Faculty Merit Increase Policy
Institute of Theoretical Science
May 2014

The institute director, in consultation with the relevant principal investigators/supervisors (if any) and the leadership committee, is responsible for merit raise recommendations for eligible faculty. These recommendations shall be based on the performance of the faculty member. The formal annual performance evaluation shall reflect the quality of an individual’s work and ability to meet expectations, and the merit increase decisions shall reflect those formal evaluations. For details, see the metrics/criteria for evaluation by rank series in the appendix below. The evaluation is a primary, but not the sole, element in the merit increase decision. Other factors that might be involved include, but are not limited to, situational challenges, disciplinary actions, opportunities not covered in the performance evaluation, or special projects undertaken post-evaluation time but before the commencement of the merit increase period. In all cases, a current CV will be considered in addition to the performance review. All faculty will be evaluated for merit, and merit evaluations and other criteria will be documented and placed in personnel files. Faculty who meet or exceed expectations will be eligible for merit increases, provided that a faculty merit pool has been established by the University for that fiscal year.

In determining a faculty member’s performance, his/her supervisor shall consider the faculty member’s primary responsibilities, as outlined in his/her job description. Metrics to judge the individual’s performance must be clearly identified year-to-year and be available to the employee for review and discussion. Those metrics must be related to the tasks articulated in the individual’s job description. Job descriptions will be reviewed and updated annually as needed.

After completing the individual’s annual performance review, in years where there is a merit pool and process established by the institution, the supervisor, as part of the merit increase decision process, shall give the faculty member an overall rating chosen from the following options: (1) Fails to Perform; (2) Needs Attention; (3) Meets Expectations; (4) Exceeds Expectations; or (5) Exceptional Performance. All faculty, regardless of FTE or type of appointment, shall be eligible for consideration for the highest rating. Supervisors shall communicate these ratings to the director, who shall discuss them with the leadership committee. This process is designed to ensure a fair and uniform distribution of ratings, especially in cases where supervisors are responsible for evaluating only a small number of faculty. Based on these discussions, the director may adjust ratings in consultation with the relevant supervisors (if any).

Faculty who receive, as a result of this process, a rating of 1 or 2 will not be eligible for a merit increase. Faculty who receive a rating of 3, 4, or 5 will be recommended to receive an increase to their individual current base salaries as follows:

(3) Meets Expectations: a-b%
Exceeds Expectations: b-c%
Exceptional Performance: c+%