PHILOSOPHY
1. It is the policy of this University and the College of Health Professions that all faculty will be evaluated annually, with the exception of full professors, who will be routinely evaluated once every three years.

2. Full professors who wish to be considered for merit and/or performance raises must be evaluated and considered in accordance with the policies and procedures set forth in this PPS.

3. Any faculty member who does not wish to be considered for merit and/or performance raises must indicate this in writing to the academic unit leader. However, this will not exempt them from submission of the materials for evaluation in accordance with the step 1, above.

PURPOSE
1. The purpose of this Policy and Procedure Statement is to define the College of Health Professions’ minimal expectations of faculty for annual evaluation and the criteria for eligibility for merit and/or performance raises.

2. The second purpose is to identify the process by which eligibility for raises will be determined.

3. This policy is consistent with and supportive of Academic Affairs Policy and Procedure Statement 7.10.

DEFINITIONS
1. Performance Raise is a defined amount of dollars awarded to faculty members who have been determined, through the appropriate evaluation process, to meet at least the minimal level of the College’s criteria as outlined in this document.

2. Merit Raise is a defined amount of dollars awarded to faculty members who have been determined, through the appropriate evaluation process, to exceed the minimal level of the College’s criteria as outlined in this document.

3. Eligible Faculty will be all percentage-contract faculties with the exception of academic unit leaders and Deans. Any faculty member in the “eligible” group who fails to turn in the required evaluation materials by the deadline will be ineligible to be considered for a merit and/or performance raise.

- Since faculty in their first contract year will have only one semester to be considered, they will normally not be eligible for consideration for a merit raise but could be considered for a performance raise based on evidence of outstanding teaching.
4. **Time Period** will be from January 1 of each year through December of the same year. All materials and documentation submitted for consideration must be **solely** for this time period.

**PROCEDURES AND RESPONSIBILITIES**

1. Toward the end of each fall semester the academic unit leaders will remind all eligible faculty that the evaluation process for merit and/or performance awards, to be effective the next fall semester, will begin shortly thereafter the beginning of the spring semester. As soon as the deadline for submission is established by the Dean, the academic unit leader will inform all eligible faculty of the academic unit’s deadline for submission of materials.

2. The academic unit leader will insure that each eligible faculty member has a copy of the College criteria.

3. Each individual faculty member is responsible for completing and submitting all required materials to the academic unit leader by the established deadline. Written notification to the academic unit leader is required from any faculty member not wishing to be considered for a merit and/or performance raise.

4. Each academic unit leader will receive eligible faculty members’ materials and complete a review.

5. The academic unit leader will make all materials submitted on each eligible faculty member available for review by the academic unit personnel committee.

6. After the personnel committee review, the academic unit leader will hold a meeting at which time the personnel committee will review eligible faculty member on their teaching, scholarly/creative activity and service, and make recommendations for merit and/or performance awards.

7. The academic unit leader will review materials and recommendations for each faculty member and then make recommendations to the Dean of the College. Recommendations may include specific amounts to be awarded or increments, depending on what information is available regarding fund availability at the time of the process.

8. After the Dean has had an opportunity to review all materials and recommendations, the Dean will confer with the academic unit leader on merit and/or performance awards to be allocated. The Dean may accept, reject or modify the recommendations of the academic unit leader.
9. The Dean will reserve a maximum of 10% of the available funds to award at the Dean’s discretion.

10. The Dean will make recommendation to the Provost.

11. Faculty will be notified of merit and/or performance awards in accordance with the schedule established by the Provost.

12. Faculty will be given an opportunity to review their respective evaluations and to add their own comments prior to the materials being placed in their personnel files.

13. Appeals of merit and/or performance awards may be made through normal channels in the same manner as the faculty grievance process outlined in the Faculty Handbook. The academic unit leader must be notified in writing within fifteen (15) working days of a faculty member’s notification of salary adjustment for merit and/or performance, if a faculty member is appealing the award.

COLLEGE CRITERIA

1. In order to receive an award for performance, a faculty member must meet the minimal criteria in all three areas of teaching, scholarly/creative and service, as outlined in the individual academic unit evaluation systems. **Academic unit evaluation systems and expectations may differ but must meet the minimal levels of expectations.**

2. In order to receive an award for merit, a faculty member must meet the minimal criteria in all three areas of teaching, scholarly/creative and service, and exceed the criteria in at least one area, as outlined in the individual academic unit evaluation systems. **Academic unit evaluation systems and expectations may differ, but must meet the minimal levels of expectations.**

ACADEMIC UNIT

1. Each academic unit is responsible for establishing their own evaluation criteria. Academic unit criteria must be approved by the Dean.

2. Each academic unit is responsible for developing a policy and procedure statement document which identifies the criteria and procedures for awarding merit and/or performance adjustments. The academic unit PPS must be approved by the Dean.
Reviewer: ___________________________  Date: ________________

Dr. Ruth B. Welborn, Dean

Approved: ___________________________  Date: ________________

Dr. Gene Bourgeois
Provost and Vice President for Academic Affairs