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April 2, 2017

Jordan Goodman  
Chair, University Senate  
2208G Physical Sciences Complex  
University of Maryland  
College Park, MD 20742

Dear Senate Chair Goodman:

I am writing today on behalf of the Senate Faculty Affairs Committee (FAC) in regards to its charge on the "Professional Track Faculty Merit Pay Policy" (Senate Document #16-17-13). The FAC was charged by the Senate Executive Committee (SEC) with this review on September 27, 2016. The deadline for our charge is March 31, 2017. I am writing to respectfully request an extension for the committee's review of this complex charge.

The FAC was charged with identifying the best way to incorporate PTK faculty into our merit system. There are several aspects of this task. The University's merit pay policy is currently limited to tenured and tenure track faculty. However, last year the University approved the Guidelines on Appointment, Evaluation, and Promotion of PTK faculty, which require that each College develop merit pay processes for PTK faculty. The FAC recommendations will thereby suggest revision of the merit policy to include PTK faculty as well as provide recommendations that ensure fair, transparent, and equitable merit processes for PTK faculty.

The FAC began reviewing its charge immediately upon receiving it. It reviewed the existing policy and PTK guidelines, and consulted with representatives from the Office of Faculty Affairs and University Human Resources. The FAC surveyed Colleges and units on campus to identify existing practices and policies regarding merit pay for PTK faculty, and agreed on minimum standards for merit pay that should be upheld across the University. The FAC developed these minimum standards into a checklist that can be used by Colleges to create a PTK faculty merit pay policy, and developed revisions to the University's merit pay policy that resolve the inconsistency with the guidelines while still preserving appropriate flexibility for units to design a process that works best for them.

The FAC requests additional time to continue working with its ex-officio representatives to identify remaining recommendations the FAC should consider. The FAC is also developing an assessment of best practices for PTK faculty merit review across campus, so that it can include a summary of best practices in its report. The committee anticipates that it should be able to complete its work on this charge in the spring 2017 semester. We respectfully request an extension until August 15, 2017. Thank you for your consideration of this request.

Sincerely,

KerryAnn O'Meara  
Chair, Senate Faculty Affairs Committee

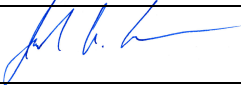
Enclosure(s):

- Charge from the Senate Executive Committee

KO/seh



**University Senate  
CHARGE**

<b>Date:</b>	September 27, 2016
<b>To:</b>	KerryAnn O'Meara Chair, Faculty Affairs Committee
<b>From:</b>	Jordan A. Goodman  Chair-Elect, University Senate
<b>Subject:</b>	Professional Track Faculty Merit Pay Policy
<b>Senate Document #:</b>	16-17-13
<b>Deadline:</b>	March 31, 2017

The Senate Executive Committee (SEC) requests that the Faculty Affairs Committee (FAC) consider how best to incorporate merit pay information for professional track faculty into University policy at the University of Maryland.

Specifically, we ask that you:

1. Review the University of Maryland, College Park Policy on Faculty Merit Pay Distribution ([VII-4.00 \[A\]](#)).
2. Consider how best to incorporate the principles related to merit outlined in the [UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty](#) into University policy.
3. Consider whether the University of Maryland, College Park Policy on Faculty Merit Pay Distribution should be revised, or whether development of a new policy is necessary to address the unique needs of professional track faculty.
4. Consider how best to incorporate merit policy information for all full-time and part-time professional track faculty at all percentages of appointments.
5. Consult with a representative from the University's Office of Faculty Affairs.
6. Consult with the University's Office of General Counsel on any proposed recommendations.

We ask that you submit a report to the Senate Office no later than March 31, 2017. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

JAG/rm