

CSN Policy	Section: Faculty	Number:
Title: Merit Raise For Faculty at Top of the Salary Schedule Policy		Policy Effective Date: December 17, 2007
Approved: <u>Michael D. Richards</u> <u>December 17, 2007</u> CSN President Date This is a temporary approval while the policy is under review in the Faculty Senate.		
Faculty Senate Recommendation		Faculty Senate Recommendation Unnecessary
Recommended	Not Recommended*	(if not recommended, reasons are set forth in a separate attached memo)
_____	_____	_____
Faculty Senate Chair		Date

MERIT PROCESS

1. FACULTY AT THE TOP OF THE SALARY SCHEDULE

To be considered for a merit raise once the faculty member has reached the top of the salary schedule, the person requesting consideration shall prepare a brief (1 page) letter presenting a case for consideration. 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 candidate may attach any documentation: i.e., publications, campus contributions, student evaluations, etc., which the candidate 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:

- a. Co-Chairs: Academic Vice President and Faculty Senate Chair
- b. Committee: Two (2) tenured faculty (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.
- c. Ex-Officio: Executive Director for Human Resources

Merit will be awarded on a scaled basis where the overall percentage increase is 2.5%. The award recommendation will be forwarded to the college President for action.

2. SALARY MERIT CONSIDERATION FOR COMMUNITY COLLEGE FACULTY AT THE TOP OF THE SALARY SCHEDULE

There are currently faculty in the community colleges who have reached the top of their appropriate salary range on the College Faculty Salary Plan (NSHE 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 consideration for merit increases in salary.

a. Principle

All faculty should be eligible for consideration for legislatively approved increases in salary earned through meritorious performance. Consideration should be based upon performance evaluation.

b. Policy Criteria

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

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

c. Process

1. The pool of funds from which these awards will be 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;
2. The criteria for selection and process for implementation will be developed on each campus by the President in consultation with the campus Faculty Senate;
3. The process will be directed and administrated by the campus President;
4. 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. CRITERIA FOR THE ANNUAL EVALUATION OF MERIT FOR FACULTY AT THE TOP OF THE SALARY SCHEDULE

Consideration for merit includes but is not limited to the following criteria:

a. **TEACHING EXCELLENCE**

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

b. **SUPPORT OF CSN MISSION AND GOALS**

Committee work, student advising, program development, articulation with UNLV and the school district.

c. **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.

d. **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 SOUTHERN NEVADA
ANNUAL MERIT EVALUATION FOR FACULTY
AT THE TOP OF THE SALARY SCHEDULE**

Name of Evaluatee: _____

Exceptional	3	Commendable	2
Satisfactory	1	Poor	0

Total: _____

Teaching Excellence:

Comments:

Exceptional	3	Commendable	2
Satisfactory	1	Poor	0

Total: _____

Support of CSN Mission and Goals:

Comments:

Exceptional	3	Commendable	2
Satisfactory	1	Poor	0

Total: _____

Scholarly Contributions:

Comments:

Exceptional	3	Commendable	2
Satisfactory	1	Poor	0

Total: _____

Community Service:

Comments:

Signature of Evaluator: _____ Date: _____

Total: _____