



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	Faculty Merit Pay	Policy Number	654
Section	Academics	Approval Date	March 28, 2018
Subsection	Faculty	Effective Date	March 28, 2018
Responsible Office	Office of the Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.1 Merit pay for tenured faculty at Utah Valley University is intended to acknowledge faculty members who exceed expectations in teaching, creative works, scholarship, and service, and for their role in assisting the University in fulfilling its mission. This policy sets forth the requirements for tenured faculty to qualify for eligibility to receive merit pay.

2.0 REFERENCES

- 2.1 UVU Policy 358 *Faculty Compensation*
- 2.2 UVU Policy 632 *Assignment and Advancement in Academic Rank*
- 2.3 UVU Policy 633 *Annual Faculty Reviews*
- 2.4 UVU Policy 635 *Faculty Rights and Professional Responsibilities*
- 2.5 UVU Policy 637 *Faculty Tenure*
- 2.6 UVU Policy 638 *Post-Tenure Review*
- 2.7 UVU Policy 647 *Faculty Grievance*

3.0 DEFINITIONS

3.1 **Base Salary:** The annual salary amount stated on the annual appointment letter. Base salary does not include stipends or other forms of special pay.

3.2 **Faculty member:** In this policy, an employee with who is currently in a full-time, benefits-eligible faculty position.



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3.3 College/School Merit Pay Committee: Committee whose purpose is to review merit pay requests and make recommendations. It is comprised of a minimum of five tenured faculty members, representing each department in the college or school that has tenured faculty.

3.4 Tenure: A condition of continuing employment awarded to qualified faculty members that promotes academic freedom, attracts professionals of ability, and enhances the quality of the University's academic programs.

4.0 POLICY

4.1 To be eligible for faculty merit pay, a faculty member shall be tenured; in good standing according to the *Guidelines for Merit Awards* as maintained by the Office of the SVPAA; and in compliance with university policies and procedures.

4.2 A faculty member's annual reviews serve as the primary indicator for determining qualification for merit pay. Qualification for merit pay shall be primarily based on exceeding expectations in teaching performance, and at least meeting or exceeding expectations in scholarship and/or creative works and service.

4.3 The Office of the Senior Vice President of Academic Affairs (SVPAA) and Faculty Senate shall develop and maintain the *Guidelines for Merit Awards*, which outlines the specific requirements for merit pay and stipulates the current base salary increase amount to be awarded to faculty members who meet those requirements. The guidelines shall be approved by President's Council and shall be published and accessible on the Faculty Senate webpage.

4.4 To be considered for merit pay, an eligible faculty member must submit a *Merit Request Form*. The *Merit Request Form* shall be available at all times on the university employee portal under the faculty section. The faculty member's department chair, college/school merit pay committee, and dean shall evaluate and provide a recommendation on the submitted *Merit Request Form*. The dean shall submit final merit pay recommendations to the SVPAA for review and approval. The decision of the SVPAA is final. Each faculty member's time line for merit pay eligibility shall be recorded and maintained by the Office of Academic Affairs.

4.5 After receiving tenured status, eligible, tenured faculty shall be able to apply for merit pay after completing every fifth annual review. A new five-year time period shall begin after each fifth annual review, whether or not the faculty member is awarded merit pay. A tenured faculty member may receive merit pay and rank advancement in the same year.

4.6 After each five-year cycle, the SVPAA or designee, in consultation with Faculty Senate, shall review the merit pay system, along with the *Guidelines for Merit Awards*, to evaluate its ongoing role and efficacy in achieving the university's mission and to propose to President's Council any revision to the base salary increase amount. If a faculty member has been governed



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by a set of *Guidelines for Merit Awards* for more than 2 years from the start of the faculty member's five-year cycle, the faculty member shall be evaluated for merit pay under the guidelines which were in place at the beginning of the faculty member's five-year cycle, regardless of any change to those *Guidelines* during the five-year cycle.

