COEHD Faculty Merit Pay Procedure
TAMU-CC College of Education and Human Development

University policy requires that salary increases for tenure-line faculty and professional librarians be awarded as merit pay. Assessments of faculty performance and recommendations for merit pay will take place at the college level or below. The areas of assessment are teaching, service, and scholarship.

Merit raises are awarded for either sustained performance or extraordinary performance. Sustained performance is defined as consistently and clearly satisfying the requirements of one’s faculty rank. Extraordinary performance is defined as sustained performance and noteworthy contribution in an area of teaching, service, or scholarship.

Each department or college, with faculty participation will develop written evaluation criteria and procedures for evaluating faculty members for merit salary increases. Criteria and evaluations within each academic unit will be flexible enough to meet the objectives of each unit while conforming to university-wide guidelines. Each college will stipulate the number of years of evaluation to be used in determining merit pay awards.

Funds available for merit salary increases will be allocated in consultation with the Faculty Senate and the administration. Merit awards are determined by the dean of each college and the director of the university library in consultation with faculty and according to college policy. Increases received will become a part of the individual’s salary and will continue during the person’s employment with the university. Monies available to each college for salary increases will be allocated for merit after allocations have first been made for equity and promotion increases.

Merit Pay Raise Procedure

Annual merit pool funding may be allocated to the COEHD for faculty merit increases and equity adjustments by the Dean to the departments, with a portion held by the Dean to give merit increases to the assistant dean, department chairs and any faculty supervised directly by the dean or assistant dean, and to assist a department chair in recognition of extraordinary performance.

The Dean, in consultation with the department chairs, will determine a specific dollar amount of merit pay raise to each individual faculty member, with the total dollar amount equaling the department’s allocation of funds. Faculty merit pay raises will be based on assessment of each professor’s performance in the areas of teaching, service, and scholarship, using the Annual Development Evaluation Plan (ADEP) form. All merit considerations are based upon evaluation of annual performance.

Recommendations for awarding merit pay will pass from the Dean of the College and the Director of the University Library to the Vice President for Academic Affairs, and then to the
President. Recommendations from the college level will indicate the precise dollar amount of the increase that is recommended for each faculty member.

**Promotion & Post Tenure Review Merit Increases**

Per university policy, faculty promotion to the rank of associate or professor the promotion includes an automatic adjustment to an individuals’ base salary. The promotion increase does not preclude the faculty member from also receiving a merit pay raise.

Current promotion based salary adjustment increases (9-month academic year salaries) are as follows:

- From Assistant Professor to Associate Professor: $5,000
- From Associate Professor to Professor: $7,000

Faculty members attaining a successful Post Tenure Review receive a salary adjustment increase to their base salary of:

- Associate Professor: $3000
- Professor: $5000

Or salary elevation to the median salary rank of CUPA comparison universities. Whichever of the two is the highest.