SECTION 10. GUIDELINES FOR ACADEMIC FACULTY SALARY INCREASES

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

- 1) performed at least “satisfactorily” in areas person evaluated and
- 2) 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 faculty informing them of merit award recommendations or rankings until they have been approved by the Provost and the President.

10.2.1 Merit award requires:

- 1) **SPECIFIC APPLICATION** (separate from the annual evaluation form) and

  PROVOST’S NOTE: Faculty MUST submit an application for merit. Merit cannot be awarded without an application.

- 2) evaluation process separate from annual or other evaluations

  Documentation submitted for annual evaluations **may be used for merit evaluation**

  Unit administrators, including chairs, directors, and assistant / associate deans must file applications through the faculty process to receive merit awards for teaching, research and non-administrative service.

10.2.2 An elected committee 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 be submitted to the Dean, with a copy to the Provost, when the committee has finished its rankings for merit.

2) Each College’s elected Faculty Merit Committee shall submit this final ranked list to the Dean and Provost on the “College Committee’s Final Merit Rankings Submitted to Dean - Cohorts” form.
Ranking of applicants for merit shall be based on standards created under section 10.2.2 and all policies and procedures mandated by Provost or President. Final ranking shall exclude those faculty who do not meet minimum standards.

**PROVOST’S NOTE:** List these faculty under the section “No Merit Award Recommended” section of the “List by Cohorts” form.

No faculty member may be present during presentation or ranking of their 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 Provost or President. If award made by Dean differs from College Committee’s final rankings, explicit reasons must be provided by Dean to the Provost.

**PROVOST’S NOTE:**

1) These reasons are to be submitted to the Provost on a “Justification For Merit Awards Not Reflected by Merit Committee Rankings” form. (SEE ATTACHED)

2) The Provost recommends the Dean meet with the College Merit Committee Chair to discuss the reasons for deviations in the College Committee’s Final Merit Rankings recommendations submitted to the Dean. Reasons can include:

- those in Section 10.2A-D
- input obtained from other sources deemed important by 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 Provost.

  President makes final determination of amount awarded upon recommendation of Provost.

- **10.2.6** Merit for administrative service shall be recommended at discretion of Dean, approved by Provost and awarded by President. (B/R 3/03)

**PROVOST’S NOTE:** Merit for Administrative Service is to be submitted to the Provost on the “Justification” form noted above. (SEE ATTACHED)

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Tit. 5 UCCSN Gov. Docs, Ch. 6 UNLV Bylaws, Ch. III, Policies & Procedures Relating to Fac. Rts. and Duties.