5.0 PROCEDURE

5.1 Submission of Merit Request

5.1.1 The Office of Academic Affairs shall notify faculty members of their fifth annual review year, in which they may be considered for merit pay. To be considered for merit pay, an eligible, tenured faculty member must have completed all five annual reviews and submitted a *Merit Request Form* to their department chair by March 1 in the faculty member's fifth annual review year.

5.1.2 The department chair confirms the tenured faculty member's eligibility, and then reviews and signs the *Merit Request Form*. If the chair approves the request, the chair submits it to the college/school merit pay committee. If the department chair does not approve the request, the chair must submit to the college/school merit pay committee the signed *Merit Request Form* and a signed, written memo explaining why, based on the approved *Guidelines for Merit Awards*, the faculty member is not eligible for merit pay. The chair's recommendation of approval or non-approval must be submitted by March 4.

5.2 College/School Merit Pay Committee

5.2.3 Each college/school shall establish a merit pay committee (see section 3.3). Each department shall elect, by a majority vote of tenured faculty, a faculty member to represent the department on the committee. Committee members shall serve three-year terms. The committee shall annually elect a chair from amongst its members. The chair serves as a point of contact for the committee and is responsible for delivering all materials to the respective parties in accordance with this policy.

5.2.4 If a committee member submits a *Merit Request* for review, that member shall recuse themselves from the vote. The member's department shall elect another tenured faculty member to vote on the committee member's *Merit Request*.

5.2.5 The college/school merit pay committee shall review submitted merit pay requests in accordance with the *Guidelines for Merit Awards*. Merit pay recommendations (supportive or non-supportive) are determined by a majority vote. By March 15, the committee shall provide its written review and recommendation concerning merit pay to the faculty member who requested a merit pay award.



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5.2.6 If a faculty member disagrees with the committee recommendation, the faculty member may supply additional information in writing to the committee for reconsideration based on the committee's initial decision between March 15 and March 21. The committee shall determine its merit pay recommendation by a majority vote. The committee shall attach a report of all their proceedings and faculty submissions to the faculty member's *Merit Request Form* along with its merit pay recommendation.

5.2.7 By March 30, the committee shall submit the *Merit Request* and final recommendations to the dean. If the dean has any questions or concerns regarding the committee's recommendation, the dean shall inform the faculty member of those concerns in writing by April 5. The dean shall submit their recommendation to the faculty member by April 10.

5.2.8 The faculty member may submit a written response to the dean's concerns by April 13. The dean shall attach their written concerns and the faculty member's response to the faculty member's *Merit Request Form* and submit the materials to the SVPAA by April 20.

5.3 Final Decision

5.3.1 By May 5, the SVPAA or designee shall deliver a written decision based on the *Guidelines for Merit Pay* to the faculty member. The decision of the SVPAA is final.

5.3.2 If a faculty member believes they have been wrongfully denied a merit pay, they may submit a complaint in accordance with Policy 647 *Faculty Grievance*.

5.4 Dates and Deadlines

March 1	Deadline to submit a <i>Merit Request Form</i>
March 4	Deadline for chair to submit the required materials to the committee
March 15	Deadline for committee to submit its review and recommendations to the faculty member
March 21	If a faculty member disagrees with the committee recommendation, deadline for the faculty member to supply any additional information in writing to the committee for reconsideration based on the committee's initial decision
March 23	Deadline for committee to submit its recommendation based on any additional information
March 26	Deadline for faculty member to submit an appeal to committee



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March 30	Deadline by which the committee must submit final recommendations to the dean
April 5	Deadline for the dean to request additional information from the committee or faculty member
April 10	Deadline for dean to submit recommendation to the faculty member
April 13	Deadline for faculty member to submit written response to dean's comments
April 20	The dean submits <i>Merit Request Forms</i> and any accompanying reports to SVPAA. The dean shall attach their written concerns and the faculty member's response to the faculty member's <i>Merit Request Form</i> and submit the materials to the SVPAA
May 5	SVPAA or designee delivers a written decision to the faculty member
July 1	Effective date of faculty merit pay base salary increase

POLICY HISTORY		
March 28, 2018	New policy approved	UVU Board of Trustees