January 27, 2014

TO:         Dean’s and Vice Provost’s
FROM:       Gregory Brown, Vice Provost for Faculty, Policy & Research
Gina Strebel, Executive Director, Academic Resources


Merit allocations for your faculty and administrative faculty (previously referred to as Professional Staff) positions in your college/unit will be sent to you via email in early February. Please note that merit increments awarded from this allocation will be based upon performance for all activities and achievements over the period of 2008 – 2013 calendar years for both academic AND administrative faculty. The information below is to help guide you through the implementation of the merit process.

1. The following employees are **NOT** eligible for merit increases this cycle:
   a. Academic and Administrative Faculty, with continuing appointments that have been hired after September 3, 2013.
   b. Visiting Faculty and other temporary staff appointments (e.g. Search Waived for Critical Work Stoppage)

2. Faculty-in-Residence and Lecturers may be eligible for merit awards dependent upon criteria in #1 above.

3. Academic and Administrative Faculty positions that are split funded by multiple sources, e.g. 51% state funded and 49% soft money funded, are eligible for merit. However, the funds for merit awarded to such faculty will be drawn from the multiple funding sources in the same proportion as the base salary.

4. Approved merit award levels:
   - **Step 1** $1,000
   - **Step 2** $1,500
   - **Step 3** $2,000
   - **Step 4** $2,500
   - **Step 5** $3,000
   - **Step 6** $4,500 (must be accompanied by explanation/justification)

*Not every merit step need be used.*
5. Of the total number of faculty (academic and administrative combined) recommended for merit increases in a given division or college/unit, please keep in mind that no more than ~20% of increases may be at the $1,000 step/level and no more than ~20% of increases may be at the $4,500 step/level.

6. Deans should not disclose individual merit recommendations to faculty, and any discussion of merit recommendations should make clear that the dean’s recommendations must be approved by the Executive Vice President and Provost and the President. Once the Executive Vice President and Provost have approved the merit increases for your college/unit, each dean/vice provost will be sent their approved list of merit. At that time you will be directed to send a formal notification memo/letter to each faculty that applied for merit. As per UNLV bylaws, the official date for the release of the final merit list to the campus will be September 1, 2014.

Please see below the directions and referenced attachments for your use in submitting merit recommendations for your college/unit:

A. Checklist for Merit Policies/Procedures and UNLV Bylaws “Annual Merit Recommendations” - Chapter III, Section 10.2
http://facultysenate.unlv.edu/sites/default/files/UNLVBylaws.pdf

B. College/School Merit Committee – Depending on extant college bylaw, policy and procedure, as well as dean’s directive (consistent with bylaw, policy and procedure), college Merit Committees may have the option to rank candidates either with or without recommendations of steps/dollar amounts. Please direct your Merit Committee to use one of the two forms, as applicable. Either way, committees need to submit their recommendations in ranked order.

1) Committees are required to submit their signed and dated merit recommendation to:
   a) Dean
   b) Gina Strebel, Office of Academic Resources, via email attachment – with the subject line “MERIT 2008-2013[name of your college/unit]”
C. **Dean/Vice Provost Merit Recommendation** – Each dean’s and vice provost’s merit recommendations will be made separately on the roster/merit Excel spreadsheet entering the recommended merit for each faculty. This roster/merit form will be sent to you early February with your merit dollar allocation included.

1) Your final merit recommendations are **due on Friday, March 14, 2014**.
2) Your list must be in the same RANK ORDER as the committee’s recommendation. Any changes to that order in your recommendations need to be justified as described below (see D).
3) Submit BOTH a signed PDF and the Excel file to Gina Strebel via email attachment, with subject line “MERIT 2013 [name of your college/unit]

D. **IF your merit recommendation differs from the rankings** submitted by your college/school committee, a “Justification for Merit Awards Not Reflected by Merit Committee Ranking” form (attachment D) **must** be submitted for each case, explaining the reasons for the difference.

E. **Concerning Administrative faculty** in academic units, the process is determined by the bylaws, policies and procedures of the college or unit. In some colleges, administrative faculty are ranked by the merit committee, alongside academic faculty of the college. In other colleges, administrative faculty are ranked directly by the dean in a ranking separate from academic faculty.


If you have any questions about the process/routing, please feel free to contact Gina Strebel. If you have questions about merit policy, please contact Gregory Brown.

**Enclosures via email attachment:**
Attachment A - Checklist for Merit Policies/procedures
Attachment B1 - Merit Committee Recommendation Ranked form (Ranked no $ amount)
Attachment B2 - Merit Committee Recommendation Ranked form (with $ amounts)
Attachment D - Justification for Merit Awards Not Reflected by Merit Committee Rankings
Attachment E – **Optional Form** Administrative Faculty Self-Evaluation/Application for Merit

Cc: John V. White, Executive Vice President and Provost