

**DELTA STATE UNIVERSITY
FACULTY MERIT PAY**

One—That all future merit-based salary increases for faculty be determined apart from and in addition to increases based on promotion, equity, or market considerations.

Two—That faculty performance, upon which any merit-based salary increase is based, encompass the entire period since the most recent previous merit-based salary increase for faculty.

Three—That all salary increases based on merit be defined by a benchmark level of performance and a corresponding benchmark level of salary increase.

Four—That benchmark be defined as the level of performance that reflects sustained satisfactory achievement in the rigorous professional criteria required for promotion and tenure; that evaluation of such achievement, unless otherwise specified as a condition of a faculty member's appointment, be guided by the following general formulas:

A. for full-time tenure track faculty members who hold the rank of Assistant Professor or above

Teaching	60 percent
Scholarship	20 percent
Service	20 percent

B. for full-time instructors and non-tenure track faculty

Teaching	40 - 80 percent
Scholarship	0 - 20 percent
Service	20 - 40 percent

(Specific percentages shall be determined on an ad hoc basis by department chairs. Together these percentages must equal 100 percent.)

C. for chairs

Teaching	50 percent
Scholarship	10 percent
Service	10 percent
Leadership and Administration	30 percent

Five—That all ratings of meritorious performance be based on the following: (1) A Meritorious Achievement Document (hereinafter designated as the Document) prepared by each faculty member; (2) Other pertinent information available to the chair and dean such as annual evaluations in the areas of teaching, scholarship, and service. The Document should be guided by ongoing consultation (beginning at the time of the most recent previous merit-based salary increase or, for faculty appointed since that time, at the time of appointment) between the faculty member and appropriate chair regarding performance expectations and progress. The Document shall be regarded as the individual faculty member's assessment of the value of his or her own actual meritorious accomplishments (listed in descending order of meritorious value according to the faculty member's own judgment) in each of the categories: teaching, scholarship, and service (and leadership and administration in the case of chairs). The Document should be limited to no more than five pages in length. Any faculty member who fails to produce a Document in accordance with the deadlines will become ineligible for a merit pay increase.

Six—That administrative rating of individual faculty performance, based on evaluation of each Document and other pertinent information, proceed as follows:

After thoroughly reviewing all Documents and pertinent information in the appropriate department or division, chairs shall rate each faculty member in that department according to the following scale:

Above benchmark:	2.0
	1.5
Benchmark:	1.0
Below benchmark:	.5
	0

Benchmark shall be set at a specific percentage of current (at the time of rating) salary, and levels in the scale shall increase or decrease by equal incremental dollar amounts.

When merited in extraordinary cases, salary increases for faculty with Document ratings of 2.0 may be supplemented.

Chairs' ratings of faculty members in their respective departments and divisions shall be forwarded to the appropriate dean.

If the dean does not concur with the rating of the chair, then the dean shall meet with the chair and they shall reach a consensus and assign a rating. If the two cannot agree, the responsibility for a rating shall default to the provost.

Chairs shall then meet individually with faculty members to inform them of their specific rating. After individual consultation with the chair, faculty members shall be asked by the chair to sign the Merit Pay Rating Form (Appendix A) indicating that they have been informed of their rating. All signed faculty merit rating forms are to be submitted to the dean. All documents shall be forwarded by the dean to the Vice President for Academic Affairs. Faculty members shall have fifteen days to submit a written appeal to the chair of the Merit Pay Appeals Committee should they decide to contest their rating. Documents of faculty members who choose to contest their rating shall be referred by the faculty member to the Merit Pay Appeals Committee.

The Merit Pay Appeals Committee shall gather the necessary documentation to review the appeal and shall either sustain or raise the rating of the faculty member. The judgment of the Merit Pay Appeals Committee shall be forwarded to the President whose decision shall be final.

The President, in consultation with the Vice President for Academic Affairs and the Vice President for Finance, shall establish the specific level of the benchmark raise, along with the dollar amounts to be applied to the scale for ratings above and below benchmark.

Seven—That Documents and other pertinent information of chairs shall be rated by the appropriate dean in consultation with the Vice President for Academic Affairs, applying the scale from Section Six, above. At that time, chairs shall be asked by the dean to sign the Merit Pay Rating Form (Appendix B) indicating that they have been informed of their rating. Chairs shall have fifteen days to submit a written appeal to the Merit Pay Appeals Committee should they decide to contest their rating. Documents of chairs who choose to contest their rating shall be referred to the Merit Pay Appeals Committee.

The Merit Pay Appeals Committee shall gather the necessary documentation to review the appeal and shall either sustain or raise the rating of the chair. The judgment of the Merit Pay Appeals Committee shall be forwarded to the President whose decision shall be final.

Eight—That the benchmark raise always be set as high as possible without depriving those rated above benchmark of reasonable reward for extraordinary achievement.

Nine—That the Merit Pay Appeals Committee shall include three faculty members from the College of Arts and Sciences, three faculty members from the College of Business, three faculty members from the College of Education, one faculty member from the School of Nursing, and one faculty member from Library Services. No two members shall be from the same department/division. Members shall be elected by the faculty in the college or school they represent and shall serve staggered three-year terms. The Committee Chair shall be elected by the Committee. Six committee members must agree to resolve an appeal.

The Faculty Senate shall conduct the Merit Pay Appeals Committee elections, and appoint a convener who shall convene a meeting by December 1 of each academic year and at that meeting a chair shall be elected. The Merit Pay Appeals Committee shall conduct their business according to *Robert's Rules of Order*.

Ten—That deadlines for the merit pay process for the academic year shall be no later than:

Elections for the Merit Pay Appeals Committee shall be completed by the Faculty Senate by October 1;

The Merit Pay Appeals Committee shall elect its chair by December 1;

The Vice President for Academic Affairs shall notify faculty by February 1 that Documents are due to the chair by March 1;

All Documents shall be submitted to the appropriate chair or Dean by March 1;

Faculty and Chairs shall be informed of their ratings by March 15;

All signed faculty merit rating forms are to be submitted to dean by March 16;

Deans submit rating documents to Provost by March 22;

Faculty members shall file an appeal by March 30;

Provost submits rating documents to Human Resources by April 1;

Final ratings by the Merit Pay Appeals Committee shall be reported to the President by April 15. The final decision by the President shall be reported by the President to the faculty member by May 1.

March 5, 2007
Deans, February 9, 2009
Revised AC 2-24-09
Revised AC 4-28-09

Appendix A



**DELTA STATE UNIVERSITY
FACULTY MERIT RATING FORM**

Faculty Member: _____

Department/Division: _____

Please mark an X next to the appropriate rating:

- Above benchmark: 2.0 ___
- Above benchmark: 1.5 ___
- Benchmark: 1.0 ___
- Below benchmark: .5 ___
- Below benchmark: 0 ___

Summary of calculations:	
Teaching _____%	@ _____ = _____
Scholarship _____%	@ _____ = _____
Service _____%	@ _____ = _____
Total	_____

Chair Comments:

Faculty Signature

Date

Chair Signature

Date

Your signature on this document indicates that you have met with your chair and have been informed of your rating.

Appendix B



**DELTA STATE UNIVERSITY
CHAIR MERIT RATING FORM**

Chair: _____

Department/Division: _____

Please mark an X next to the appropriate rating:

Above benchmark: 2.0 ___

Above benchmark: 1.5 ___

Benchmark: 1.0 ___

Below benchmark: .5 ___

Below benchmark: 0 ___

Dean Comments:

Chair Signature

Date

Dean Signature

Date

Your signature on this document indicates that you have met with your Dean and have been informed of your rating.