

SAP 12.99.99.T0.02 Administration of Faculty Merit Plus and Faculty Achievement Grant Programs



New/Approved: January 8, 2018
Next Scheduled Review: January 8, 2023

Procedure Statement

The Division of Academic Affairs may, as resources allow, award Faculty Merit Plus salary actions and/or Faculty Achievement Grants to individual faculty members.

Reason for Procedure

This Standard Administrative Procedure (SAP) outlines the requirements and process for administering the Faculty Merit Plus and Faculty Achievement Grant programs.

Procedures and Responsibilities

1 FACULTY MERIT PLUS PROGRAM

- 1.1 As resources are available, the Provost and Executive Vice President for Academic Affairs may set aside a sum of money for Merit Plus raises.
 - 1.1.1 The money shall not come from the pool of funds designated for normal merit raises.
 - 1.1.2 Merit Plus raises will apply to the recipient's base pay.
- 1.2 Full-time faculty members of all ranks with at least four years of service at Tarleton State University are eligible to apply.
 - 1.2.1 Tenure is not a criterion for selection.
 - 1.2.2 Deans, department heads, directors, and others with part-time or full-time administrative appointments are not eligible.
- 1.3 Academic Affairs will notify the faculty in October of program availability.
- 1.4 Nomination for the program must be submitted to the Provost and Executive Vice President for Academic Affairs for consideration.

- 1.4.1 Nomination may be submitted by the employee requesting consideration, or
- 1.4.2 An individual may submit a nomination of another faculty member.
- 1.5 The Provost and Executive Vice President for Academic Affairs will ask the nominee to submit an application for the program that will include the following:
 - 1.5.1 Cover letter from the faculty member expressing why they deserve the raise.
 - 1.5.2 Summary of the faculty member's accomplishments during the previous five years.
 - 1.5.2.1 The summary will be submitted on a form similar to the tenure and promotion form.
 - 1.5.2.2 The summary may include documentation of work completed more than five years ago.
- 1.6 Applications will be reviewed by the Merit Plus committee.
 - 1.6.1 Members of the Merit Plus committee are selected from the College Review committees and former recipients of Merit Plus raises.
 - 1.6.1.1 Faculty Senate will name four members,
 - 1.6.1.2 Provost and Executive Vice President for Academic Affairs will select two members. One from a college review committee and the other a non-tenured faculty member,
 - 1.6.1.3 The committee chair will be named by the Provost and Executive Vice President for Academic Affairs.
 - 1.6.2 Merit Plus committee membership will be selected after applications for the merit plus raise are submitted to prevent the exclusion of a faculty member from applying.
- 1.7 The Merit Plus committee will submit their recommendation for recipients and level of raise for each to the Provost and Executive Vice President for Academic Affairs.
 - 1.7.1 Levels of raise shall be \$1000, \$1500, or \$2000.
 - 1.7.2 Recommendations will be placed in priority order.
- 1.8 The Provost and Executive Vice President for Academic Affairs will review the committee's recommendations and make the final recommendations to the President.

1.9 The President will make the final decision on the awarding of merit plus raises.

1.9.1 Award of the merit plus raise will normally be made in January.

1.9.2 Receipt of the merit plus award will not affect the receipt of future merit raises through normal administrative channels.

1.9.3 Recipients will not be eligible to reapply for a merit plus raise for three years.

2 FACULTY ACHIEVEMENT GRANTS

2.1 Faculty achievement grants are awarded to recognize continued superior performance by faculty members as resources are available.

2.1.1 Faculty achievement grants are normally for \$3000.

2.1.2 The grant may be used for travel, equipment, funding of release time, hiring student help, and other similar purposes.

2.1.3 The awarding of the grant will not affect the faculty member's base pay.

2.2 Eligibility Criteria

2.2.1 Faculty member must have a full-time teaching appointment.

2.2.2 Tenured for at least five years.

2.2.3 Not received a faculty achievement grant in the last three years.

2.3 The Provost and Executive Vice President for Academic Affairs will ask for nominations yearly. The maximum number of grants will be announced at that time.

2.4 Faculty members desiring consideration for the grant must submit an application containing a comprehensive report of the faculty member's achievements for the last five years, including a recommendation by that faculty member's department head.

2.5 Applications will be reviewed by a Faculty Achievement Grant committee.

2.5.1 Members will be appointed from the College Review Committees and former recipients of the grant as follows.

2.5.1.1 Faculty Senate will appoint one member from each college.

2.5.1.2 The Provost and Executive Vice President for Academic Affairs will appoint two members.

2.5.1.3 No department may have more than one representative.

- 2.5.1.4 The Provost and Executive Vice President for Academic Affairs will select the chair from the representatives of the committee.
- 2.5.2 The committee will evaluate the applicant's overall contribution to the university considering the faculty member's teaching; research, scholarly or creative activities; and service.
- 2.5.2.1 Applicants do not need to excel in all three areas for consideration.
- 2.5.3 The committee will make recommendation to the Provost and Executive Vice President for Academic Affairs.
- 2.6 The Provost and Executive Vice President for Academic Affairs, in consultation with the Administrative Review Committee, will make the final recommendations to the President.
- 2.7 The President will make the final decision for awarding the faculty achievement grant.
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Related Statutes, Policies, or Requirements

System Regulation 31.01.01, [*Compensation Administration*](#)
System Regulation 31.01.08, [*Merit Salary Increases*](#)

Contact Office

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