

**Note: University procedure *31.01.08.C1.01, Merit Pay for Faculty* is currently under review.**

Effective immediately, the university's faculty evaluation criteria for merit stated in section 1.2 below has been modified by the President, in consultation with system's Office of General Counsel, to define meritorious performance as being "Meets Expectations" or above (formerly stated as "a rating above Standard"). Note that the rating of "Standard" has been renamed as "Meets Expectations" without any change to the criteria of that rating. This revision allows the university to be consistent with other system member universities and the requirements of the new system Workday platform.

## **31.01.08.C1.01 Merit Pay for Faculty**

Approved: April 13, 2016  
Revised: April 13, 2016  
Next Scheduled Review: April 13, 2021



---

### **Procedure Statement**

---

Merit increases shall be based on quality teaching, scholarly/creative activity, service and other duties as defined in 12.01.99.C0.03. The workload responsibilities of Full-Time Tenured and Tenure-Track Faculty, Professional Faculty, Clinical Faculty, and Research Faculty in regards to teaching, scholarly/creative activity, and service varies and is considered in the overall annual performance review ranking that establishes eligibility for merit.

---

### **Reason for Procedure**

---

This procedure establishes uniform administration of merit salary increases for faculty at Texas A&M University-Corpus Christi.

---

### **Procedures and Responsibilities**

---

1. Awarding of Merit
  - 1.1 The awarding of merit involves three specific elements: performance review, recommendation, and approval. Eligibility for consideration of a merit increase is not a guarantee or a promise of a merit increase. Merit eligibility and recommendations are made by the unit supervisor and approved by the Dean and Provost. Ultimate granting of merit is awarded by the President. It is the responsibility of the unit supervisor to review individual faculty eligibility and recommend for merit increases. It is expected that there will be a range of award levels among faculty eligible for merit.
  - 1.2 In accordance with College policy, each faculty member is required to provide an annual Faculty Activity Report and/or current CV in the appropriate university-approved database (e.g. Digital Measures) for use in consideration of a merit increase. Only faculty documentation provided through the university-approved database will be considered in determining merit

eligibility. Faculty achieving an overall performance review ranking above Standard will be eligible for merit. Faculty receiving an overall performance review ranking of Standard or Unsatisfactory will not be eligible for merit.

1.3 Faculty members who hold administrative appointments will be evaluated both as a faculty member and as an administrator. Evaluation for the faculty portion will be completed according to College and departmental processes and criteria. Evaluation for the administrative portion will be completed by the person to whom the faculty member reports administratively. Merit will be awarded based on the combined overall ranking received in both performance reviews. Department Chairs and Associate Deans will be evaluated both administratively and as a faculty member by their College Dean.

1.4 Faculty members who have been employed at Texas A&M University-Corpus Christi for at least six months are eligible for merit-based salary increases.

1.5

- a) All information to be considered for merit must be recorded in the official university-approved database (e.g. Digital Measures) by the annual evaluation deadline. Other documentation may be requested by the unit supervisor, Dean, Provost or President to substantiate the information submitted to the database.
- b) The unit supervisor must evaluate each faculty member based on College and departmental criteria designated to comport with university procedure 33.99.03.C1.02
- c) Based on the evaluation of the unit supervisor and in consultation with the Dean, the faculty member will be assigned an overall rating in their annual performance review for merit purposes. This rating must be included in the annual evaluation letter provided to faculty and stored in their personnel file.
- d) When the merit pool is identified and announced by the President, the Dean must then assign a dollar amount to each faculty member based on the individual faculty member's overall performance review rating.
- e) At the designated time, merit awards are paid to faculty through the university system.

---

## **Related Statutes, Policies or Requirements**

---

System Policy,           31.01 Compensation  
System Regulation,   31.01.08 Merit Salary Increases

University Rule, 31.01.08.C1 Merit Pay  
University Procedure, 12.01.99.C0.03 Responsibilities of Full-Time Faculty Members.  
University Procedure, 33.99.03.C1.02 Performance Review of Faculty Members

---

## **Contact Office**

---

Contact for clarification and interpretation: Provost and Vice President for Academic  
Affairs, (361) 825-2722