

DEPARTMENT OF FOREIGN LANGUAGES, LITERATURES AND CULTURES
MERIT PAY PROCEDURE

The Department of Foreign Languages, Literatures and Cultures merit pay procedure is designed to award a percentage pay increase to all faculty with satisfactory or better ratings. During the past several years, Department Heads in the FLLC have used an identical system for awarding merit pay each year. That system worked adequately during the past several years after a period of no raises and minimal raises. However, some changes will take place with the academic year 2008-2009.

The old system worked as follow. Performance evaluations written by the Department Head were translated into merit pay increases such that all faculty with satisfactory or better ratings, were awarded a pay increase which was a percentage of their pay. The percentage increase value that was used in the last two years was equal to 75% of the merit pool allocation. The remainder of the merit pool was distributed to faculty with at least two years of service in the department, who earned ratings of “excellent” in teaching, scholarship and service during those two years. That higher-level distribution was a fixed dollar-amount share of the remaining merit pool funds available.

Starting with the academic year 2008-2009, raises will be distributed using the following system:

The department will continue the practice to award a pay percentage increase (equal to 75% of the merit pool allocation) to all faculty who are rated as satisfactory or better during their prior year evaluations. The remaining 25% of the merit pool allocation will be divided into fixed-dollar-amount-merit units. Merit units will be distributed to faculty based on the number of ratings of excellent received during the prior year plus the number of citations for truly exceptional performance in any of the three rated domains (teaching, scholarship or service). Merit units will be distributed according to the following schedule:

Sum of Excellent and Exceptional Performance Ratings	Number of Merit Pay Units Earned
<3	0
3	1
4	2
5	3
6	4

Using this system a faculty member who is excellent in all three domains will receive one merit pay unit, which is the same number of merit pay units as a faculty member who has completed highly exceptional work in one domain, excellent work in another, and satisfactory work in a third. Using this system, faculty who, in the opinion of the Department Head, far exceed the department written criterion for excellent in a domain will be rewarded for that exceptional work through the merit pay.