



Angelo State University
Operating Policy and Procedure

OP 06.30 Merit Increases for Non-Tenured Faculty Holding the Rank of Senior Instructor or Clinical Professor

DATE: June 7, 2018

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to describe a process by which Non-Tenured faculty holding the rank of Senior Instructor or Clinical Professor may apply for a merit salary increase contingent on eligibility and performance criteria.

REVIEW: This OP will be reviewed every four (4) years, or as needed, by the Deans' Council and the president of the Faculty Senate with recommendations for revision presented to the provost and vice president for academic affairs (PVPAA) to the president.

POLICY/PROCEDURE

1. Eligibility Rules

Non-Tenured faculty members holding the rank of Senior Instructor or Clinical Professor are eligible to participate in the program, provided that all of the criteria below are met.

- a. A faculty member may apply no more frequently than once every four years of full-time service in the rank of Senior Instructor or Clinical Professor at Angelo State University, provided that the applicant is eligible pursuant to Section 1(b). Because each application must include four complete years of faculty evaluations, the first application may be submitted at the beginning of the fifth year of full-time service. After that, the application may be submitted at the beginning of every successive fourth year.
- b. A faculty member may not apply until four years of full-time service to the university have been completed provided that the applicant is eligible pursuant to Section 1(a).
- c. Faculty members holding positions that are classified as greater than 50% administration shall not be eligible.

2. Application and Evaluation Process

- a. Individual Non-Tenured faculty members holding the rank of Senior Instructor or Clinical Professor must prepare a formal application to participate in the program. The application shall contain the following components:

- (1) A cover letter of no more than two (2) double-spaced pages describing demonstrated excellence in teaching, scholarship, and service since the last merit raise (or step raise under previous systems) (see Section 1, Eligibility).
 - (2) A curriculum vitae (CV) with activities since the last merit raise (or step raise under the previous systems) highlighted (see Section 1, Eligibility).
 - (3) Copies of all official annual faculty performance evaluations since the last merit raise (or step raise under previous systems) (see Section 1, Eligibility).
 - (4) No other documentation shall be considered.
- b. All applications shall be submitted to the faculty members' department chair by the date that tenure and promotion portfolios are due. If the applicant is the department chair, then the application shall be submitted to the appropriate college dean. If the applicant has an unequal dual faculty appointment, the application shall be submitted to the department chair of the department within which the faculty member contributes the majority of effort. If an applicant has an equal dual faculty appointment, the faculty member shall choose which department chair shall receive the application.
- (1) The department chair shall first verify that the applicant is eligible for consideration, according to Section 1.
 - (2) If an applicant is found to be ineligible, the department chair shall inform the applicant accordingly and the process will terminate.
 - (3) If the applicant is eligible, the department chair shall submit the application materials to the College Tenure and Promotion Committee (CTPC) chair.
- c. Using only the information contained in the submitted application packet, the CTPC shall evaluate each eligible applicant's performance since the last merit raise (or step raise under previous systems) against the relevant and current performance criteria utilized for promotion decisions to Senior Instructor or Clinical Professor (see OP 06.31).
- (1) If the applicant's relevant performance is found to fall below the department's criteria based on the materials presented, then the application shall receive a rating of "1".
 - (2) If the applicant's relevant performance is found to meet or exceed the department's criteria, then the application shall be assigned an integer-only rating of "2", "3", or "4".
 - (a) A score of "2" indicates that the applicant has only met, but not exceeded, the departmental criteria in all evaluated areas.
 - (b) A score of "3" indicates that the applicant has clearly exceeded the departmental criteria in some but not all evaluated areas.
 - (c) A score of "4" indicates that the applicant has clearly exceeded the departmental criteria in *all* evaluated areas.

- (3) The CTPC shall submit a list of applicants with their scores to the college dean by the first Friday in April.
- d. The college dean shall review and approve the scores given by the CTPC and assign the appropriate increase percentage to each applicant based on their rating (see Section 4).
 - (1) It is the responsibility of the college dean to finalize the ratings and assign the dollar amounts to each application.
 - (2) The college dean may disagree with a rating, but it can only be changed after a discussion of the rating with the CTPC.
 - (3) The college dean shall then notify each applicant of the rating received.

3. Calculation of Increase Amounts

- a. All earned increases under this policy shall be added to the base salary of the recipient faculty member.
- b. Increases under this program **may** be awarded regardless of whether a university-wide salary increase will also occur in that same fiscal year.
- c. The process for calculation and award of increase amounts shall be as follows:
 - (1) Each fiscal year, the PVPAA, in collaboration with the vice president for finance and administration, shall endeavor to allocate a pool of funds to this program that is sufficient to fund a 2% increase for all Non-Tenured faculty holding the rank of Senior Instructor or Clinical Professor who are eligible in that year according to this policy.
 - (2) If there are sufficient funds to allocate the 2% salary pool described above, the PVPAA shall then allocate a corresponding pool of funds to each college dean that is sufficient to fund a 2% increase for all Non-Tenured faculty holding the rank of Senior Instructor or Clinical Professor within that College who are eligible in that year according to this policy.
 - (3) In consultation with the relevant department chairs, each college dean shall allocate the pool received from the PVPAA across the Non-Tenured faculty holding the rank of Senior Instructor or Clinical Professor within the college who are eligible according to this policy. This allocation shall be based upon the individual performance ratings made by the CTPC as described in Section 2, with the following guidelines:
 - (a) The increase associated with a rating of “4” shall be 2%. These dollars shall be allocated first.
 - (b) The increase associated with a rating of “3” shall be 1.75%. These dollars shall be allocated next.
 - (c) The increase associated with a rating of “2” shall be 1.5%. These dollars shall be allocated last.

- (4) After assigning the awards to the eligible applicants, the college dean shall confirm that the total amount of all increases within the college does not exceed the salary pool allocated to the college in that year, and then submit them to the PVPAA for review and approval. If the college dean does not allocate all of the salary pool allocated to the college in that year, the unused funds revert to the Office of the PVPAA.

4. Limiting Factors and Other Secondary Mechanisms

- a. There is no limit to the number of increases that a faculty member may receive pursuant to this policy.
- b. Faculty members that either:
 - (1) were ineligible to apply for the program in a given year for any of the reasons outlined in Section 1, or
 - (2) applied but did not receive an increase for whatever reasonmay reapply in the following fiscal year provided that they meet eligibility requirements as outlined in Section 1.
- c. If the PVPAA determines that there is not sufficient funding to construct the salary pool at the level prescribed in Section 3, the PVPAA shall adjust the salary pool percentage downward in increments of 0.25% until the pool can be created. The minimum salary pool percentage shall be 1%.
 - (1) Applicants shall be made aware of the adjustment when it is made.
 - (2) The percentages assigned to each score in Section 3 shall be adjusted to be consistent with the new funding level.
- d. Faculty members may appeal the decision to deny an increase according to the following procedure:
 - (1) A formal request for appeal shall be filed with the PVPAA by the first Monday in June of the year in which the increase was denied.
 - (2) A meeting shall be held including the faculty member, the college dean, and the PVPAA within 30 business days of filing in order to hear the appeal.
 - (3) A recommended resolution to the appeal shall be submitted to the president of the university, who shall make the final decision within 30 business days of the hearing date.