

Academic Appointment Merit and Salary Policies

MERIT POLICY

Expectations of faculty vary from individual to individual and from division to division. It is the responsibility of the divisions to explicitly define, in a written policy, the criteria upon which faculty within that Division will receive merit pay based on the salary policy in the IU Academic Handbook and the IU East Mission Statement. The Vice Chancellor for Academic Affairs will review these policies for consistency with the mission of the campus but keeping in mind that the essence of I.U. East's mission is met differently from division to division. At the end of a divisional annual review process, a current copy of the divisional criteria will be forwarded to the Vice Chancellor for Academic Affairs and the Chancellor along with the annual reviews.

The procedure for receiving merit should also be explicit. The divisional chairs/deans/directors (hereafter to be referred to as unit heads) will base their recommendations for merit on divisional criteria and information included in the faculty's annual reviews. [EFS 5/3/94] At the time of the supervisor's review, unit heads will respond in writing to each of the faculty with his or her recommendations for a merit rating on the Supervisor's Performance Review Form. A copy of the completed form is also given to the faculty member. Merit recommendations are made for teaching, service, professional development and an overall rating based on the following categories (hereafter to be referred to as merit categories): No Merit, Low Merit, Average Merit, High Merit, or Highest Merit *(see definitions at the end of this document). In determining merit categories, unit heads should assume that merit moneys will be treated as a single pool rather than being sub-divided among divisions. Therefore everyone within a division could potentially be placed within the same merit category if the unit head felt it was so warranted.

In a personal meeting between the unit head and the faculty member, this recommendation will be presented with a detailed explanation of how the unit head came to that decision. If the faculty member disagrees with the rating, every effort should be made to resolve the disagreement at that point. If the disagreement can not be resolved, the faculty member can take the case to the Vice Chancellor for Academic Affairs. The Vice Chancellor will discuss the case with both the unit head and the faculty member before making a recommendation. If the faculty member disagrees with the recommendation of the Vice Chancellor for Academic Affairs, he or she can appeal to the Faculty Review Board for the final recommendation to the Chancellor as outlined in Article V, sections 1-3 of the Constitution. Unit heads are entitled to the same written criteria and explicit explanations referred to for faculty and are also eligible for the same grievance procedures if the unit head disagrees with the category that he or she has been placed into.

All of the reviews and recommendations for the faculty will be forwarded first to the Vice Chancellor for Academic Affairs and then to the Chancellor. If the Vice Chancellor or the Chancellor moves any faculty from one merit category to another, a detailed explanation for such a change will be put in writing and copies will be sent to the unit head and to the faculty member (and to the Vice Chancellor where changes are made by the Chancellor). If the faculty member an/or unit head disagrees with the change or the explanation given, attempts must be made to resolve the disagreement at the level where the

change was made. If no resolution can be reached, the faculty member and/or the unit head can appeal that change to the Faculty Review Board whose recommendations will be forwarded to the Chancellor. This portion of the process (the placement within merit categories) must be completed in a timely manner (see timetable below) so that appeals can be heard before the end of the academic year.

Based on the I.U. Salary Policy, merit is the major factor in deciding annual salary adjustments; however, adjustments for salary minima, remedial equity, inflation, recruitment, and retention are also valid criteria (Academic Handbook 46). The actual percentage of the annual salary adjustment pool designated for merit will be determined each year as part of the budget building process. When the Vice Chancellor for Academic Affairs knows what the finalized budget for merit pay is, the dollar amount for each merit category along with the formula used for determining said dollar amounts will be published and disseminated to all faculty members. Ranges within categories will not be used. Percent raises will only be used for equity, inflation, recruitment, retention, etc., or if the merit pool falls below the cost of living and it is decided to assign a flat rate to all faculty. All faculty will receive a merit letter that will include the faculty's merit category, the percent raise, and the dollar amount raise.

TIMETABLE [EFS 5/3/94]

Activity Completion Date

Faculty Annual Reviews to Unit Head February 1

Supervisor's Review and Merit Recommendation March 1
Forwarded to Vice Chancellor

Review by Vice Chancellor & Chancellor April 1

Notification of any change to faculty April 10

Letter to faculty After budget is finalized

DEFINITIONS FOR MERIT CATEGORIES [EFS 5/3/94]

No Merit: Employee has not met expected performance goals and may have been warned or placed on probationary status.

Low Merit: Employee has not met job requirements nor performance goals in some components of the job, and the necessity for improvement has been communicated to the employee.

Average Merit: Employee meets all requirements of job performance goals in a satisfactory manner.

High Merit: Employee meets all requirements of job and performance goals in a satisfactory manner and exceeds requirements in some job responsibilities.

Highest Merit: Employee meets all requirements of job and performance goals in a satisfactory manner and exceeds requirements in most job responsibilities making a significant contribution to the department/division/campus' goals.

MERIT SIGN OFF SHEET [EFS 11/7/95]

A copy of the Merit Sign Off Sheet appears on the following page.

Passed: Faculty Senate Handbook 12/95