

3.11 MERIT PROCESS

3.11 A FACULTY AT THE TOP OF THE SALARY SCHEDULE

Once a faculty member has reached the top of the salary schedule, that faculty member is eligible for merit pay.

The faculty member shall prepare a brief (1 page) letter summarizing the prior academic year's accomplishments. Teaching excellence (or counselor/library service), exemplary service in support of the mission and goals of CSN, scholarly contributions and community service will be considered. The faculty member may attach any documentation: i.e., publications, campus contributions, student evaluations, etc., which he/she feels will support his/her application for merit. The letter and attachments shall be submitted to the Vice President for Academic Affairs no later than April 20 of the year. The merit raise will be effective the following contract year.

The letters of application will be reviewed by a committee consisting of:

- 1. Co-Chairs:** Academic Vice President and Faculty Senate Chair.
- 2. Committee:** One (1) tenured faculty from each of the academic schools (only those who are not applying for merit) appointed by Senate Chair, One (1) administrator appointed by the Vice President for Academic Affairs. To ensure continuity, the members will be on staggered terms.
- 3. Ex-Officio:** Associate Vice President for Human Resources or designee.

Merit will be awarded on a scaled basis where the overall percentage increase is 2.5%. All monies allocated by the legislature for merit for those over the top of the salary schedule shall be available to the committee. The award recommendation will be forwarded to the college President for action.

3.11 B SALARY MERIT CONSIDERATION FOR COLLEGE FACULTY AT THE TOP OF THE SALARY SCHEDULE

There are faculty in the community colleges who have reached the top of their appropriate salary range on the College Faculty Salary Plan (Handbook, Title 4, Chapter 3, Section 22). Most of them have reached this point due to longevity and professional development that have advanced them along their schedule. These faculty members are currently excluded from step increases.

1. Principle

All faculty are eligible for legislatively approved increases in salary earned through meritorious performance. Awards are based upon performance evaluation.

2. Policy Criteria

The following criteria should be incorporated in campus policies by which faculty at the top of their salary range are eligible for merit awards.

- A.** Performance evaluation should demonstrate exceptional, not merely satisfactory, performance for the period in question; and
- B.** Identification of recipients should be selective, but it should not be based upon a quota (proportion of eligible recipients), nor should recipients be rotated among those eligible.

3. Process

- A.** The pool of funds from which these awards are made is that generated by the eligible faculty at the top of the ranges; making these awards will not adversely affect the total of merit awards made to other faculty;
- B.** The criteria for selection and process for implementation will be developed at each institution by the President in consultation with the Faculty Senate;
- C.** The process will be directed and administrated by the institutional President;

D. The President will be responsible for reporting annually to the Chancellor the merit increases in salary awarded to faculty at or above the salary plan ranges;

3.11 C CRITERIA FOR THE ANNUAL EVALUATION OF MERIT FOR FACULTY AT THE TOP OF THE SALARY SCHEDULE

Criteria for merit includes but is not limited to the following.

1. TEACHING EXCELLENCE

Student evaluations, supervisor evaluations, teaching awards, course development.

2. SUPPORT OF CSN MISSION AND GOALS

Committee work, student advising, program development, articulation with other academic institutions, and/or business and industry.

3. SCHOLARLY CONTRIBUTIONS

Publishing books, textbooks, chapter(s) in textbooks; editing books and journals; serving on editorial boards; making conference presentations and serving on panels; writing and/or directing plays; exhibiting art and photography, etc.

4. COMMUNITY SERVICE

Service in organizations, boards, and committees related to one's discipline and interfacing with the community; presentations on one's discipline to community groups; service as a legislator; advising theater groups; other activities that promote CSN and communicate CSN's activities to the community.

COLLEGE OF SOUTHERN NEVADA
ANNUAL MERIT EVALUATION FOR FACULTY
AT THE TOP OF THE SALARY SCHEDULE

Name of Evaluee: _____

Teaching Excellence:

Comments:

Exceptional 3 Commendable 2 Satisfactory 1 Poor 0 _____

Support of CSN Mission and Goals:

Comments:

Exceptional 3 Commendable 2 Satisfactory 1 Poor 0 _____

Scholarly Contributions:

Comments:

Exceptional 3 Commendable 2 Satisfactory 1 Poor 0 _____

Community Service:

Comments:

Exceptional 3

Commendable 2

Satisfactory 1

Poor 0

TOTAL SCORE

Comments:

Signature of Evaluator: _____

Date: _____

To Senate 3/08