

College of Public Affairs and Administration Merit Pay and Annual Performance Policies

Each faculty member shall submit his/her **Annual Performance Report** by the date set in the *UIS Academic Personnel Calendar*. A copy of the document should be submitted to the Dean's Office and to the faculty member's personnel file. Written *Exceptionally Meritorious Performance* or *Below Expected Performance* recommendations, if any, will be forwarded by the department to the faculty member's personnel file by the deadline set by the Provost and the program or college.

Annual Performance Reviews (Previous Calendar Year)

1. After the end of the calendar year, each faculty member will prepare an **Annual Performance Report** on teaching, scholarship, and service activities during the calendar year just completed. This report is limited to three (3) pages in length. The **Annual Performance Report** may include a brief self-assessment. This report is submitted by the faculty member to department and/or the Dean's Office, and to the faculty member's personnel file by the deadline set each year in the *UIS Academic Personnel Calendar*. This annual review process is governed by Article IV of the *UIS Faculty Personnel Policy*.
2. The department personnel committee reviews the faculty personnel files and the faculty **Annual Performance Reports**. Criteria to be used are those in the *UIS Faculty Personnel Policy* in Articles III, V, VI, VII and IX. Faculty members' activities are reviewed for merit pay based on the Personnel Policy's criteria but no one is expected to achieve all aspects of all criteria for his/her rank in any one year. Rather, the reports are reviewed in the context of the faculty member's long and short-term contributions to the teaching, scholarship, and/or service mission of the program, college, and university.

Merit Review Process (Based on Previous Calendar Year)

4. It is the expectation of the college faculty that most faculty members will be given a *Meritorious Performance* rating and will receive the standard level of merit pay. Up to 10% of the college faculty members may receive *Exceptionally Meritorious Performance* ratings each year. At the time of the performance review, the program/department personnel committees will nominate colleagues for *Exceptionally Meritorious* ratings to the College Personnel Committee. The College Personnel Committee will determine who receives *Exceptionally Meritorious Performance* ratings each year, based on the criteria in the *UIS Faculty Personnel Policy*, on the basis of their annual performance and in the context of their performance over time.
5. While there is no requirement to use a bell curve or to give any less than Meritorious Performance ratings, such a category must exist, and on rare occasions a faculty member may be reviewed by his/her peers and determined to receive a rating of *Below Expected Performance*. In this case, the personnel committee also must recommend the amount of salary increase, if any, that individual would receive. This recommendation may be for a raise at any level below the *Meritorious Performance* amount (based on the percentage of that person's salary he/she would have received if he/she had been received a *Meritorious Performance* rating), in a range from no merit raise to a small amount below the *Meritorious Performance* rating percentage.
6. The Department Personnel Committees forward merit pay recommendations to the Dean. If the Personnel Committee wishes to nominate a colleague for an *Exceptionally Meritorious* rating, a memorandum of nomination will be sent to the Dean, who will forward it to the College Personnel

Committee. The College Personnel Committee will determine who receives the *Exceptionally Meritorious* ratings, not to exceed 10% of the college faculty. The College Personnel Committee may consult with the Dean on these decisions, at the Committee's discretion. Ratings of *Meritorious Performance* do not need to be explained. Ratings below *Meritorious Performance* must be accompanied by an explanation. The Dean may consult with the Department personnel committee to clarify the recommendations, if necessary. The Dean similarly may consult with the College Personnel Committee on the merit pay process.

7. After consultation and revision, if any, the Dean reviews and approves the merit pay recommendations of the Program/Department Personnel Committees and in the case of Exceptionally Meritorious Performance, the College Personnel Committee, and forwards them to the Provost for final approval.
8. If any Department Personnel Committee does not choose to review its own faculty for merit pay, it may request that the College Personnel Committee perform this function. In this case the College Personnel Committee will perform the role of the Department Personnel Committee, as described above.
9. In the case of joint appointments, if the joint appointment is within the college, the personnel committees of each Department make separate recommendations to the Dean, who determines the joint recommendation according to the percent of time allocated to each assignment. (For example, if the faculty member received the same ratings from both, that would be the rating. If the faculty member received different ratings from each unit, these would be weighted by the percent time of each appointment, e.g. 50% each, or 1/3-2/3, etc. The Dean may consult with the unit's personnel committees, if necessary.) Nominations for *Exceptionally Meritorious Performance* from either unit will result in the Dean sending them to the College Personnel Committee as described above, after applying the weights to the ratings. The personnel committee recommendations of each unit are sent to the other unit for information at the same time they are sent to the Dean. The CSPL has the option of participating in this process for CSPL jointly appointed faculty, if they submit recommendations in a timely manner to the College Personnel Committee.
10. If a joint appointment involves another College, it is our understanding that the recommendations may be worked out among the units across colleges; the faculty member may choose to be included in the home department's rating with the concurrence of the other department(s), or separate recommendations may be made to the Provost by both Deans, with the Provost determining the rating and the raise. This will be worked out individually.
11. Faculty receiving a rating of Exceptionally Meritorious Performance will receive a minimum of \$500.00, and may choose to receive it either in a one-time lump sum payment, or in professional development funding above the regular allotted amount. Either option chosen will be paid in the subsequent academic year. Professional development funding will expire on June 30th of the academic year awarded and any unused amount will be forfeited. The Dean will consider increasing the minimum as the budget allows.
12. If a faculty member wishes to appeal a merit decision, he or she may use the appeal process as outlined in Article 4 of the *UIS Faculty Personnel Policy*; faculty may also utilize the grievance process as outlined in Appendix 8 of the *UIS Faculty Personnel Policy* or Article XV of the UPI United Faculty Collective Bargaining Agreement.