



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	Faculty Merit Pay	<b>Policy Number</b>	654
<b>Section</b>	Academics	<b>Approval Date</b>	March 28, 2024
<b>Subsection</b>	Faculty	<b>Effective Date</b>	March 28, 2024
<b>Responsible Office</b>	Office of the Provost/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 326 *Workplace Conduct*

2.2 UVU Policy 358 *Faculty Compensation*

2.3 UVU Policy 632 *Assignment and Advancement in Academic Rank*

2.4 UVU Policy 633 *Annual Faculty Reviews*

2.5 UVU Policy 635 *Faculty Rights and Professional Responsibilities*

2.6 UVU Policy 637 *Faculty Tenure*

2.7

### 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:** For the purposes of this policy, an employee with who is currently in a full-time, benefits-eligible faculty position who have their primary appointment in an academic department.



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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 Provost; and in compliance with university policies and procedures.

**4.2** A faculty member's annual performance evaluations 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 Provost 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** All tenured faculty who complete their annual review by established guidelines shall 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 Provost is final.

**4.5** After each five-year cycle, the Provost 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.

### 5.0 PROCEDURE

#### 5.1 Submission of Merit Request



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**5.1.1** 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 the date specified in the *Guidelines for Merit Awards*.

### **5.2 College/School Merit Pay Committee**

**5.2.1** 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.

**5.2.2** 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*.

**5.2.3** 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. The committee shall provide its written review and recommendation concerning merit pay to the faculty member who requested a merit pay award.

**5.2.4** 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. 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.

**5.2.5** By the date specified in *Guidelines for Merit Awards*, 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 the date specified in *Guidelines for Merit Awards*. The dean shall submit their recommendation to the faculty member by the established deadline.

**5.2.6** The faculty member may submit a written response to the dean's concerns by the established deadline. 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 Provost by the established deadline.



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### 5.3 Final Decision

**5.3.1** By the dates specified in *Guidelines for Merit Awards*, the Provost or designee shall deliver a written decision based on the *Guidelines for Merit Pay* to the faculty member. The decision of the Provost 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 UVU Policy 326 *Workplace Conduct*.

### 5.4 Dates and Deadlines

**5.4.1** Deadlines and associated dates will be established in the *Guidelines for Merit Pay*.

POLICY HISTORY		
March 28, 2018	New policy approved	UVU Board of Trustees
March 28, 2024	Limited scope revisions approved through the regular policy process.	UVU Board of Trustees



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