

UNIVERSITY OF MARYLAND POLICY ON MERIT PAY  
DISTRIBUTIONAPPROVED BY THE PRESIDENT, APRIL 13, 1992; AMENDED  
FEBRUARY 19, 2002

This administrative policy was developed pursuant to the Report of the Merit Pay Task Force endorsed by the Campus Senate on May 22, 1991.

- I. Administration, procedures and policies at the Provost and Dean level.
  - A. Merit dollars will be transmitted from the Provost to the Deans as a percent of total salary budget. A small percent of the merit increment may be maintained in the Provost's office to reward colleges which are exceptionally productive in the areas of research and scholarship, creative activity, teaching and advising, and service, or to address special problems.
  - B. Deans will distribute funds to departments using their discretion. Deans should distribute money to reward departments which are exceptionally productive in the areas of research and scholarship, creative activity, teaching and advising, and service. Deans may retain a small percentage of salary money for special problems.
- II. Departments
  - A. The Chair has the authority and responsibility to determine merit increases with the approval of the Dean. However, the Chair will be required to follow certain procedures as outlined below.
  - B. Each unit shall develop a merit pay distribution plan. There should be a requirement that the faculty of the unit approve the plan by a majority vote in a secret ballot. Each unit's merit pay distribution plan shall be reviewed for sufficiency and consistency with University salary policy by the policy-setting faculty body and the administrator at the next higher administrative level (for non-departmentalized schools and colleges, the policy-setting faculty body at the next higher level shall be three elected faculty members from the Senate Executive Committee chosen by the Chair of the Senate). The plan should include the following components:
    1. A Salary Committee. The Salary Committee shall be directly elected by the tenure-track and tenured faculty and shall contain a distribution of faculty from the tenure-track and tenured ranks. In the case of the Library faculty, the Salary Committee shall be directly elected by the permanent status-track and the permanent status faculty and contain a distribution of faculty from the permanent status-track and the permanent status ranks.

Insofar as possible, the Salary Committee's composition shall also reflect the gender and racial distribution and the various scholarly interests of the department. In the case of the Library faculty, the Salary Committee shall be directly elected by the permanent status-track and the permanent status faculty and contain a distribution of faculty from the permanent status-track and the permanent status ranks. It is recognized that this distribution may not be achievable on a year by year basis in some departments, but over a period of years, a reasonable degree of representativeness should be achieved. Each year the chair shall review the makeup of the Salary Committee over the previous five years to assure that a reasonable representation has been achieved and if it has not, the chair is to take appropriate action to rectify the situation.

- a. The Salary Committee may act as an advisory committee to evaluate and rank faculty accomplishments with merit dollar distribution left to the Chair's discretion or may actually act with the Chair to distribute merit dollars. (The term *Chair* refers to a Chair, Director, or Dean of a non-departmentalized school or college.)
  - b. The method of selection of the Salary Committee should be an integral part of the merit pay distribution plan.
2. The plan should include procedures for evaluation that meet the following criteria:
- a. The evaluation procedure should evaluate and give significant recognition to contributions to teaching, scholarship, creative activity and service, including advising and extension efforts or professional activities in the case of Library faculty. The method of evaluation in each of these areas should be articulated clearly.
  - b. The evaluation should reflect performance over the last several years.
  - c. Merit pay should generally be distributed in dollar increments rather than as a percentage of salary.
  - d. A stipulated portion of the merit pool may be reserved for the Chair's discretionary use to address special salary problems.
  - e. The Chair shall report to the Salary Committee his or her final salary recommendations.

- f. Each faculty member shall receive a letter from the chair containing the new salary and identifying the component of the increment that was ascribed to merit. The letter shall invite faculty to request a meeting with the chair, if they so desire, to receive an explanation of their evaluation and of the merit pay decision.
  - g. Length of employment should not be the major determinant of merit salary, but the plan may recognize longevity.
- 3. Each chair shall evaluate the salary structure of the department yearly and consult with the appropriate administrators (Dean or the Provost) to address salary compression or salary inequities that have developed in the unit.
  - 4. The Plan should include an appeals process.

### III. Implementation and Review

- A. Within one year of approval of these recommendations each unit will submit its plan as specified in II.B. Notice of approval shall be given to the originating unit and a copy of the approved plan shall be transmitted to the Office of Academic Affairs.
- B. No later than five years after implementation of these recommendations a task force jointly appointed by the President and the Senate shall evaluate the effectiveness of these recommendations.
- C. This policy is subject to the applicable policies of the Board of Regents, including its salary policy.