

## Proposed Merit Pay Policy

The merit pay policy is designed to recognize eligible faculty who will be identified as those faculty members who have reached or passed the top of the CCSN faculty Salary Schedule and have performed their duties and responsibilities at a level above satisfactory in the areas of community service, scholarly contributions, and support of CCSN's mission. It is not available to those faculty members who have not exceeded the STEP formula on the salary schedule. While the intent does not preclude merit adjustments for satisfactory performance, the expectation is that the majority of merit adjustments should be awarded to faculty whose performance evaluation ratings are above "satisfactory" or meets expectations.

These guidelines for merit allocations for the faculty are to facilitate the substantial amount of decision-making that is required at the departmental level. These guidelines provide the parameters within each department and division for rewarding merit pay to the faculty. Each department will use the standard performance evaluation instruments, as may be revised, provided by the Human Resources Office.

Merit allocations to academic units should be based on the established performance program plans and within terms of employment, and are also based upon the financial allocations available within CCSN, as determined, annually, by the President.

The plan should include but not necessarily be limited to:

1. Recognizing and rewarding excellent performance.
2. Support and contributions to the accomplishments of CCSN goals and mission.
3. Standardize campus-wide performance-based programs that support accountability.
4. Provide for flexibility in the context of department needs.

The program should promote fairness and good-faith practice.

1. All faculty members must have a written annual performance review based on performance.
2. Each faculty member must be informed of the decision of the department to grant or not to grant a merit pay increase.

### DECISION MAKING AND TIME LINE

1. The HR Office notifies the VPAA of eligible candidates by February 1. The VPAA notifies each dean who, in turn, notifies the eligible candidate's chair.
2. Candidates submit to the chair a brief packet that includes a letter and copy of the most recent "long- and short-form" evaluations. The packet and a written recommendation of the chair, indicating "yes" or "no," and any recent classroom observations by the chair are then submitted by April 15 to the respective dean.
3. The dean reviews the material and makes a recommendation of "yes" or "no" regarding merit pay by May 1. The packet and recommendation are then forwarded

to the VPAA.

4. The VPAA reviews the material and makes a recommendation of “yes” or “no” to the President by May 15. The faculty member is notified prior to June 1 and may only appeal to the President, whose decision is final and binding.

#### ALLOCATIONS OF MERIT ADJUSTMENTS

The President and Vice-President for Finance will allocate to the Vice-President for Academic Affairs the appropriated funding for “top of the salary schedule” faculty merit pay, and will establish a “floor” and “ceiling” amount to be awarded.

Based on proportionality of eligible faculty within each division the Vice-President for Academic Affairs will allocate a fund pool for the basis of recommendation to the respective Dean. Recommendations shall be consistent with Chancellor’s Memorandum, NSHE Code, and this policy.

#### APPEALS

An individual may appeal to the President regarding the process only, in accordance with applicable policy.

Merit pay increase shall become effective July 1.