

CSD Process for Recommending Merit Salary Increases

1. Based on the percentage salary raise (merit pool) determined by the University, the College determines what percentage of the merit pool increase would be used for satisfactory performance, with the remaining percentage(s) available for performance above satisfactory. Performance below satisfactory would receive less than the satisfactory percentage, with the difference being applied to pool available for above satisfactory performance.
2. The department receives a dollar amount in the merit pool based on the university's increase. For example, if the university increase is 4%, then 4% of the total of faculty salaries is the departmental pool.
3. Each faculty member receiving a satisfactory performance is awarded the College-determined percentage and the equivalent amount is subtracted from the total merit amount.
4. The balance is available for distribution to faculty receiving more than a satisfactory performance evaluation. The College expectation is that the majority of the faculty will receive a "satisfactory" performance evaluation.
5. The College requires that the distribution of the remaining merit dollars reflect a spread above satisfactory.
6. The individual(s) with the highest performance (e.g., excellent in all 3 areas or the highest points) receive(s) a percentage increase above the satisfactory percentage and the total amount is subtracted from the available pool.
7. For faculty with performance ratings between satisfactory and the highest performance, faculty are ranked on the basis of performance, with grouping of faculty together with similar levels of performance. For example, faculty with excellent performance in two areas and satisfactory in the third would be grouped together or those with similar number of points would be grouped together. Percentage increases would be applied differentially, with those with higher ratings receiving higher percentage increases and those with lower receiving less. Actual dollars amounts vary based on the salaries of the faculty receiving different percentages.
8. The percentages are then adjusted, while keeping a distribution and spread, until the available merit pool is depleted. Adjustments need to account for differences in the salaries of faculty with different performance ratings.
9. The example on the next page may help to clarify the process.
10. Once the merit pool of dollars is used, the recommendations are submitted to the Dean for approval or adjustment.

Re-confirmed by CSD faculty in 08-09