



Subject: Merit Pay and Annual Performance Policies

Category: Faculty-Personnel

Effective Date: 10/17/2024

Contact: CPAE Dean

Procedure

Each faculty member shall submit their **Annual Performance Report** by the date set in the *UIS Academic Personnel Calendar*. A copy of the document should be emailed to the Dean's Office, to the unit as required by unit by-laws, and to the [faculty member's personnel file](#).

Annual Performance Reviews (Previous Calendar Year)

1. After the end of the calendar year, each faculty member will prepare an **Annual Performance Report** on teaching, scholarship, and service activities (or activities specified in the faculty member's contract, if applicable) in accordance with each faculty member's contract for the calendar year just completed. This report is limited to three (3) pages in length. This report is submitted by the faculty member to the unit, to the Dean's Office, and to [the faculty member's personnel file](#) by the deadline set each year in the *UIS Academic Personnel Calendar*. This annual review process is governed by Article IV of the *UIS Faculty Personnel Policy*.
2. The unit personnel committee reviews the faculty **Annual Performance Reports**. Criteria to be used are those in the *UIS Faculty Personnel Policy* in Articles III, V, VI, VII and IX. Faculty members' activities are reviewed for merit pay based on the Personnel Policy's criteria and the faculty member's individual contract, if applicable, but no one is expected to achieve all aspects of all criteria for his/her rank in any one year. Rather, the reports are reviewed in the context of the faculty member's long and short-term contributions to the teaching, scholarship, and/or service mission of the program, college, and university.

Merit Review Process (Based on Previous Calendar Year)

4. It is the expectation of the college faculty that most faculty members will be given a *Meritorious Performance* rating and will receive the standard level of merit pay. Up to 10% of the college faculty members may receive *Exceptionally Meritorious Performance* ratings each year. At the time of the performance review, the unit personnel committees may nominate colleagues for *Exceptionally Meritorious* ratings to the College Level Personnel Committee (CLPC). The CLPC will determine who receives *Exceptionally Meritorious Performance* ratings each year, based on the criteria in the *UIS Faculty Personnel Policy*, on the basis of their annual performance and in the context of their performance over time.
5. While there is no requirement to use a bell curve or to give any less than Meritorious Performance ratings,

such a category must exist, and on rare occasions a faculty member may be reviewed by their peers and determined to receive a rating of *Below Expected Performance*.

6. The Unit Personnel Committee forwards merit pay recommendations to the Dean. If the Personnel Committee wishes to nominate a colleague for an *Exceptionally Meritorious* rating, a letter of recommendation discussing the individual's accomplishments will be sent to the faculty member, [the personnel file](#), and the Dean, who will forward it to the CLPC. The College Level Personnel Committee will determine who receives the *Exceptionally Meritorious* ratings, not to exceed 10% of the college faculty. The College Personnel Committee may consult with the Dean on these decisions at the Committee's discretion. Ratings of *Meritorious Performance* do not need a letter of support. Ratings below *Meritorious Performance* must be accompanied by a written explanation, which will be sent to the faculty member, [the personnel file](#), and the Dean. The Dean may consult with the Unit Personnel Committee to clarify any recommendations, if necessary.
7. After consultation and revision, if any, the Dean reviews and approves the merit pay recommendations of the Unit Personnel Committees and in the case of Exceptionally Meritorious Performance, the College Level Personnel Committee, and forwards them to the Provost for final approval.
8. If any Unit Personnel Committee does not choose to review its own faculty for merit pay, it may request that the College Level Personnel Committee perform this function. In this case, the College Level Personnel Committee will perform the role of the Unit Personnel Committee, as described above.
9. In the case of joint appointments, if the joint appointment is within the college, the personnel committees of each unit will make separate recommendations to the Dean, who determines the joint recommendation according to the percent of time allocated to each assignment. (For example, if the faculty member received the same ratings from both, that would be the rating. If the faculty member received different ratings from each unit, these would be weighted by the percent time of each appointment, e.g. 50% each, or 1/3-2/3, etc. The Dean may consult with the unit's personnel committees, if necessary.) Nominations for *Exceptionally Meritorious Performance* from either unit will result in the Dean sending them to the College Level Personnel Committee as described above, after applying the weights to the ratings. The personnel committee recommendations of each unit are sent to the other unit for information at the same time they are sent to the Dean. The CSPL has the option of participating in this process for CSPL jointly appointed faculty, if they submit recommendations in a timely manner to the College Level Personnel Committee.
10. If a joint appointment involves another College, it is the understanding that the recommendations may be worked out among the units across colleges; the faculty member may choose to be included in the home unit's rating with the concurrence of the other unit(s), or separate recommendations may be made to the Provost by both Deans, with the Provost determining the rating and the raise. This will be worked out individually.
11. Faculty receiving a rating of Exceptionally Meritorious Performance will receive a minimum of \$500.00 and may choose to receive it either in a one-time lump sum payment or in professional development funding above the regularly allotted amount. Either option chosen will be paid in the subsequent academic year. Professional development funding will expire on June 30th of the academic year awarded and any unused amount will be forfeited. The Dean will consider increasing the minimum as the budget allows. The \$500 stipend is in addition to the percentage salary raise granted by the University.
12. If a faculty member wishes to appeal a merit decision, they may use the appeal process as outlined in Article 4 of the *UIS Faculty Personnel Policy*. Faculty may also utilize the grievance process as outlined in Appendix 8 of the *UIS Faculty Personnel Policy* or Article XV of the UPI United Faculty Collective Bargaining Agreement.