

## 1. MERIT ADVANCES IN SALARY

- 1.01 The academic rank system is designed to serve as a guide for the placement in the faculty of newly appointed personnel and to provide a framework for annual merit advances in salary within rank guidelines. (See APS 900417, *Faculty Reappointment, Tenure, and Promotion.*)
- 1.02 Salary advances shall be awarded on the basis of merit except on those occasions when the legislature mandates periodic salary adjustments for all faculty. (See Academic Policy Statement 820317, *The Faculty Evaluation System.*)

## 2. SALARY STRUCTURE

Merit salary increases shall be awarded in accordance with the criteria and procedures established in this policy and in Academic Policy Statement 820317.

## 3. EVALUATIVE CRITERIA FOR MERIT ADVANCES

- 3.01 Merit advances in salary shall be based upon a determination of merit in relation to stated criteria.
- 3.02 Evaluation in the following categories will be considered in determining whether or not a merit advance in salary within rank will be recommended. (See Academic Policy Statement 820317 for specific evaluative criteria for each of the categories.)
- a. Teaching Effectiveness
  - b. Scholarly and Creative Accomplishments
  - c. Service
  - d. Administrative Assignments (if applicable)

For special evaluative criteria pertaining to faculty members who are librarians, see Academic Policy Statement 810814, *Tenets for Academic Status for Professional Librarians.*

3.03 Assignment of Relative Weights for Evaluative Criteria

- a. To help ensure equity in the overall faculty evaluation system, each of the main evaluative criteria relied upon during the annual faculty evaluation process (see Academic Policy Statement 820317, *The Faculty Evaluation System*) is differentially weighted depending upon the proportion of time spent teaching and/or reassigned to some other function and the number of credit hours taught during the spring and fall semesters of each calendar year.
- b. To be considered eligible for a merit advance in salary within rank, a faculty member shall have demonstrated, to the satisfaction of the chair of the academic unit involved, or Director of the Newton Gresham Library, and the dean/Provost and Vice President for Academic Affairs, merit in a combination of evaluative categories used during annual faculty evaluations.

3.04 Assessment Devices and Report Forms

- a. Each member of the regular faculty shall complete and submit to the chair of his/her academic unit or Director of the Newton Gresham Library, an annual report designed to update the professional profile of the faculty member and to provide an opportunity for self-evaluation. (FES Form 3, *Report on Scholarly and/or Creative Accomplishments*, and FES form 4, *Report on Service*. These reports, together with any additional materials the faculty member may wish to submit, and the student (FES 2) and chair (FES 1) rating forms will become a part of the faculty member's dossier. (See APS #820317.)
- b. Each chair and the Director of the Newton Gresham Library shall conduct ongoing evaluations and shall each year complete and file an evaluation report for each faculty member within their academic areas. (FES Form 1, *Chair Rating of Faculty Teaching Effectiveness*; and FES Form 5, *Summary Rating Form*.) These reports, once completed, shall be reviewed by the responsible chair or Director of the Newton Gresham Library with the individual faculty member.
- c. Each chair shall complete on each faculty member recommended for a merit salary increase a *Recommendation for Merit Salary Adjustment*

Form (Academic Affairs Form 8), together with FES Form 5, for transmittal to the office of the appropriate dean.

- d. The dean of each college and the Director of the Newton Gresham Library shall add to the Academic Affairs Form 8, *Recommendation for Merit Salary Adjustment*, and FES Form 5 appropriate comments and recommendation and shall forward same to the Office of the Provost and Vice President for Academic Affairs.
- e. On these same forms, the Provost and Vice President for Academic Affairs shall make any comment which he/she deems appropriate and shall forward same, along with his/her recommendations, to the President of the University for final approval.
- f. Each of the above report forms shall include a section wherein the person responsible for the particular report shall make a professional judgment of the faculty member's performance with respect to each of the three (3) major categories of evaluative criteria as well as an overall evaluation.

