

194.0 VII-4.00 (A) UMCP POLICY ON MERIT PAY DISTRIBUTION APPROVED BY THE PRESIDENT, APRIL 13, 1992

This administrative policy was developed pursuant to the Report of the Merit Pay Task Force 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 by 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 colleagues 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 outline below.
 - C. 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. Insofar as possible, the Salary Committee shall also reflect the gender and racial distribution and the various scholarly interests of the department. It is recognized that this distribution may not be achievable on year by year basis in some departments, but over a period of years, a reasonable degree of representativeness should be achieved.
 - 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 by teaching, scholarship, creative activity and service, including advising and extension efforts. The method of evaluation in each of these areas should be articulated clearly.
 - b. The evaluation should reflect performance over the past several years.
 - c. Merit pay should generally be distributed in dollar increments rather than 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. The Chair and/or the Salary Committee shall be available to discuss salary with any faculty member who requests.
 - g. Length of employment should not be the major determinant of merit salary, but the plan may recognize longevity.

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 organizing 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 recommendation.
- C. This policy is subject to applicable policies of the Board of Regents, including its salary policy.