

## Merit Pay Plan's Required Elements Checklist

Please utilize this list as a means of assuring that each element is addressed in the Merit Pay Plan by checking each item as it is included in the revised plan.

<input checked="" type="checkbox"/> _____  _____  _____  _____  _____  _____  _____  _____	<p><b>REQUIRED ELEMENTS</b></p> <ol style="list-style-type: none"><li>1. The plan must include approval by a majority of the tenured/tenure track faculty of the unit in a secret ballot.</li><li>2. The plan may stipulate that a portion of the money from the merit pool be reserved for the chair's discretionary use to address special salary problems.</li><li>3. The method of selecting the Merit Pay Committee will be specified in the plan. The Merit Pay Committee must be directly elected by a majority of the tenure-track and tenured faculty in a secret ballot and will contain a distribution of faculty from the tenure-track and tenured ranks. Insofar as possible, the Merit Pay Committee's composition will also reflect the gender and racial distribution and the various scholarly interests of the department.</li><li>4. The plan will clearly articulate the evaluation procedure for assessing contributions to research/extension/creative activity, teaching/advising, and service, including advising and extension efforts or professional activities in the case of Library faculty.</li><li>5. The evaluation will reflect performance over at least the immediate past three years. For years when merit pay is not available, the achievements of the faculty members will be taken into consideration for that year (or years) during the next year in which merit pay is available.</li><li>6. The plan will articulate whether the Merit Pay Committee acts as an advisory committee or works with the Chair to distribute merit dollars. The Committee will also identify how it will communicate its final recommendations to the Chair.</li><li>7. The Chair's responsibilities will be specified. These responsibilities are:<ul style="list-style-type: none"><li>○ Report to the Merit Pay Committee his or her final salary recommendations decision.</li><li>○ The Merit Pay Committee and Chair will each certify that they have followed the unit's Merit Pay Distribution Plan or will indicate areas where they have deviated with a rationale.</li><li>○ Send a letter to each faculty member containing (a) his/her new salary and the salary increase (b) the Merit Pay Committee's evaluation of the faculty member (at least in general terms) in the areas of teaching, research/scholarship/creative activity, and service and how this was used to assign the merit increase, and (c) notification of the right to request a meeting with the chair.</li><li>○ Review the makeup of the Merit Pay Committee over the previous five years to assure that a reasonable representation of faculty diversity has been achieved and if it has not, take appropriate action to rectify the situation.</li><li>○ Annually evaluate the salary structure of the department and consult with the appropriate administrators (Dean or the Provost) to address salary compression or salary inequities that have developed in the unit.</li></ul></li><li>8. Procedures for an appeals process will be included in the plan.</li></ol>
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