

Criteria for Libraries and Educational Technologies A&P Faculty and Librarian Merit Recommendations

Final recommendations regarding merit pay increases for administrative and professional faculty and library faculty within Libraries and Educational Technologies will be made to the Provost and Vice President for Academic Affairs by the Dean of Libraries and Educational Technologies. Merit increases will be made solely on the basis of merit.

Decisions on merit raises during years when merit funding is available will be based on each faculty member's performance during the review period for which merit funding is available. The Libraries and Educational Technologies [Performance Development Form](#) provides an annual evaluation framework for all Libraries and Educational Technologies faculty. Performance of each faculty member is evaluated by his or her supervisor and peers on three critical dimensions:

- **Core Responsibilities**
- **Scholarship**
- **Service**

In order to be eligible for a merit increase each faculty member must meet or exceed minimal expectations for core responsibilities, scholarship, and service. Merit decisions will be based on a review of the most recent performance development form and supervisor and peer evaluations by the Dean of Libraries and Educational Technologies. A formula will not be used to allocate merit funds. When merit funds are available, the dean will ask supervisors of individual faculty to make a recommendation on each faculty member's performance. The dean will also review each faculty member's annual performance development report, supervisor evaluation and peer evaluations and make an independent assessment. Before final recommendations on merit are made each faculty member will be assigned by the dean and their immediate supervisor to one of the following three categories for the review period used for the merit recommendation.

Unsatisfactory performance

Faculty member has not met minimal expectations and should not be eligible for a merit raise

Satisfactory performance

Faculty member has exceeded minimal expectations and is eligible for consideration for a merit increase

Exceptional performance

Faculty member has earned a merit increase beyond the percentage allocated for the merit pool for the review period

Those categories will be used as general guidelines by the dean in determining the specific amount to recommend for each Libraries and Educational Technologies faculty member.