#### 4. ADVANCES IN SALARY PROCESS

The schedule for processing recommendations for merit advances in salary shall typically be as follows:

March 1

Each member of the regular faculty shall have filed the complete FES Forms 3 and 4 along with other pertinent materials with the chair of the appropriate academic unit or the Director of the Newton Gresham Library.

April 15

The appropriate chair and the Director of the Newton Gresham Library shall have completed and reviewed with each faculty member his/her Summary Rating report (FES Form 5).

May 1

The appropriate chair and the Director of the Newton Gresham Library shall have completed each faculty member's personnel file and arrived at his/her judgment with respect to those faculty members being considered for merit salary advances, and shall have forwarded the dossiers and his/her judgment to the dean of the college or to the Provost and Vice President for Academic Affairs as appropriate. (See Section 3.04.c.)

May 15

After reviewing the dossiers and the reports, and after seeking such counsel as he/she may deem helpful, the dean of each college or the equivalent administrator shall present his/her recommendations along with all supporting materials to the Provost and Vice President for Academic Affairs. (See Section 3.04.d.)

June 21

The Provost and Vice President for Academic Affairs shall transmit to the President the recommendations of the academic deans and the Director of the Newton Gresham Library and all supporting materials. (See Section 3.04.e.) The review and report of the Provost and Vice President for Academic Affairs shall indicate to the President either an endorsement of the recommendations of the academic deans/director or alternate recommendations.

June 30

The President of the University shall have developed the recommendations and shall have informed the Provost and Vice President for Academic Affairs regarding his recommendations. It shall be the responsibility of the Provost and Vice President for Academic Affairs to report these decisions to the deans/director in accord with the timeline established by the President. The deans shall then inform the department/school chairs, who shall, in turn, inform his/her faculty members. The Director of the Newton Gresham Library shall inform his/her faculty members.

## 5. REVIEW AND REVISION OF POLICY

All features and components of this policy shall be subject to periodic review and revision. It shall be the responsibility of the Provost and Vice President for Academic Affairs to see that the policy is reviewed at least every three years. Substantive revisions to the policy shall be submitted to the University Faculty Senate and the Academic Policy Council for review and comment prior to action by the Provost and Vice President for Academic Affairs.

## 6. POLICY EXCEPTIONS

- 6.01 Exceptions to the policies and procedures set forth above may be authorized only by the President of the University as authorized by the Board of Regents, The Texas State University System, or by action of the Board of Regents.
- 6.02 a. A faculty member may be granted a leave of absence for one or more years when in the judgment of the Provost and Vice President for Academic Affairs (upon the recommendation of the chair and dean) the leave will provide great benefit to the University and to the professional status of the individual. Whether or not these experiences shall enter into merit considerations will be determined in advance through discussion with the chair, dean, and Provost and Vice President for Academic Affairs.
- b. The activities of that year or those years may be considered for merit in salary, if such advances are warranted using the existing faculty evaluation system. In such cases, the faculty member may petition, in writing, the President of the University through the appropriate program coordinator/chair, dean, Director of the Newton Gresham Library, and the Provost and Vice President for Academic Affairs to have the approved leave of absence count as service time for the purposes of merit advances in salary. The petition must be approved prior to the faculty member's departure on the leave of absence. If the faculty member's request to have an approved leave of absence count towards service is approved by the President, such approval will be in writing and will be limited to a period of one academic year.

APPROVED:                     /signed/                      
James F. Gaertner, President

DATED:                     04/26/10                    

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original:	July 22, 1980	Review Cycle:	July 1, ENY*
Reviewer(s):	Council of Academic Deans	Review Date:	July 1, 2012
	Faculty Senate		
	Academic Policy Council		

Approved:	<u>                    /signed/                    </u>	Date:	<u>                    04/26/10                    </u>
	David E. Payne		
	Provost and Vice President		
	for Academic Affairs		

**\*ENY = Even Numbered Year**