Committee-of-the-Whole Discussion of the University Committee's Proposed Policy on Merit Allocation Criteria and Procedures

PROPOSED POLICY ON MERIT ALLOCATION CRITERIA AND PROCEDURES

Each executive committee is required to establish written criteria and procedures to be used by the committee in evaluating the faculty of its department for merit salary increases. The criteria should be reasonably detailed and the factors that are considered, as well as the relative emphasis given these factors in the evaluation, should be stated. The criteria must be reflective with those established by the departmental executive committee for promotion evaluations.

The merit evaluation criteria and procedures established by each executive committee must be submitted to the School/College Dean and the Secretary of the University. Changes in the criteria and/or procedures are to be submitted as above in the fall of each academic year. All faculty in the department will be informed of the criteria and procedures at the beginning of each academic year.

Rationale: The University Committee began a study three years ago of the merit allocation process on campus. One of the problems most commonly listed by faculty was a lack of understanding of the criteria used by their executive committee. Department executive committees are required to establish written criteria for retention and promotion [UWM Policies and Procedures 4.05(1)]. It is appropriate to add to 4.05(1) the requirement that written criteria for merit allocation, consistent with the retention and promotion criteria, also be established.