



Angelo State University
Operating Policy and Procedure

OP 06.33: Merit Increases for Tenured Faculty holding the Rank of Professor

DATE: April 29, 2019

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to describe a process by which tenured faculty holding the rank of professor may apply for a merit salary increase contingent on eligibility and performance criteria.

REVIEW: This OP will be reviewed every four (4) years by the Deans' Council and the president of the Faculty Senate with recommendations for revision presented through the provost and vice-president for academic affairs (PVPAA) to the president.

POLICY/PROCEDURE

1. Definition

A merit salary increase is a discretionary financial recognition afforded to tenured faculty holding the rank of professor, as outlined below in Section 3, to motivate and encourage continued excellence in teaching, research, creative endeavor, and service.

A merit salary increase is not automatic upon eligibility and is dependent upon available funds per academic year.

2. Implementation

a. Initial

(1) In reference to the Academic 2018-2019 Professors and Salaries Year of Promotion to Full Professor and Merit Matrix, there will be four cycles of eligibility groups deployed over four years to establish a four year pattern consistent with this operational policy. Each year leading up to four years, will consist of one cycle (group) based on seniority in date of promotion to full professor. Year five will be the successive fourth year, as outlined in Section 3(a), for group (cycle) one plus on track for the then eligible promoted to full professor faculty.

b. Established

(1) Policy will be followed as outlined in Sections 3, 4, 5, and 6.

c. Delayed

(1) In the event, a cycle (group) is not offered eligibility due to lack of funds available, this offer is delayed until the next academic year when funds are available. The groups of eligibility will remain the same, however, the professor merit program is delayed a year.

- (2) If the professor merit program is delayed for greater than two years, the Faculty Senate will form a committee to assist the PVPAA to evaluate the viability of the program, realign a current full professor and salaries matrix, and reassess the implementation of the professor merit program.

3. Eligibility Rules

Tenured faculty members holding the rank of Professor are eligible to participate in the program, provided that all of the criteria below are met.

- a. A faculty member may apply no more frequently than ***once every four years*** of full-time service in the rank of Professor, provided that the applicant is eligible pursuant to Section 3(b). Because each application must include four complete years of faculty evaluations, the first application may be submitted at the beginning of the fifth year of full-time service. After that, the application may be submitted at the beginning of every successive fourth year.
- b. A faculty member may not apply until ***four years of full-time service to the University*** have been completed provided that the applicant is eligible pursuant to Section 3(a).
- c. A faculty member shall not be eligible if, during the four-year period in question, **more than one** annual performance rating below “***satisfactory***” has been received ***in any area of evaluation*** (teaching, research, or service).

4. Application and Evaluation Process

- a. The eligible faculty member shall receive notification of eligibility by May 1st of the previous academic year prior to eligibility.
- b. Individual tenured faculty members holding the rank of professor must prepare a formal application to participate in the program. The application shall contain the following components:
 - (1) A cover letter of **no more than 2 double-spaced pages** describing demonstrated excellence in teaching, scholarship, and service during the time period in question (see Section 3, Eligibility).
 - (2) An **abridged** curriculum vitae (CV) covering the time period in question (see Section 3, Eligibility).
 - (3) Copies of **all official annual faculty performance evaluations** covering the four-year time period in question (see Section 3, Eligibility).
 - (4) No other documentation shall be accepted or considered.
- c. All applications shall be submitted to the faculty members’ department chair by the last Monday in February. If the applicant is the department chair, then the application shall be submitted to the appropriate college dean. If the applicant has an unequal dual faculty appointment, the application shall be submitted to the department chair of the department within which the faculty member contributes the majority of effort. If an applicant has an equal dual faculty appointment, the faculty member shall choose which department chair shall receive the application.

