10.2 Annual Merit Recommendations - expected to recognize person who has:

- performed at least "satisfactorily" in areas person evaluated, and
- is considered meritorious in at least one of those areas.

**NOTE:** Specifically not to be confused with inequity adjustments.

**PROVOST’S NOTE:** No letters are to be sent to individual faculty to inform them of merit award recommendations or rankings. The dean will be notified of their college/unit merit awards when approved by the Executive Vice President and Provost and the President.

10.2.1 Merit award requires:

- 1) **SPECIFIC APPLICATION** (separate from the annual evaluation form) and
  **PROVOST’S NOTE:** Academic Faculty MUST apply for merit. Merit cannot be awarded without an application.
- 2) evaluation process separate from annual or other evaluations.
- Documentation submitted for annual evaluations (i.e. Faculty Work Report/Faculty Achievement form) may be used for merit evaluation.
- Administrators below the title of dean (assistant/associate deans, department chairs, and directors) must apply for merit through the faculty process to receive merit awards for teaching, research and non-administrative service.

10.2.2 An elected committee of the faculty of each department and/or college as specified in unit bylaws

- with advice and consent of dean
- will set minimum standards for satisfactory and meritorious performance in:
  - 1) teaching
  - 2) research, and
  - 3) service
- Where possible, same standards shall be applied to all faculty within college.
- Such standards shall take into account variations in assigned workload.

10.2.3 Each unit may determine process used to rank its faculty

- except a final ranked list shall be submitted to dean from an elected faculty committee at college level.
  **PROVOST’S NOTE:**
- 1) Each Dean shall send a memorandum to the Chair of the College’s elected Faculty Merit Committee requesting a ranked list to be submitted to the Dean, with a copy to Gina Strebel, Academic Resources, when the committee has finished its rankings for merit.
- 2) Each College’s elected Faculty Merit Committee shall submit their final ranked list to the Dean and Gina Strebel, Academic Resources, using one of the designated forms “Merit Committee Straight Ranked” or “Merit Committee Steps Ranked”
- Ranking of applicants for merit shall be based on standards created under section 10.2.2
and all policies and procedures mandated by the Executive Vice President and Provost or President.


- Final ranking shall exclude those faculty who do not meet minimum standards

**PROVOST’S NOTE:** List these faculty as “No Merit Award Recommended” the form.

- No faculty member may be present during presentation or ranking of his or her own application.

### 10.2.4 Dean shall recommend

- amount of each award for teaching, research and non-administrative service
- in accordance with all policies and procedures mandated by the Executive Vice President & Provost or President.
- If award made by Dean differs from College Committee’s final rankings, explicit reasons must be provided by Dean to the Executive Vice President and Provost as designated directly below.

**PROVOST’S NOTE:**

- Reasons are to be submitted to the Provost electronically via email to the Gina Strebel, Academic Resources) on a “Justification For Merit Awards Not Reflected by Merit Committee Rankings” form. Submit this form along with your College Merit Recommendations.

- The Provost recommends the Dean meet with the College Merit Committee Chair to discuss his/her reasons for deviations in the College Committee’s Final Merit Rankings recommendations.

Reasons can include:

- those specified in Chapter III, Section 10.2A-D of the UNLV Bylaws
- input obtained from other sources deemed important by the dean (e.g., chairs, departmental committees, performance assessments by external constituencies, such as college awards, etc.) and/or
- specific knowledge of performance areas for a faculty member not reflected in rankings.

### 10.2.5 When responding to a request from a faculty member for the reasons they received a particular award of merit, or no award, the Dean shall include in the letter:

- the ranking of the faculty member by the college committee and
- the reasons for that award, which must include any information provided to the Executive Vice President & Provost.

*(President makes final determination of amount awarded upon recommendation of the Executive Vice President & Provost.)*

### 10.2.6 Merit for administrative service

- shall be recommended at discretion of Dean, approved by the Executive Vice President & Provost and awarded by President.

**PROVOST’S NOTE:** Merit for administrative service is to be submitted to the Provost on the “Justification for Merit Awards Not Reflected by Merit Committee Rankings” form.