31.01.08.R1 Faculty Merit Salary Program

Revised July 14, 2023
Next Scheduled Review: July 14, 2028

Rule Summary

East Texas A&M University awards salary increases, including merit raises and merit payments, to faculty who demonstrate outstanding job performance in accordance with System Regulation *31.01.08, Merit Salary Increases*.

This rule is required by System Regulation *31.01.08, Merit Salary Increases*. It provides the procedure to be used when granting a merit raise or a merit payment to faculty members.

Procedures and Responsibilities

1 ELIGIBILITY FOR THE FACULTY MERIT SALARY PROGRAM

1.1 The University authorizes a merit plan for its faculty members. The details of the plan are reviewed annually by the Executive Team and approved by the president.

1.2 All full-time faculty members employed at the University are eligible for the merit salary program.

2 MERIT SALARY INCREASE DEFINITIONS

2.1 Base salary: The base salary is the annual salary that is provided to the faculty member for support of teaching, research and service missions of the institution.

2.2 Merit raises: Faculty merit raises may be granted based on established meritorious criteria, defined as sustained superior performance over a period of one year, supported by performance evaluations and other similar supervisory documentation or evidence of outstanding achievement. A merit raise increases the faculty member's base salary.

2.2.1 Merit salary raises are compensation as defined under Texas Government Code §822.201 and are eligible for all general deferral plans offered by the System.

2.3 Merit payments: Faculty merit payments may be granted based on established meritorious criteria, defined as sustained superior performance over a period of one year, supported by performance evaluations and other similar supervisory documentation or evidence of outstanding achievement. A merit payment will not increase the faculty member's base salary.

3 AWARD OF MERIT INCREASES

As a general rule, merit increases, including raises and payments, are granted at the beginning of the fiscal year and in accordance with budget guidelines approved by the Board of Regents. In cases of exceptional job performance, merit salary increases may be granted at times other than the beginning of the fiscal year. A merit payment may only be awarded once annually. At least six months must have elapsed between each merit salary increase.

3.1 The merit increases must be funded within the existing budget of university expenditures for this program must be made from allowable funds.

3.2 All merit increases must be recommended through proper channels and approved by the President.

3.3 Merit increases for faculty members must be treated as payroll items subject to standard withholdings and deductions.

3.4 Merit increases cannot be granted during a faculty member’s first six months of employment.

4 MERIT RAISE/MERIT PAYMENT CRITERIA

4.1 A faculty member who demonstrates performance, evidenced by a “Meets Expectations” or higher overall rating on a current performance evaluation, or who has successfully completed a special project of significance to warrant special recognition, may be recommended for a merit salary increase which could be in the form of a merit raise or a merit payment.

4.2 A faculty member who demonstrates efficient use of state resources that result in significant savings to the department, the University or the System may be recommended for a merit salary increase, which could be in the form of a merit raise or merit payment.

4.3 A faculty member who earns a doctoral degree from an accredited institution of higher education or receives a certificate, license, award, or other proof of accomplishment related to his/her job may be recommended for a merit increase, which could be in the form of a merit raise or a merit payment.

5 OUT-OF-CYCLE MERIT RAISES

Clearly exceptional performance or accomplishment may occur for which an out-of-cycle merit raise may be appropriate. Very strong evidence should be presented to justify the increase outside of the regular budget cycle. Merit raises may be awarded in accordance with the following general guidelines:

5.1 Merit raises should be based on the criteria in Section 4 above.

5.2 The faculty member’s performance must be documented on a Faculty Performance Evaluation Form completed within the past six months.

6 MERIT PAYMENTS

6.1 Merit payments are in recognition of superior performance or increased responsibilities. The amount of merit payment that may be awarded to a faculty member as part of the Faculty Merit Payment Program for each fiscal year are determined by a plan approved by the Provost and Vice President for Academic Affairs in conjunction with the Academic Director or Dept. Head/Dean/Associate Vice President.

6.2 Merit payments may not exceed 10% of base salary without prior authorization of the president.

Related Statutes, Policies, or Requirements

Texas Education Code § *51.962 Merit Salary Increases*

System Regulation *31.01.01, Compensation Administration*

System Regulation *31.01.08, Merit Salary Increases*

Revision History

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