and periodically review departmental evaluation policies, including policies and procedures for awarding merit.

PERFORMANCE EVALUATION

9. An annual performance evaluation will be conducted for all merit-eligible faculty regardless of whether funds are available for merit raises. Any faculty member whose performance fails to meet departmental/school expectations will be subject to actions prescribed for continuing and non-continuing faculty in [PPS 8.09](#) and [PPS 8.11](#).

MERIT

10. A merit raise shall be defined as additional salary to be awarded to faculty whose performance was clearly exceptional during the designated merit evaluation period.
11. When merit raises are to be given, faculty will be evaluated for merit purposes on the basis of accomplishments at Texas State during the identified evaluation period. The merit process is not the appropriate vehicle to redress perceived salary inequities.
 - a. Each department/school shall adopt criteria that reflect faculty responsibilities in the three areas of teaching, scholarly/creative activities, and service as are appropriate to the faculty's assigned duties. The criteria and processes that are adopted and approved by the college dean must be clearly documented, disseminated to all faculty, and followed rigorously.
 - b. Merit awards should be based on meritorious performance for the identified evaluation period, normally three years. The rolling multi-year period allows faculty who have stellar accomplishments in one or two years, but fewer in the other(s), to qualify for an averaged degree of merit.
 - c. Merit increases should be based on the faculty member's assigned duties, past performance, and career path. For example, a senior lecturer whose primary responsibilities are teaching and service should not be penalized for lack of scholarship/creative activity.

- d. Faculty members should not be denied merit they would otherwise receive because they have been promoted during the year in which merit is awarded and received a salary increase as a result of promotion.
- e. The department/school is the most appropriate level for making merit determinations and resolving objections to them. In developing merit recommendations to the dean, the department chair/school director shall consult with the departmental personnel committee, or its designated group, to review the annual evaluations of eligible faculty for the relevant period and to secure the advice of that group regarding merit salary increase recommendations. Before making final merit recommendations, chairs/directors shall be required to indicate to each faculty member, without necessarily mentioning a specific amount or percentage of increase, whether the chair/director intends to recommend that faculty member for merit and the approximate level of merit determined for that faculty member (e.g., high, medium, low).
- f. After receiving the chair's/director's preliminary recommendations, faculty who believe their accomplishments have been overlooked or undervalued may, within five working days, request a meeting with the chair/director. At this meeting, the chair/director shall explain the reasons for the level of merit or for denying merit, and the faculty member may ask the chair/director to reconsider the preliminary decision on the basis of accomplishments or achievements that may have been initially overlooked or undervalued. After reconsidering the accomplishments of all faculty who requested a review of their activities, the chair/director will proceed to make final merit recommendations to the dean.
- g. Faculty who are dissatisfied with the chair's/director's final merit recommendation may appeal to the college dean and shall be afforded an opportunity to meet with the dean to offer information in support of their appeal. (See Appeals section.)
- h. Chairs/directors may, but are not required to, inform their faculty of the final merit award for all faculty members in the department/school.

APPEALS

- 12. Individual appeals of the chair/director's final merit recommendation may be made to the college dean. If the dean upholds the chair/director's recommendation, he or she shall be required to explain why to the appealing faculty member. The college dean's decision is final.
- 13. All merit determinations, including those resulting from an appeal, must be finalized and merit awards made during the current merit cycle. No merit increase resulting from an appeal shall be withheld until the next merit cycle.
- 14. A summary of all appeals submitted to the dean using ([Attachment A](#)), however they are resolved, must be maintained on file in the dean's office. Subsequent appeals

regarding performance evaluation and merit recommendations may be made through the faculty grievance process, [PPS 8.08](#).

CERTIFICATION STATEMENT

This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: _____
Reviewer: _____
Approved: _____

Review Date: _____
Date: _____
Date: _____

Gene Bourgeois
Provost and Vice President for Academic Affairs

Texas State University
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