

**Merit Implementation Policy
Non-Tenure Track Faculty (NTTF)
Center for Applied Second Language Studies (CASLS)**

The Associate Director will lead an annual review of merit increases and collect the documents required based on the criteria below. The Director will make final decisions on merit increase allocations, with approval from the Vice Provost of International Affairs and Academic Affairs. Implementation of merit recommendations will occur as new funding becomes available or as dictated by the collective bargaining agreement.

Eligibility: Regardless of percentage of appointment, each faculty member is eligible for consideration for the highest merit rating. The salary adjustment is prorated based on percentage of employment.

Process: Each NTTF must submit a current CV and a self-evaluation addressing expertise, effectiveness, and leadership. The self-evaluation must tie these factors to the NTTF's specific job description and include a discussion of professional growth. The Associate Director will combine the submitted CV and self-evaluation with the NTTF's annual performance review, conducted in December of each year, that is included in each NTTF's personnel file. NTTF may also submit recommendations for other NTTFs to receive a merit increase. These recommendations must address the colleague's expertise, effectiveness, and leadership. The Associate Director and Director will take these recommendations into consideration when determining the merit increase allocations.

Criteria and Factors: The criteria for evaluating merit increase recommendations are expertise, effectiveness, and leadership. The descriptors are "below expectations," "meets expectations," and "exceeds expectations." NTTFs must receive a rating of "meets expectations" in all categories and demonstrate personal growth to qualify for up to 50% of the merit pool rate, a rating of "exceeds expectations" in two categories to qualify for up to 100% of the merit pool rate, and a rating of "exceeds expectations" in three categories to qualify for up to 150% of the merit pool rate. These percentages refer to the percentage of the merit pool rate as set forth by the university. Increases cannot exceed merit pool maximums as set by the collective bargaining agreement and the university; increases may be scaled to fit within the maximum.

Approval: The Director will make final decisions on merit increase allocations, with approval from the Vice Provost of International Affairs and Academic Affairs. The Provost must approve any individual salary increase that is greater than 10% of the base salary.

Notification: Once CASLS has received approval for the merit increase recommendations, the Associate Director or Director will meet with each NTTF to discuss the evaluation of the materials the NTTF submitted for review and to share the merit increase allocation recommendation. At this meeting, the Associate Director or Director will present to the NTTF the recommended increase to the base rate in writing. In some cases, the NTTF may not be physically located in Eugene. In these cases, the Associate Director or Director may meet with the NTTF via phone or Skype.

Documentation: Merit increase policies are available to all NTTF through the file share server. The file location is: \\cas-fs1\casls\Admin\Internal Governance. Copies of the document shared with the NTTF will be kept in the NTTF's personnel file. Copies of the documentation submitted to the Vice Provost of International Affairs regarding recommendations for NTTF merit increase allocations will be kept on a file sharing service that only the Director and Associate Director have access to.

Special Note: The merit increase review for FY 15 will take into account accomplishments since January 1, 2008.