

McCOY COLLEGE OF BUSINESS ADMINISTRATION

CBAPPS 5.04

Merit/Performance Policy

PURPOSE

The purpose of this policy is to explain McCoy College policy concerning the awarding of PERFORMANCE and MERIT pay raises. This policy should be construed as the minimum requirements for the McCoy College, and individual academic departments may include additional criteria for determining meritorious faculty and those eligible for performance pay increases.

UNIVERSITY POLICIES

UPPS Documents:

04.04.21 Tenure/Promotion Review

Also see current Faculty Handbook.

Academic Affairs Policy & Procedure Documents:

7.10 Procedures for Awarding Merit and Performance Raises to Texas State Faculty Members

GENERAL INFORMATION

1. Unless otherwise mandated by the Texas Legislature or the Texas State Board of Regents, faculty salary raises at Texas State will be based on PERFORMANCE and MERIT and will not be based on an "across-the-board" or "cost-of-living" basis. University information is contained in PPS 7.10 - Procedures for Awarding Merit and Performance Raises to Texas State Faculty Members.
2. A PERFORMANCE raise is defined as a prescribed number of salary steps awarded to all faculty whose performance in teaching, scholarly activity, and service meet the expected criteria of the McCoy College and the academic department. A MERIT raise is defined as salary steps awarded to faculty who exceed expected criteria in teaching, scholarly activity, and service as specified by the McCoy College and the academic department.
3. The McCoy College evaluation system combines PERFORMANCE and MERIT evaluation with the faculty member's normal annual evaluation. In years when PERFORMANCE/MERIT funds are available, the Dean will

remind the faculty that the process for determining pay raises will begin shortly after the beginning of the spring semester. Faculty are asked to submit their annual activity report and their most recent student evaluations by February 1. In determining PERFORMANCE and MERIT raises, senior faculty, departmental chairs, and the Dean will normally consider faculty performance over the preceding calendar year. All percentage-contract faculty except assistant instructors, deans, chairs, and other faculty identified annually by the VPAA will be eligible for PERFORMANCE and MERIT raises. Faculty who wish to be excluded from MERIT considerations should notify their chair in writing by February 1.

PROCEDURES

1. Department chairs will evaluate the materials submitted by each faculty member for PERFORMANCE and MERIT raises independent of the recommendations of the senior faculty in the department. The results of the chair's evaluation of each faculty member will be recorded on departmental recording forms. Senior faculty members, individually or collectively, shall be provided the opportunity to evaluate their departmental colleagues. Specific procedures for senior faculty participation in PERFORMANCE and MERIT evaluation will be developed by each academic department. Based on a review of senior faculty recommendations, department chairs may make adjustments in their evaluations, as they deem appropriate. Chairs will make available to the Dean any written evaluations submitted by the senior faculty.
2. Faculty members who receive an overall evaluation of "at expectations" shall qualify for a PERFORMANCE raise.
3. To qualify for consideration for a MERIT raise, a faculty member must receive an overall evaluation of "above expectations."
4. Each chair will meet with the Dean to recommend faculty for PERFORMANCE/MERIT raises and communicate the level of funding needed for the raises. The Dean may accept or reject the recommendations of the chair and will provide explanations of any rejected recommendations to the chair.
5. Once performance and merit raises are approved at the College level, the chair will meet with each faculty member to discuss the evaluation of that person. Faculty may appeal MERIT or PERFORMANCE awards through the normal grievance procedures outlined by the Faculty Handbook. MERIT AND PERFORMANCE raises are subject to the availability of funds for such raises.

CERTIFICATION STATEMENT

This CBAPPS has been approved by the reviewers listed below and represents the McCoy College of Business Administration policy and procedure from the date of the document until superseded.

Review Cycle: Sept. 1, E5Y

Review Date: Sept. 1, 2010

CBAC Review: _____ Date: _____

Governance Review: _____ Date: _____

Approved: _____ Date: _____

Denise T. Smart

Dean of the College of Business Administration

Last Update: October, 2005