- (1) The department chair shall first verify that the applicant is eligible for consideration, according to Section 3.
 - (2) If an applicant is found to be ineligible, the department chair shall inform the applicant accordingly and the process will terminate.
 - (3) If the applicant is eligible, the department chair shall submit the application materials to the College Tenure and Promotion Committee (CTPC) chair.
- d. Using only the information contained in the submitted application packet, the CTPC shall evaluate each eligible applicant's performance during the time period under review against the same department-level performance criteria utilized for promotion decisions to full professor (see OP 06.23).
- (1) If the applicant's performance during the time period under review is found to fall below the department's criteria, then the application shall receive a rating of "1".
 - (2) If the applicant's performance during the time period under review is found to meet or exceed the department's criteria, then the application shall be assigned an integer-only rating of "2", "3", or "4".
 - (a) A score of "2" indicates that the applicant has only met, but not exceeded, the departmental criteria in all evaluated areas.
 - (b) A score of "3" indicates that the applicant has clearly exceeded the departmental criteria in some but not all evaluated areas.
 - (c) A score of "4" indicates that the applicant has clearly exceeded the departmental criteria in *all* evaluated areas.
 - (3) The CTPC shall submit a list of applicants with their scores to the college dean by the first Friday in April.
- e. The college dean shall review and approve the scores given by the CTPC and assign the appropriate increase percentage to each applicant scoring a "2" or greater (see Section 5).
- (1) It is the responsibility of the college dean to finalize the ratings and assign the dollar amounts to each application.
 - (2) The college dean may disagree with a rating, but it can only be changed after a discussion of the rating with the CTPC.
 - (3) The college dean shall then notify each applicant of the rating received.

5. Calculation of Increase Amounts

- a. All earned increases under this policy shall be added to the base salary of the recipient faculty member.
- b. Increases under this program may be awarded regardless of whether a university-wide salary increase will also occur in that same fiscal year.

- c. The process for calculation and award of increase amounts shall be as follows:
 - (1) Each fiscal year, the PVPAA, in collaboration with the vice-president of finance and administration, shall endeavor to allocate a pool of funds to this program that is sufficient to fund a 2% increase for all tenured faculty holding the rank of professor who are eligible in that year according to this policy.
 - (2) If there are sufficient funds to allocate the 2% salary pool described above, the PVPAA shall then allocate a corresponding pool of funds to each college dean that is sufficient to fund a 2% increase for all tenured faculty holding the rank of professor within that college who are eligible in that year according to this policy.
 - (3) In consultation with the relevant department chairs, each college dean shall allocate the pool received from the PVPAA across the tenured faculty holding the rank of professor within the college who are eligible according to this policy. This allocation shall be based upon the individual performance ratings made by the CTPC as described in Section 4c, with the following guidelines:
 - (a) The increase associated with a rating of “4” shall be 2%. These dollars shall be allocated first.
 - (b) The increase associated with a rating of “3” shall be 1.75%. These dollars shall be allocated next.
 - (c) The increase associated with a rating of “2” shall be 1.5%. These dollars shall be allocated last.
 - (4) After assigning the awards to the eligible applicants, the college dean shall confirm that the total amount of all increases within the college does not exceed the salary pool allocated to the college in that year, and then submit them to the PVPAA for review and approval. If the college dean does not allocate all of the salary pool allocated to the college in that year, the unused funds revert to the office of the PVPAA.

6. Limiting Factors and Other Secondary Mechanisms

- a. There is no limit to the number of increases that a faculty member may receive pursuant to this policy.
- b. Faculty members that either:
 - (1) were ineligible to apply for the program in a given year for any of the reasons outlined in Section 3, or
 - (2) applied but did not receive an increase for whatever reasonmay reapply in the following fiscal year provided that they meet eligibility requirements as outlined in Section 3.
- c. If the PVPAA determines that there is not sufficient funding to construct the salary pool at the level prescribed in Section 5, the PVPAA shall adjust the salary pool percentage downward in

increments of 0.25% until the pool can be created. The minimum salary pool percentage shall be 1%.

- (1) Applicants shall be made aware of the adjustment when it is made.
 - (2) The percentages assigned to each score in Section 5 shall be adjusted to be consistent with the new funding level.
- d. Faculty members may appeal the decision to deny an increase according to the following procedure:
- (1) A formal request for appeal shall be filed with the faculty member's college dean by the first Monday in June of the year in which the increase was denied.
 - (2) A meeting shall be held including the faculty member and college dean within 30 business days of filing in order to hear the appeal.
 - (3) A recommended resolution to the appeal shall be submitted to the PVPAA, who shall make the final decision within 30 business days of the hearing date.

Generic Professor Merit Raise Calendar

Process Step	Target Date	Example
Eligibility Notice	May 1 st of prior academic year eligibility	05/01/19
Applications to Department Chairs	Last Monday in February	Monday 02/24/2020
Application to Tenure and Promotion Committee (CTPC)	Last Friday in February	Friday 02/28/20
CTPC Review Completed and scores sent to College Deans	First Friday in April	Friday 04/03/2020
Appeal (if didn't get increase) due to College Dean	First Monday in June	Monday 06/01/2020